

## **BUILDING PERMIT APPLICATION PROCESS**

**DOCUMENT NUMBER: 00230**

**APPLICATION: ELEMENTARY, MIDDLE AND HIGH SCHOOL**

### **DATE OF ISSUE:**

**06-02-15 - Revised notes below**

- 09-07-04 - Revised notes and application
- 07-22-04 - Revised notes and application
- 07-12-04 - Revised Notes and revised Permit Application Form  
For older revisions, see previous versions of this document

### **NOTES:**

1. The Design Professional is required to submit the Building Permit Application directly to the Building Code Management Department.
2. The original Permit Application and all subsequent submittals are to be accompanied by a **permit application form** clearly stating the Site Name, Project Description and type of document being submitted. For example:  

**Chamberlain High School – Bleacher Renovations – Addendum 02**
3. Submittals that are not accompanied by a permit application form and which do not clearly identify the above information will not be reviewed. Please be aware that multiple projects are often being planned concurrently at any one campus, and the site name alone is insufficient.
4. In addition to the above information, all original and supplemental permitting submittals are to include the complete contact information for the Design Professional and Construction Manager / General Contractor (CM/GC).
5. The Design Professional is responsible for satisfying all permitting issues.
6. The Permit will be issued to the CM/GC when all issues have been satisfied. The Permit will be accompanied by the instructions for requesting code required inspections.
7. The Design Professional is to copy the Project Coordinator on all e-mailed communication with the Building Code Manager (BCM). Either electronic or paper copies of each Permit Application form (for the original and subsequent submittals) are to be sent to the Project Coordinator.
8. The Permit Application form and other information related to code review, permitting, and code inspections can be found on the BCM web page at <http://www.sdhc.k12.fl.us/departments/21/building-code/about/> . For specific questions, call (813) 272-4117 or e-mail [inspections@sdhc.k12.fl.us](mailto:inspections@sdhc.k12.fl.us) .
9. The Authority Having Jurisdiction (AHJ) for all code-related matters is the SDHC Building Code Manager (BCM). The SDHC Fire Code authority is the District Safety Office (DSO). The BCM is responsible to forward all permit applications and related documents to DSO for fire code review.
10. All comments will be returned to the Design Professional electronically from the BCM and DSO.
11. For projects involving fire sprinkler systems, the permit application is to include engineered plans and calculations. DSO will review and comment, and will also transmit to a 3<sup>rd</sup> party reviewer.
12. Unless specifically directed otherwise by the Project Coordinator, receipt of bids will be postponed until all permit review comments have been addressed. Items representing changes to the bid documents are to be addressed by addendum. Responses to items which do not require changes are to be issued via letter directed to the BCM (not included in the addendum).
13. All addenda must be submitted to the BCM for approval.