



City of Auburndale

Residential Addition Guidelines

Revised September 2021

Please include the following items in the order shown below.

Building Permit Application

Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions on the completion of the Building Permit Application, contact the Construction Services Office at 863-965-5530 or email at permit@auburndalefl.com

Owner-Builder Affidavit

Applicable to owner/builders only. An Owner-Builder Affidavit is a legally binding oath required by Florida Statute, which you are required to execute to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by [Florida Statute 489.103\(7\)](#) to be exempt from professional licensure requirements as an Owner/Builder.

Plot/Site Plan

The Site Plan must include proposed setbacks from the property line to the deck. Contact us for further information on submittal requirements.

• Health Department Septic Tank Permit

- If your property is served by a septic system and additional living space is being constructed, a copy of the Health Department’s approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Department of Health of Polk County at 863-519-8330 to request a Septic Tank Permit Application.
- If your property is served by a public or private sewer (non-septic) system, no such approval is required.

Complete Set of Plans

Please provide a complete and concise illustration of the proposed work that is prepared with sufficient clarity to indicate the location, nature, and extent of the proposed work. Show in detail that the proposed work will conform to the provisions of the current Florida Building Code, relevant laws, ordinances, rules, and regulations, applicable thereto, of the State of Florida and City of Auburndale. A complete scope of work is required. All structural elements of construction must be signed and sealed by a licensed design professional.

- **Florida Energy Code for Building Construction**
 - If living space is added, provide **Form 402-2017**. This is intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified licensed design professional.
- **Manual “J” Form**
 - This form is intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified licensed design professional. This form must show equipment size and type.

Notice of Commencement

Before you can obtain the first inspection, the Notice of Commencement must be submitted to the City of Auburndale Construction Services.

Product Approval Checklist

The product approval checklist must be submitted. The Florida Product Approval numbers and installation sheets are required to be submitted for review. To obtain these documents and installation sheets, please visit www.floridabuilding.org

Customers, please send questions, comments, and suggestions for this checklist to permit@auburndalefl.com. We update this list periodically.