PERMIT CHECKLIST

Project Name: ____________________________________________________________

Permit Number: __________________________________________________________

Verified By: ____________________________ Date: ____________________________

☐ Project Authorization Form (dated) ________________________________

☐ Completed Permit Application

☐ Current Contractor Authorization Letter

☐ Sub-Contractor List with Primary Contractor License Number

☐ Certificates of Insurance

Contractor ☐WC ☐GL Sub-Contractor(s) ☐WC ☐GL

☐ Authorized Invoice Received Date ________________________________

☐ Construction Documents Dated ___________ Number of Sets _______ ☐Signed & Sealed

☐ Specification Books ☐Yes ☐No

☐ Construction Project Review Issue Date ______________________________

☐ Fire Safety Review

☐ Environmental

☐ Local Growth Management

☐ Flood Elevation Certificate

☐ DEP Stormwater

☐ Other

☐ FBC Energy Forms ☐ Threshold Inspector Affidavit

☐ Geotechnical Report ☐ Structural Inspection Plan

☐ Product Approval Checklist ☐ Interim Life Safety Plan

☐ ________________________________ ☐ ________________________________

DEPARTMENT OF ENVIRONMENTAL HEALTH & SAFETY
Building Code Administration
124 Mendenhall Building “A” Phone: 850-644-7686
Tallahassee, Florida 32306-4154 Fax: 850-644-4238
Web: www.safety.fsu.edu E-Mail: Buildingcode@admin.fsu.edu