



Last Name:	_____
Date Applied:	_____

Residential Requirements

The following is needed to complete application for construction permits. Permit applications will not be processed until all required documents are received.

- Permit Application
- Zoning & Land Use Information approved by the Highlands County Zoning and Planning Department
- Boundary Survey
- Address assignment on permit application as issued by the Highlands County Addressing Dept.
- Legible copy of Septic Tank permit from State of Florida Department of Health, 863-382-7219
- **OR**
- Authorization from private provider authorizing connection to waste water and sewer system
- Well Affidavit - Private Wells located "Off the Ridge" and not within 1/2 mile of active agriculture
- Copy of Residential Driveway Permit from Highlands County Engineering Department 863-402-6877
- Certified Copy of the recorded Notice of Commencement for projects in excess of \$2,500
- (2) Sets of sealed, signed, engineered construction plans
- (2) Copies of Florida Product Approval sheet with number and installation instructions for windows/exterior doors
- (1) Copy Energy Form
- (1) Copy signed contract
- Owner-Builder Affidavit
- List of Subcontractors
- Construction Waste Form or copy of contract between contractor and disposal company
- Electric, Plumbing, and Mechanical work require separate permits
- Elevation Certificate (Only in Special Flood Hazard Area)

NOTES: _____

