



TOWN OF GOLDEN BEACH

One Golden Beach Drive, Golden Beach, FL 33160

Phone: (305) 932-0744 Facsimile: (305) 933-3825

SUBMITTAL CHECKLIST

To: Town of Golden Beach
1 Golden Beach Drive,
Golden Beach, FL 33160

Phone: (305)932-0744 ● Email: onlinepermits@goldenbeach.us

Date ____/____/____

Permit Number: _____

Project/ Reference: _____

For Review By: (check all applicable spaces)

Zoning Civil/ Drainage Building Structural Mechanical Electrical Plumbing
Landscape Public Works

From: _____

Address: _____

E-Mail Address: _____

Contact: _____

Phone: (____) _____

Fax: (____) _____

WE ARE SUBMITTING TO YOU (CROSS)

online submission
initial (original) set of plans
corrected (non-permitted) plans
revised (permitted) plans
sub-permits
shop drawings:
wood trusses
glass/glazing
product approvals
other _____

executed contract
final survey
spot survey
energy (insulation) certification
special inspector letter / form
soil reports
inspection reports
pile logs
turtle glass I.D. (Zone 1)
wind loads
structural steel
outside agencies
energy calculations
site plans
other _____

PLANS SUBMITTED: (CROSS)

☐ Architectural
Sheet # _____

☐ Structural
Sheet # _____

☐ Electrical
Sheet # _____

☐ Mechanical
Sheet # _____

☐ Plumbing
Sheet # _____

☐ Zoning
Sheet # _____

☐ Civil
Sheet # _____

Landscape
Sheet # _____

PLANS MUST BE IN THE FOLLOWING ORDER:

G for General Sheets: Cover sheet,
plan index, and location plans.

A for Architectural drawing

C for Civil drawings

S for Structural

M for Mechanical

E for Electric

P for Plumbing

IR for Irrigation

L for Landscaping

DERM approved plans

Special Instructions

For Departmental Use Only:

Received by: _____ Date: ____/____/____

PERMIT APPLICATION CHECKLIST

GENERAL

Please verify that your permit application package contains all applicable items which are *required for permit issuance*

- * Permit application (s) completely filled out (Sub-permit which can be submitted after Master Permit issuance)
- *Copy of a signed contract between the Contractor and Owner as well as any Sub-Contractors showing all costs of construction this includes labor, material and any owner supplied items required to complete construction.
- * Two (2) sets of plans drawn to scale (signed and sealed by designer when required by Code)
- * Two (2) plot plans or surveys
- * Two (2) product approvals (must submit all sheets and additional information required by the approval) for roofs, utility sheds, windows, exterior doors metal awnings, shutters skylights
- * Two (2) sets of energy calculation forms and heating / cooling load calculations.

PLANS MUST BE IN THE FOLLOWING ORDER:

- G for General Sheets: Cover sheet, plan index, and location plans.
- A for Architectural drawing
- C for Civil drawings
- S for Structural
- M for Mechanical
- E for Electric
- P for Plumbing
- IR for Irrigation
- L for Landscaping
- DERM approved plans

STAMPING PLANS FOR SUBMISSION: You should have two sets:

- ONE SET- for the TOWN and it should be stamped with the TOWN STAMP (BLUE STAMP)
- SECOND SET- for the JOB and it should be stamped with the JOB STAMP (RED STAMP)

Please make sure to stamp each page with the Signature stamp (BLUE BIG STAMP) ON BOTH SETS.

VOIDING PAGES: When voiding any page in the sets fold the corner of the end and staple it and stamp it with the VOID STAMP with the date it is being voided. You will then insert the correct page on top of the page being voided. NOTE: Do not remove any pages out of the sets.

CORRECTION: If voiding pages see above instruction how to void (if applicable). Stamp new pages with the RECEIVED STAMP and date submitting. A Narrative Summary is required to submit when submitting a correction/ revision.

BRAB SUBMISSION: Stamp every page except the application which only needs the first page stamped with the BRAB stamp with the BRAB meeting date. Each package shall consist of an application, survey, warranty deed, civil documentation and drawings as required. The plans shall be sized as follows: one set 11" x 17", and the other full size set 24" x 36" and 1 CD containing all drawings marked with the address. The landscape submittal should be in a separate sets.