



City of Mascotte

Checklist for an Addition:

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.
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>