



Highlands County Building Division
501 S. Commerce Ave., Sebring FL 33870
863-402-6643 www.highlandsfl.gov

Accessory Structure Checklist

Florida Building Code 8th Edition (2023)

Please include the following items in the order shown below. A non-refundable plan review fee is due upon submission of your application. Additional fees will be due prior to issuing the permit.

<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 863-402-6643
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489 .503(6) in order to be exempt from professional licensure requirements as an Owner/Builder.
<input type="checkbox"/> (2) Complete Sets Of Sealed and Engineered plans as applicable for structure: <ul style="list-style-type: none">• Construction Plans• Structural Aluminum Engineering• Truss Engineering• Anchoring Eng• Product Approvals	This is a complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by an Architect or Engineer. The maximum sheet size is 24"x 36".
<input type="checkbox"/> Surveys/Site Plans	Surveys/Signed & Sealed Site Plans must include the following: (1) N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road) (2) Proposed drainage (3) Flood Zone (4) Proposed setbacks from the property line to all sides of the proposed structure (5) All easements, landscape buffers, and preserve areas.