



**Town of Longboat Key
Planning, Zoning and Building Department**

501 Bay Isles Road
Longboat Key, Florida 34228
941-316-1966
941-316-1970 FAX

**BUILDING PERMIT REVIEW CHECKLIST
FOR CONCRETE REPAIR**

Any application for Building Permit approval shall be signed and submitted by the Applicant on a form provided by the Town, and in addition shall include at least the following information, unless the Town determines that one or more of the following elements do not apply to the particular application.

Application for Building Permit Approval for Concrete Repair must include submission of the following:

- A completed Building Permit Application including a complete description of the structural Concrete Repair work **Attached** ____ **N/A** ____
- If the structure was built Pre-Firm (prior to July 30, 1971), you will be required to complete a **FEMA Improvement/Repair Application Packet Attached** ____ **N/A** ____
- The cover sheet of your submitted plans are required to include the following items:
 - The Florida Building Code (FBC) 2023 Design Criteria
 - Wind Load 150 MPH **Risk** Factor II
 - Exposure Category D
 - Contractor's Name (Qualifier), including: Contractor's License Number; Company Name (dba); Contractor's Address; Contractor's Phone Number; Contractor's Email; the Owner's Name; and, the Job Site Address
- A copy of the floor plan or site plan showing the areas proposed to be repaired **Attached** ____ **N/A** ____
- Engineered details of the structural areas proposed to be repaired. **Attached** ____ **N/A** ____
- If the concrete repairs are to a threshold building (**over three stories, 50 feet in height, or Assembly Occupancy exceeding 5,000 square feet, and greater than 500 occupants**), then a letter from the Fee Owner of the building designating a Special Inspector (Threshold Inspector) is required to be submitted at permit submittal. **Attached** ____ **N/A** ____
- A Structural Inspection Plan, prepared by the architect or engineer of record, must be submitted prior to permit issuance (2023 FBC 110.8.1) **Attached** ____ **N/A** ____
- The Special Inspector must submit a Certificate of Compliance letter to the Building Official so the final building inspection can be resulted and the permit closed (2023 FBC 110.8.4.1) **Attached** ____ **N/A** ____