



CITY OF WEST PARK
**DRIVEWAY, WALKS, PATIOS, & POOL DECK
PERMIT CHECKLIST**

Required Permit Applications:

- [Building Permit](#)
- [Engineering Permit](#) (concrete only)

Permit Review Stops:

- Building
- Zoning
- Engineering (concrete only)
- Flood (for pool deck only)
- Electrical (if applicable)
- Plumbing (if drainage is required by Engineering)
- Landscaping (if applicable)

Minimum Plan Submittal

- Two (2) sets of Site Plan showing all property lines and setbacks. This can be omitted if represented on the Surveys submitted.
- Two (2) Surveys signed and sealed originals or two (2) copies with completed [Zoning Affidavit](#).
- [Owner Builder Affidavit](#) if homeowner is acting as contractor (**onsite construction only**) owner must provide proof of residency at job address and this affidavit must be signed before a Notary Public at the Building Department.
- 2 sets of plans drawn clearly and identifying the driveway location. See [Driveway Plan Detail Sheet](#) under Engineering Forms and Info.

Other Requirements

- Submit a [Swale Acknowledge Form](#) (for driveway only)
- A [Notice of Commencement](#) must be recorded and displayed upon first inspection if the job exceeds \$2,500
- Storm water run-off from the property to be retained onsite

***Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.**

CALCULATION OF IMPERVIOUS PERCENTAGE



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PROJECT INFORMATION

Application Number: _____ Date: _____

Folio: _____

Address: _____

Applicant's Printed Name:

Applicant's Signature:

CALCULATION OF IMPERVIOUS AREA PERCENTAGE