

Residential /Commercial Electronic Submittal Process and Required documents

(Additional construction documents shall be required on site for inspection)

All Electronic construction documents shall be submitted through our online portal; www.clermontfl.gov , click on Online permitting. You must be registered as an online contractor to access the portal. To register as an online contractor , send your request to: inspection@clermontfl.org

[HOMEOWNERS MUST SUBMIT IN PERSON AT 685 W MONTROSE ST, CLERMONT, FL](#)

[When applying for a permit DO NOT CHANGE THE CONTRACTOR INFORMATION –THE EMAIL WE HAVE ON RECORD WILL BE THE EMAIL TO RECEIVE ANY PERMIT NOTIFICATIONS.](#)

Please fill out the information requested by the system and upload the required documents and label them as indicated below.

*****Note:** All documents must be in PDF format (zip files not accepted). Plans are required to be sealed by a Florida Design Professional, must be in PDF format with an electronic digital signature and be digitally sealed. Digital sealing may be self-certification or use a 3rd party service, but **MUST** allow “mark-ups”/annotations”. This allows us to place our digital approval stamp, permit # and minor notes on the plans. Building plans shall be set to landscape orientation and combined as one PDF file. Plans marked “Not for Construction” or similar notation will not be accepted.

Please note: If any of the following documents are missing, the submittal will be rejected as an incomplete submittal and will not be reviewed until all documents are received. Resubmittals do not get priority and are reviewed in date order that they are received.

Also, some documents listed below may not be required based on the permit type.

Single Family Attached permits (ex: townhomes (fee simple) will each require a separate permit with complete plans and documents loaded for each lot. However, you will only need to print ONE set for the job site.

Please name as listed below with the required documents in each attachment.

Attachment 1: FOLDER WILL INCLUDE DOCUMENTS BELOW labeled: ADMINISTRATIVE DOCUMENTS:

1. Permit Application (signed and notarized by license holder or someone with POA)
2. Power of Attorney (if someone other than license holder is signing application)
3. Top page of Energy Calculation (to be submitted to State) (if applicable)
4. Certified copy of NOC (if available at time of submittal)
5. Property record card (1st page only) or Warranty deed if recently purchased
6. Flood Elevation Certificate, if located in a Flood Zone (only for new construction SFR, or Duplexes)
7. Affidavit for Window/Doors (required only for Window Door Replacement permits (not SFR permits)
8. Affidavit for Reroofs (required only for reroof permits)

Attachment 2: labeled: UTILITY REQUEST FORM (TOP PART OF FORM TO BE FILLED OUT) THIS IS FOR NEW CONSTRUCTION ONLY, COMMERCIAL AND RESIDENTIAL

Attachment 3: labeled; REVIEW 1 SURVEY/SITE PLAN

Site plan with digital signature (survey shall include Dimensions of property, location of all existing and proposed structures, impervious surface square footage percentage, location of driveway and sidewalks, locations of all natural and manmade surfaces (lakes, canals, wetlands, etc.). Indicate location of mean high water mark and 100-year floor lines.

Attachment 4: labeled: Review 1- LANDSCAPE AND IRRIGATION PLAN (only required for new construction Single Family & Duplex homes)

Attachment 5: labeled: Review 1- FLORIDA PRODUCT APPROVAL SHEETS

For residential only upload the Product Approval cover sheet, not the install sheet, as those will go on the job site,

For Commercial permits please submit a printed copy of the Florida Building Product Approval-Evaluation Report and Installation Instructions for all applicable products (windows, doors, roof, wall cladding, and et cetera: Pressures on product approval must meet or exceed those shown on plan.

- 1 Roofing Materials
- 2 Window and door materials
- 3 Structural components

. Pressures on product approval must meet or exceed those shown on plan.

Attachment 6: labeled: Review 1-Energy Calculations:

Completed form R402, R405, or REScheck

Attachment 7: labeled: Review 1- Engineered Truss Package

Signed and sealed drawings and calculations (Commercial truss must have signed and sealed truss cut sheets OR roof plan showing bar joist construction

Attachment 8: labeled: Review 1- Building plans (landscape orientation and combined as one PDF)

Construction plans signed and sealed by Florida architect/and or Engineer that include:

1. Floor plan
2. Elevations
3. Sections and details for Architectural, Structural, Mechanical, Electrical, Plumbing systems as applicable to the project
4. Must include all applicable Design Criteria, City of Clermont Jurisdiction, Applicable codes, Location (address), Design Loads: Wind, Flood, Soils, Termite and Structural (roof, floor, Walls, Windows and Doors)
5. Shall have at least one complete building envelope tie down in section to demonstrate compliance.
6. Commercial plans must include Life Safety, Floor, Structural, mechanical, electrical, plumbing plan, as applicable to the project.
7. If a different engineer is submitting the MEP's you can up load those to a separate PDF attachment.

Attachment 9- labeled: Building Specification Sheets:

(for Commercial only if applicable, separate from Product approval sheets)

Attachment 10- labeled- Plumbing plan only- FOR COMMERCIAL PROJECT ONLY-

Showing floor plan, fixture count, peak demand in gallons per minute

Once Development services has completed our reviews you will receive either a Denied or approval notification. If you plan has been rejected, please follow the instructions below for Resubmittal.

If approved, you will go back to the online system, pay all associated permit and impact fees, print your permit card, then click on all the APPROVED ATTACHMENTS, save them to disk for Printing. All approved plans must be printed in standard 24x36 size for the jobsite with all approved supporting documents, such as energy calculations, product approval, approved site plan, etc.

RESUBMITTAL INSTRUCTIONS

TO BE USED ONLY FOR PERMITS THAT INVOLVE PLAN REVIEW

Resubmittals: BEFORE permit issued or field changes AFTER permit is issued.

All RESUBMITTALS will be uploaded to the URL site listed below and labeled as follows based on the folders identified on the initial submittal and based on what you are required to resubmit.

A **Resubmittal/Revision Form**, which can be found on our website is required for each resubmittal and will have its own folder and be labeled as listed below.

Resubmittal form will include permit # and detail narrative of all changes or written response to every plan review questions.

If revision to plans are required, upload the Complete set of plans, clouded or marked showing changes. We must be sure that changes made by one trade are approved and in conjunction with all other trades. The resubmittal will be accepted only from the permit contact person to lessen the chance of conflicting corrections and permit pages of different dates being used. Upload your revisions to the following site.

<http://docs.clermontfl.org/forms/docsubmit>

Example: if you are required to revise or resubmit building plans after initial plan submittal, then you will label it:

Review 2-Building plans

Review 2- Energy Calculations

Review 2- Product Approval

Basically whatever the plan was rejected for, please maintain the separate folders, only label the review as Review 2, Review 3, etc.

- Please Note, Partial plans will not be reviewed, please make sure you have addressed ALL comments before resubmitting to avoid delays.
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Forms can be found at our website: www.clermontfl.gov under Building Services, Forms.

The following permit types are eligible to print their Certificate of Occupancy or Certificate of Completion once permit status is FINALED: Single Family permits, Two Family Permits, Mechanical and Reroof permits.

Once the permit has been finaled, it will disappear from your online DASHBOARD. You will need to SEARCH for the permit (either by address or permit #). Once you locate it, click on it and you will see a PERMIT CERTIFICATE PRINTER ICON Click on that and it will print your Certificate of Occupancy/Completion.

INSTRUCTIONS FOR MISCELLANEOUS PERMITS THAT DO NOT REQUIRE PLAN REVIEW

Please upload the following documents based on permit type:

REROOF PERMITS:

Building permit application (signed and notarized)

Reroof Affidavit (signed and notarized)

Product approval sheets for: Shingles, Underlayment & Vents (printed from www.floridabuilding.org website)

Property Record Card

Certified Copy of the NOC (if available when you apply) if you do not have the NOC at time of submittal, you can later email NOC to: inspection@clermontfl.org

FENCE PERMIT:

Building Permit application (signed and notarized)

Property Record Card

Survey/site plan showing location of fence (must indicate height of fence as well)

AC CHANGE OUT: (no duct work required)-Select Permit type Mechanical

Building Permit application (signed and notarized)

Property Record Card

AHRI product approval sheets

ELECTRICAL PERMITS (minor repairs that do not involve any plan review) ex: service upgrade, replace meter can, etc.,

Building permit application

Property Record Card

Rewire (include diagram or description of location of rewire)

PLUMBING PERMITS (minor repairs that do not involve any plan review) ex: re pipe house, water heater change out, etc.

WINDOW AND DOOR REPLACEMENT PERMITS: Select permit type: Residential Alterations

Building permit application

Property Record Card

Product approval and Install sheets (from www.floridabuilding.org website)

Window/Door Affidavit (can be found on our website www.clermontfl.gov)