

APPLICATION CHECKLIST

FOR NEW CONSTRUCTION PROVIDE THE FOLLOWING:

	Applicant Initials	Staff Initials
1.) Land Use Approval LUCC # _____ and Site Plan Approval TSP # _____	_____	_____
2.) Environmental Permit TEM # _____ or <input type="checkbox"/> Simultaneous Review Form	_____	_____
3.) Concurrency Certificate TCC # _____	_____	_____
4.) Private Provider Submittal must be submitted if YES is indicated on pg 2 of this application	_____	_____
5.) Florida Lien Law Acknowledgement Form Submitted if contractor & owner are the same.	_____	_____
6.) Utility Approvals: Applicant shall initial as acknowledgement of #6	_____	_____

APPLICANT SHALL deliver 2 sets of drawings as listed below (PRIOR TO OR CONCURRENT WITH this application) to City Power Engineering Dept @ 2602 Jackson Bluff Rd for utility approvals as per GM Policy #324.

Power Engineering (891-5031), Electric Metering (891-5054), Cross Connection Control (891-1247).

*** Drawings delivered to Power Engineering are not required to be full sets, but shall include, at a minimum, the following information:

a.) *A site plan with proposed utilities and building footprint.*

b.) *An electrical riser diagram indicating the following:*

1.) *Requested service voltage, nominal service size, conduit and conductor sizes.*

2.) *Preference for overhead (OH) or underground (UG) service.*

3.) *All components including: meter socket, disconnects, etc.,*

4.) *The distribution panel schedule with connected and calculated loads.*

c.) *Indicate the physical locations of the meter socket, current transformer (C/T) and potential transformer (P/T) can, and the main service disconnect.*

d.) *Proposed water lines, plumbing riser diagram and backflow assemblies.*

APPLICANT SHALL pick up approved utility drawings at 3805 A Springhill Rd, Cross Connection Control Depart.

APPLICANT SHALL deliver approved drawings as a resubmittal to the Building Inspection Division to the Codes Review Permit Coordinators.

FOR NEW, ADDITIONS & ALTERATION CONSTRUCTION PROJECTS PROVIDE THE FOLLOWING:

7. Land Use Compliance for Additions , Alterations for Change of Use, Tenant, or Occupancy Except Tallahassee Mall and Governor Sq. Mall.	_____	_____
8. Complete & Signed Building Permit Application (front page, 2 nd page & this checklist)	_____	_____
9. Two (2) Sets of Construction Plans: (signed & sealed)	_____	_____
10. Mechanical, Electrical & Plumbing sheets (or indicate on drawings N/A)		
A.) Each page must be Signed & Sealed by engineer or architect OR	_____	_____
B.) Each page shall be signed by Subcontractor w/ license & phone #, FS 471.003(2)(h)	_____	_____
C.) Floor plan sheet has a note to indicate WHAT SUB-TRADE work is part of this permit	_____	_____
11. One (1) Florida Building Code, Energy Conservation Form C502 or C506 including Input Data Report, signed and sealed with original signatures as required on the "Certifications" page.	_____	_____
12. One (1) HVAC load sizing calculation is required for all new/replaced HVAC equipment	_____	_____
13. One (1) Signed & Sealed Soils Report if new bldg footprint is > 400 sq ft.	_____	_____
14. Two (2) – Triplex Site Plans drawn to an engineered scale (see Site Plan Checklist for requirements)	_____	_____
15. Owner's Affidavit, signed by owner of property & notarized. <u>A Florida Licensed Contractor must be listed as the Owner's Agent.</u>	_____	_____
16. Disclosure Statement, signed by property owner & notarized, submit only if owner, is a sole proprietor & occupant, wishes to act as his own contractor & construction cost is < \$75,000	_____	_____
17. Any demolition requires applicant be given copy of the State Asbestos Notification form.	_____	_____
18. Any alteration work requires applicant to be given the Aquifer Protection Demolition – Renovation Requirements Checklist. Applicant will indicate on Page 1 if Hazardous Materials are present.	_____	_____
19. Plan Review Fee = Application Fee + ½ of Bldg Permit fee (see page 2, this application)	_____	_____