

KLOR Guidelines to Submit Building Permit Application

___ Completed permit application. Application must be signed by Owner and Contractor and all signatures must be notarized. All signed and notarized documents must be originals.

___ Effective 10/1/2014 all permits will be required to be submitted on the new Building Permit Application form; the designers need to complete and submit the Residential Plan Submission Checklist; and permit fee calculations must be attached (Use County Building Department on-line Fee estimator). The building permit application fee will be 50% of the building permit cost as calculated using the fee estimator on the County's Website. Building Permit Fees, Fee Estimator, Residential Site Plan Submission Checklist, and other new requirements are listed on the Monroe County website at: (<http://www.monroecounty-fl.gov/index.aspx?NID=160>).

___ One page contractual statement showing total job cost with original signature of Contractor and Owner

___ Property record card (If Corporate or LLC Owner attach current Sunbiz.org corporate documents to show who can sign as Owner on permit)

___ One (1) sealed original survey with 2 copies (KLOR to provide)

___ 2 sets of licensed architect or engineered sealed site plans with NOAs (windows, doors, metal roof, and siding), and energy code calculations. If state approved modular home, include 2 sets of factory plans with state approval code.

___ FKEC approval stamped on permit plans

___ Original Notarized Subcontractor letters for all applicable disciplines (these can be submitted at time of permit issuance).

___ KLOR Architectural Review Board approval by letter or stamp on plans

___ Original Notarized Contractor Agent letter if plans are submitted by someone other than contractor qualifier.

ROGO exempt letters are not required as the rights are established by Development Agreement.

The following are County Plans Criteria and Contractor Requirements with KLOR project specific information. All general County Building Department Requirements, forms, and fees may be found on the Monroe County website at: (<http://www.monroecounty-fl.gov/index.aspx?NID=160>).

Notes to design professionals:

Site plan should show the grade elevation of the road edge on the street side of the property (KLOR to provide surveys), the distance from the drip edge of the home to the property line on all four sides, and the distance from the edge of exterior staircase to the property line.

Section drawings should list the flood elevation zone that show the elevation of the height above the road edge to include the bottom of any horizontal beam structure, first level floor height, and overall height (maximum height is 35 FT above survey grade elevation for your lot) (If a lot is dissected by two flood zones as shown on your lot survey the highest elevation that intersects the home footprint should be used for minimum elevation calculations). All mechanical equipment such as AC compressors must be located above listed flood elevation. Elevations to be shown on section drawing:

Flood Zone Elevation

Grade: NGVD

1st FFL NGVD

Roof NGVD

If VE flood zone also show NGVD of lowest structural horizontal beam (which must be above flood elevation) and provide VE impact calculation for columns.

Show parking for two cars (minimum 8.5 Ft X 18 Ft and can be under home)

Water supply line connections to the KLOR water distribution lines must provide for a back flow preventer between the main water line and the home connection

Drainage calculations and swales are not required to be shown on interior lot building plans. Lots that are bordered by wetlands should provide a

reference to the shoreline drainage plan that shows a berm directing drainage away from the shoreline or wetland.

All homes in VE flood zones must have VE calculations and VE certifications for all foundations and lower enclosures below VE zone flood elevation

Maximum lower enclosure size is 299 SF

Most foundations should be able to use augur piles as the site is mostly situated on cap rock.

There should be an information block or blocks on the plans that show:

Base flood elevation

Grade elevation (From survey of lot road edge)

First floor elevation

If VE flood zone add elevation of lowest horizontal structural element

Name of surveyor

Survey date

Owner's name

Address with lot number

RE#

FLUM: Residential High (RH)

Zoning: URM

Tier III

Wind load: 180 MPH with exposure D

Occupancy: R3

Square footage of lot

Lot coverage area

Refer to the published KLOR Architectural guidelines for other design criteria

Contractor and Sub Contractors:

Prior to application submission Contractors and sub contractors must have on file with Monroe County a current business license, state contractor's license, workman's compensation and liability insurance certificates. The contractor's license number must show on the insurance certificates.

If someone other than the licensed contractor or sub contractor is authorized to submit plans, discuss, change, or pick up plans at the building department,

that person must submit a notarized agent authorization letter signed by the contractor and/ or sub-contractor whichever applies. Owners may not pick up or discuss plans with the building department unless they have a notarized agent authorization letter from the Contractor.

Prior to the first inspection a notice of commencement (NOC) must be recorded and submitted to the building department. The cost to record with the recording stamps showing on the NOC is \$13. No inspections can be scheduled until the recorded NOC is entered by the building department.

Inspection requests must be submitted through the Building Department's IVR system. The instructions for using the IVR system are on the Monroe County Website and can be found on the following link:
(<http://www.monroecounty-fl.gov/index.aspx?nid=161>)

Needed for Certificate of Occupancy (CO)

1. Sealed final elevation certificate
2. Confirm KLWTD has sent letter to Building Department after final sewer connection confirming home is connected to the sewer system
3. Interim and Final termite spray certificates
4. All inspections passed including final building.