



DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY
Building Code Administration
124 Mendenhall Building "A"
Tallahassee, Florida 32306-4154
Phone: 850.644.7686 Fax: 850.644.4238 Web: www.safety.fsu.edu

PERMIT CHECKLIST

Project Name: _____
BCA Number: _____ Date: _____
Completed by: _____

- Completed Application
- Letter of Authorization
 - Sub-contractor list with primary Contractor License Number
 - Certificates of Insurance
- | | | | |
|------------|-----------------------------|-----------|-----------------------------|
| Contractor | <input type="checkbox"/> WC | Sub-Cont. | <input type="checkbox"/> WC |
| | <input type="checkbox"/> GL | | <input type="checkbox"/> GL |

- Letter of Code Compliance
- Signed and Sealed Drawings
- Geotechnical Report
 - Threshold Inspectors Notice
 - Structural Inspection Plan
 - Shoreing/Re-shoring Plan
 - Energy Forms

- State Fire Marshal Approval Letter
- Stormwater
- DEP Protection Approval Letter
 - Flood Elevation Certificate

- Other
- _____
 - _____
 - _____
 - _____