

**FACILITIES DESIGN AND CONSTRUCTION**

Walter Pownall Service Center  
 11111 South Belcher Road  
 Largo, FL 33773-5204  
 Phone: 727-547-7101 / Fax: 727-547-7227



**BUILDING PERMIT APPLICATION FORM**

*Building Code & Edition:*

*Facility/School:*  
*Project Title:*  
*Project Inspector/Coordinator*  
*Architect/Engineer:*  
*Contractor:*  
*Project Manager:*

*Project #:*  
*Permit #:*  
*Phone:*  
*Phone:*  
*Phone:*  
*Phone:*

**THE FOLLOWING DOCUMENTS MUST BE SUBMITTED WITH THIS APPLICATION**

- Building Permit Application completely filled out, signed by the Contractor. These forms cannot be faxed.
- Copy of current State Certification or current State Registration, with license holder's signature.
- Copy of current Worker's Compensation Insurance.
- Sets of signed and sealed drawings & specifications.
- \_\_\_\_\_ Sets of signed and sealed structural calculations.
- \_\_\_\_\_ Copies of Life Cycle Cost Analysis.
- \_\_\_\_\_ Copies of Florida Energy Efficiency Code for Building Construction.
- \_\_\_\_\_ Copies OEF Facilities Space Chart.
- Fire sprinkler drawings and hydraulic calculations.
- Asbestos & Lead Survey
- Educational Specifications / FISH

**NOTE: If work involves demolition of an existing building, a separate Demolition Permit is required along with an Asbestos Survey by a licensed consultant.**

- Only after complete plans & specifications and all other applicable information listed herein have been received shall the application be accepted. Contractors State License, Insurance and Bonding information is not required for plans review; however, it must be submitted and approved before the building permit is issued.
- Before commencement of work by a Subcontractor, the Contractor shall verify that the Subcontractor is properly licensed and insured as required by law.
- The Contractor shall attach to the jobsite copy of the permit a list of all Subcontractors performing work and maintain and update the list.
- **No work shall commence until a Pinellas County School Board Building Permit is issued.**
- **The permit shall be posted at the jobsite in the conspicuous place and protected from the weather. The permit shall remain in place until a Certificate of Occupancy has been applied for and issued.**

Submitted By: (signature) \_\_\_\_\_ Date: \_\_\_\_\_ Phone: \_\_\_\_\_

PRINT NAME: \_\_\_\_\_ License No: \_\_\_\_\_

Contractor  Maintenance

Civil review by:	_____	Date:	_____
Architectural/ADA review by:	_____	Date:	_____
Structural review by:	_____	Date:	_____
Mechanical review by:	_____	Date:	_____
Gas/Plumbing review by:	_____	Date:	_____
Electrical review by:	_____	Date:	_____
Fire Prevention review by:	_____	Date:	_____
Energy review by:	_____	Date:	_____

**For Facilities Design & Construction Use Only**

**PERMIT Number:**

**Issue Date:**

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Project Title:

Contractor:

Project #:

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**SUBCONTRACTOR LIST**

Contractor shall **supply and maintain current** the information requested hereon for all subcontractors working on this project, using this form or similar, as long as all information requested hereon is provided. This form may be duplicated if needed.

SUBCONTRACTOR NAME	LICENSE NUMBER	INSURANCE VERIFICATION (indicate yes for General Liability & Workers Comp as required by Law)

**BUILDING PERMIT NOTICE**

**NOTICE:** In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.