



City of Mascotte

Checklist for the following:

Carports, Car Shades, Garages, Sheds, Pools, Screen Enclosures, Gazebos, Pergolas, Landscape Ponds, Playhouses, Kennels, Metal Structures

1. COMPLETED APPLICATION - 2 PAGES
2. PROPERTY RECORD CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION. LOCATED ON THE PROPERTY APPRAISER WEBSITE.
3. SURVEY AND/OR SITE PLAN, WHICH NEED TO MEET THE FOLLOWING:
 - a. LOCATION AND SIZE OF ALL PROPOSED IMPROVEMENTS IN RELATION TO THE PROPERTY LINES. THIS INCLUDES SETBACKS.
 - b. ANY EXISTING STRUCTURES OR FEATURES ON THE PROPERTY, INCLUDING WELL/SEPTIC.
4. PRODUCT APPROVAL WORKSHEET
5. ISR WORKSHEET
6. ENGINEER/ARCHITECT DIGITALLY SIGNED PLANS OF PROJECT. PLANS NEED TO BE UNLOCKED TO ALLOW FOR DIGITAL STAMPS TO BE ADDED.
 - a. *PREFAB SHED*: DIGITALLY SIGNED PLANS FROM THE STATE OF FLORIDA
 - b. *POOLS*: IF PLANS HAVE SEVERAL FOOTING OPTIONS, PLEASE CALL OUT THE ONES THAT ARE SPECIFIC TO THE PROJECT. ALL SPECIFICATIONS TO CERTIFY ENTRAPMENT PROTECTION AND TDH CALCULATIONS.
7. NOTICE OF COMMENCEMENT IF JOB COST IS OVER \$5,000.
8. HOA APPROVAL IF LOCATED IN AN HOA.
9. OWNER BUILDER AFFIDAVIT IF WORK IS BEING CONDUCTED BY THE OWNER.

**Please visit the portal to obtain the following documents:

Product Approval Worksheet, Permit Application Notification for HOA, Notice of Commencement, ISR Worksheet, & Owner/Builder Affidavit.

APPLY FOR YOUR PERMIT AT:

<https://mascottefl.portal.iworq.net/portalhome/mascottefl>