



## **RESIDENTIAL INTERIOR REMODEL CHECKLIST**

1. Building permit completed application with scope of work.
2. If no structural work is being done, please provide a floor plan showing before and proposed work.
3. Florida Energy Efficiency Forms: If mechanical equipment is being retrofitted, provide one (1) complete set of R402-2017 or R405-2017 and two additional copies of the front sheet. All front sheets shall contain the signature of the person who performed the calculations and the signature of the owner/agent. Two copies of the manual “J” short form and one (1) energy guide. The Manual “J” form and the Energy Guide are obtained from the Mechanical Contractor.
4. Two (2) sets of plans signed and sealed by a design professional licensed in the State of Florida (if applicable). Plans must be designed in accordance with the 2017 Florida Building Code 6<sup>th</sup> Edition.
5. Subcontractor Verification Form: If work is being done by a mechanical, electrical and/or plumbing contractor.
6. Notice of Commencement: A recorded certified copy of the Notice of Commencement in accordance with Section 713.13 of the Florida Statutes is required to be submitted prior to the first inspection for job valuation \$2,500 and greater.

**NOTE:** If your home is located in the special flood hazard area, substantial improvement documentation will be required to be submitted with your permit package. Hillsborough County has flood damage control prevention regulations that may affect how you remodel, renovate, or add-on to your building. Please check with your design professional or contractor for more information.