



DEVELOPMENT SERVICES DEPARTMENT – BUILDING SERVICES

ACCESSORY STRUCTURE PERMIT CHECKLIST

Rev: 3 | Revision Date: 3/6/2024 | Print Date: 3/6/2024 I.D. Number: ASP

Required Permit Applications:

- ☐ [Building Permit](#)
- ☐ [Electrical Permit](#) (if installed)
- ☐ [Plumbing Permit](#) (if installed)
- ☐ [Roof Permit](#) (if installed)
- ☐ [Mechanical Permit](#) (if installed)

Permit Review Steps:

- ☐ Structural
- ☐ Zoning
- ☐ Electrical (if installed)
- ☐ Plumbing (if installed)
- ☐ Mechanical (if installed)
- ☐ Engineering (if located within an easement)

Minimum Plan Submittal

- ☐ Site Plan showing the proposed structure and the setback dimensions to all property lines. This may be omitted if represented on the Surveys submitted.
- ☐ Survey signed and sealed originals or a copy with a completed [Zoning Affidavit](#).
- ☐ Signed and sealed Plans by a Florida Licensed Architect/Engineer
- ☐ All required product approvals
- ☐ Completed [Special Inspector Form](#), completed by a Florida Licensed Engineer, if Pile are required.
- ☐ **Completed** Accessory Structure Permit Checklist

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**