

## 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 checked="" type="checkbox"/> Simultaneous Review Form	_____	_____
3.) Concurrency Certificate TCC # _____	_____	_____
4.) Private Provider Submittal <b>must</b> 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.) <b>Utility Approvals: Applicant shall initial as acknowledgement of #6</b>	_____	_____

**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. <b>Land Use Compliance for Additions</b> , Alterations for Change of Use, Tenant, or Occupancy Except Tallahassee Mall and Governor Sq. Mall.	_____	_____
8. Contractor Record of Acknowledgement form, signed by the contractor or authorized agent	_____	_____
9. <b>One (1)</b> Set of Construction Plans: (signed & sealed)	_____	_____
10. Mechanical, Electrical & Plumbing sheets (or indicate on drawings N/A)		
A.) Each page <b>must</b> 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. <b>One (1)</b> 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. <b>One (1)</b> HVAC load sizing calculation is required for all new/replaced HVAC equipment	_____	_____
13. <b>One (1) Signed &amp; Sealed</b> Soils Report if new bldg footprint is > 400 sq ft.	_____	_____
14. <b>One (1) – Triplex Site Plan</b> drawn to an engineered scale (see Site Plan Checklist for requirements)	_____	_____
15. Owner's Affidavit, signed by owner of property & notarized. <b><u>A Florida Licensed Contractor must be listed as the Owner's Agent.</u></b>	_____	_____
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 <b>State Asbestos Notification</b> 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)	_____	_____