

## FSCJ Permit Submittal Package

Submittal package must be completed in order to be accepted by the Building Code Department. No partial submittal packages will be accepted. The following is the minimum amount of information contained in the submittal package:

1. Building Permit Application (Original application with signature of the qualifying agent) FBC-Building: 105.3 and must comply with Section 7.13.135(5) and (6) F.S. Notice of Commencement.
2. Contractor's and Sub-contractor licenses, (copy). DBPR and Duval County Business Tax receipt.
3. Asbestos Letter stating no asbestos containing materials will be used on the college projects.
4. Certificate of Insurance (copy)

Note: Certificates of insurance shall name Florida State College at Jacksonville Facilities Management and Construction department as certificate holder.

5. Contractor's and Sub-contractor's Certificate of Workman's Compensation Insurance (copy) FBC-Building: 105.3.5

Note: Generally, items 4 & 5 are combined into the same certificate.

6. Two (2) sets of Construction Documents. Construction Documents shall be of sufficient clarity to indicate the location, nature of and extent of all the work proposed and show in enough detail to document that the work will conform to the provisions of current code and relevant laws, ordinances, rules and regulations as determined the Building Official. (See also, FBC-Building: Section 107.2 & 107.3.5)
7. Two (2) sets of Supporting data (see also FBC-Building: Section 107.2).
8. General Note: Construction Documents are supporting data, which are signed and sealed by a design professional, licensed in the State of Florida and shall be original for record purposes in the permitting files.