PERMIT APPLICATION CHECKLIST

PROJECT NAME _____________________________

DATE __________________

☐ COMPLETED PERMIT APPLICATION

☐ COPIES OF CONTRACTORS LICENSES AND INSURANCE INFORMATION

☐ LETTER OF AUTHORIZATION TO SIGN FOR PERMITS

☐ SUB-CONTRACTORS LIST

☐ SUB CONTRACTORS LICENSES, INSURANCE INFORMATION, AUTHORIZATION LETTERS

☐ 1 SET OF CONSTRUCTION PLANS AND SPECS SIGNED AND SEALED BY DESIGN PROFESSIONAL (SEE ATTACHMENTS)
   SIGNED BY CONTRACTOR INCLUDING LICENSE NUMBER
   (PLANS SHOULD INDICATE ALL APPLICABLE CODES, DESIGN CRITERIA, LOADS, ETC…)

☐ COMPLETED AND SEALED FLORIDA ENERGY CODE FORMS

☐ IF BUILDING IS A THRESHOLD BUILDING, COMPLETE THRESHOLD INSPECTION PLAN INCLUDING SHORING AND RESHORING SEALED BY SPECIALTY ENGINEER

☐ STATE FIRE MARSHALL’S SUBMITTAL LETTER AND APPROVAL

☐ LEON COUNTY HEALTH DEPARTMENT APPROVAL, IF APPLICABLE

☐ STORM WATER APPROVAL FROM NORTHWEST FLORIDA WATER MANAGEMENT DISTRICT

☐ FLOOD PLAIN CERTIFICATION LETTER, IF PROJECT IS IN A FLOOD PLAIN.

☐ CODE COMPLIANCE LETTER FROM PLANS EXAMINER

NOT ALL ITEMS ABOVE ARE REQUIRED ON EVERY PROJECT. CONTACT BCA’S OFFICE FOR FURTHER INFORMATION.
EMAIL COMPLETED FORM TO blackl@leonschools.net Copy: Gerred.Pogge@famu.edu