



## FLORIDA A&M UNIVERSITY

Department of Environmental Health and Safety  
Building Code

### 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](mailto:blackl@leonschools.net) Copy: [Gerred.Pogge@fam.u.edu](mailto:Gerred.Pogge@fam.u.edu)**