



Single Family Dwelling Permit Process

The following documents are required for the permitting and construction of a single family dwelling in the City of Haines City.

1. Completed Building Permit application. The application must include the dwelling size, address, and water meter requirements. The application must be signed by the contractor or home owner.
2. Two complete set of building plans. Building plans must be raised seal and signed and must include architectural, structural, mechanical, electrical and plumbing drawings.
3. One set of building plans in separate files labeled in CD PDF format.
4. Two plot/site plan. Note: Plot/site plan must show property lines and location of dwelling on the site.
5. Two set of signed and sealed truss engineering.
6. Two set of signed energy calculations.
7. One set of landscape and irrigation plans.
8. Department of Health permit if dwelling is served by a septic system.
9. Notice of commencement.

Upon successful review if the building plans, all documents will be stamped by the Building Division scanned into the software and returned to the builder. The stamped documents must be on-site for inspector use only. Subcontractors and tradesmen should have their own set of identical plans for their use.

Contractor information is required at application to allow the checking of the state and city licensure.