



**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 HANDRAILS-STAIRS**

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.

**This checklist outlines requirements for: Handrail, Handrail-Stairs, or Stairs.**

Application for Building Permit Approval for Handrails/Stairs must include submission of the following:

- A completed Building Permit Application **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- The cover sheet of your submitted plans is 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 showing the location of the Handrail/Stairs **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide a site plan showing the proposed setback distances from the property line if relocating stairs on the building **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_
- Provide a typical section detail for the Handrails/Stairs and shop drawings per FBC requirements (if applicable) **Attached** \_\_\_\_\_ **N/A** \_\_\_\_\_