

Building Permit Application Checklist by Application Type

Conditions and Documents Required for Each Permit Type

Conditions and Documents	Emergency	No-Cost Repair	Small Project	Medium Project	Residential/Single Family or Multi-Unit Single Family	New Multifamily Construction (such as Condos, Villas, Townhouses, and Garages)	New Commercial Construction (such as Hotel, Restaurant, or Marina)	Infrastructure
Good Standing	For ALL permit types (except emergency) – staff will check to see if the member is in “good standing” with SWRA (no outstanding balances). If the member is not in “good standing” the application will be rejected until such time as the outstanding balance has been settled.							
Building Permit Application Form	No	Yes	Yes	Yes	Yes	Yes	Yes	Infrastructure Permit
Final Completion Deposit	No	No	No	Yes	Yes	Yes	Yes	Yes
Drawings/Sketch	No	Yes	Yes	Yes	No	No	No	No
Complete Set of Architectural Building Plans	No	No	No	No	Yes	Yes	Yes	Yes
Color Samples	No	Yes	Yes	Yes	Yes	Yes	Yes	No
Landscape Plans	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Plot Plan	No	No	No (1)	No (1)	Yes	Yes	Yes	No
Compliance Agreement	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Permit fee paid before permit is issued	No	No	Yes	Yes	Yes	Yes	Yes	Yes
Topographical map.	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Street, curbing, and sidewalk plans.	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Drainage plan to include any runoff ponds.	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Utility plans to include sewer, water, cable, phone, and electricity.	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Overall site plan	No	No	No	Yes	Yes	Yes	Yes	Yes
Demolition plan	No	No	No	No	No	Yes	Yes	Yes
Grading & drainage plan	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Street profiles	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Storm sewer profiles	No	No	No	No	No	Yes	Yes	Yes
Sanitary sewer details	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Preconstruction erosion & sediment plan	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Construction phase erosion & sediment control plan	No	No	No	No	No	Yes	Yes	Yes
Post-construction erosion & sediment control plan	No	No	No	No	No	Yes	Yes	Yes
Erosion & sediment control details	No	No	No	No	Yes	Yes	Yes	Yes
Storm sewer details	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Water details	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Concrete washout details	No	No	No	No	No	Yes	Yes	Yes
General Liability Insurance	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Workers Compensation Insurance (2)	(2)	(2)	(2)	(2)	Yes (Multi-Unit)(2)	Yes	Yes	Yes
Automobile Insurance	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Additional Umbrella Insurance	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Professional Liability/Error & Omissions	No	No	No	No	Yes (Multi-Unit)	Yes	Yes	Yes
Note								
1) Required if adding a structure								
2) May be required by State Law, Owner Responsible for checking.								