



**Town of Pierson**  
106 N. Center Street  
Pierson, FL 32180  
(386) 749-2661 Phone  
(386) 749-3239 Facsimile  
(855) 445-7630 Inspection Line  
[www.townofpierson.org](http://www.townofpierson.org)

## ONE AND TWO FAMILY DWELLING PERMIT REQUIREMENTS CHECKLIST



Before submitted for permit, please contact the Planning and Zoning Division at (386) 749-2661 for information on setbacks, lot coverage, heights, etc.

The following must be submitted in order to apply for a permit:

- Completed building permit application, signed by Qualifier/Contractor or property owner when acting as Owner Builder.
- All subcontractors must be listed on the permit application. Must provide permit authorization letters or forms, and submit copies of licenses and insurances (building, electrical plumbing and mechanical contractor).
- Copy of contractor's license (or must be on file in repository) OR Owner/Builder Affidavit form if the homeowner is acting as the contractor.
- Copy of contractor's city and/or county local business tax receipt (if not on file in repository).
- Copy of contractors Certificate of Worker's Compensation or exemption (if not on file in repository).
- Copy of contractor's certificate of general liability insurance (if not on file in repository).
- Proof of ownership (Copy of warranty deed or county tax bill).
- Two (2) complete sets of signed and sealed construction plans. Elevations need to depict maximum height of structure. Floor plan must show conditioned and unconditioned square footage.
- Two (2) copies of certified boundary survey showing proposed property improvements, one of the surveys being an original signed and sealed document. The survey shall include flood zone, finished floor elevations, lot coverage ratio, all setbacks, accessory structures, driveways and proposed parking areas.
- Two (2) copies of plumbing riser diagram (isometric).
- Two (2) copies of electrical panel schedule with electric load summary.
- Two (2) copies of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE.
- Cooling and Heating Load Calculation Manual, Second Edition from mechanical contractor, OR when mechanical systems are designed by an Engineer registered in the State of Florida, the engineer has the option of submitting a signed and sealed summary sheet in lieu of the complete sizing calculations(s).



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- Two (2) copies of pre-engineered truss payout with sealed uplift values identified.
- Two (2) copies of sealed garage door engineering from supplier.
- Two (2) copies of hurricane shutter specifications from supplier.
- Two (2) copies of product approvals for doors, windows (including jamb attachment detail), and roof specifications from suppliers.
- Complete set of State of Florida Energy Code forms (document is located in building code).
- Copy of well and septic tank permit (See attached State of Florida, Department of Health Department Application) or contact their office: (386) 274-0692.
- Copy of lot drainage and driveway permit (Contact Building Division at (386) 749-2661).
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC.
- Building permit document or plans review fees must be paid.

Note: Should you have questions or require any additional information, please contact the Building Official at (386) 804-9034. Additional documents maybe required upon request by the Building Division.

**ALL DOCUMENTS SUBMITTED MUST BE LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED.**