



## ST. JOHNS COUNTY BUILDING DEPARTMENT COMMERCIAL SUFFICIENCY CHECK LIST

CLEARANCE SHEET #: (C) \_\_\_\_\_ (N) \_\_\_\_\_

CONDITIONAL SUBMITTAL YES \_\_\_ NO \_\_\_ DATE RECEIVED \_\_\_/\_\_\_/\_\_\_

NAME OF PROJECT \_\_\_\_\_ PROJECT TYPE \_\_\_\_\_

SITE ADDRESS \_\_\_\_\_ PRELIMINARY REVIEW: YES \_\_\_\_\_ NO \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ CONTACT \_\_\_\_\_

PHONE \_\_\_\_\_ EXT# \_\_\_\_\_ FAX \_\_\_\_\_ EMAIL \_\_\_\_\_

DATE PLANS REC'D \_\_\_\_\_ By \_\_\_\_\_ RESUBMITTED \_\_\_\_\_

NOTIFIED PENDING COMMENTS/STATUS: \_\_\_\_\_ DEPOSITORY ACCOUNT #: \_\_\_\_\_

Item	Pending	Rec'd By	N/A
Completed Clearance Sheet (signature acknowledging impact fee) (SJC Land Development Code/Ord. 2011-7)			
Approved DRC Site Plan (SJC Land Development Code)			
Completed Building Permit Application (FBC Section 105.3)			
Two (2) Sets of Building Plans (FBC Section 107)			
Two (2) Energy Forms with Manual N; ASHRAE or ACCA and One (1) copy of signature page marked STATE (FBC Energy Conservation Section 103)			
Two (2) sets Truss Engineering (one set must have raised seal) (FBC Sec.802.10)			
Two (2) Product Approval Form (must be signed) (FS 553.842)			
Water / Sewer Availability Letter or Paid Water / Sewer Receipt (FBCR P2602.1) Utility Company: _____			
Septic Tank Permit / Environmental Health Department Approved Site Plan and Floor Plan (FS 381.0065)			
Well Permit (FBCR P2602.1)			
Verification of Ownership: Property Appraiser / Deed / NAL (FBC 105.1)			
Contractor Verification: License / Workers Comp / Liability (FS 489)			
Notice of Commencement (FS 713.135) Note: A recorded copy must be received by the Building Department prior to first inspection			
Termite Bond Company Termite Treatment Method: SLAB   WOOD   BAIT (FBC 110.3.11)			
<b>PRIVATE PROVIDER SERVICES</b> (FS 553.791) PPI _____ PPP _____ Notice to B.O. _____ Plan Review Affidavit _____ R'cd by: _____			
<b>Office Use Only</b>			
Initial for Valuation Increase:	YES _____	NO _____	
Sent to Fire Marshall:	Date: _____	Approved _____	Rejected _____
Resubmitted to Fire Marshall :	Date: _____	Approved _____	Rejected _____
Comments:			

Plans Examiner \_\_\_\_\_

Revised 07.31.19

Date \_\_\_\_\_

**Office Use ONLY:**  
**SJC Permit Release Check List**

**Contractor** \_\_\_\_\_

**Project type** \_\_\_\_\_ **Created** \_\_\_\_\_

**Project Address / Legal** \_\_\_\_\_  
**City** \_\_\_\_\_ **State** \_\_\_\_\_ **Zip** \_\_\_\_\_

**NECESSARY ITEMS FOR PICK-UP:**

Valuation Increase \_\_\_\_\_ Applicant Initials \_\_\_\_\_

Impact fee acknowledgement signature \_\_\_\_\_

Deed \_\_\_\_\_

Verify application and deed match \_\_\_\_\_

Contractor Licensing Data: License \_\_\_\_\_ W/C \_\_\_\_\_ Liability \_\_\_\_\_ Other \_\_\_\_\_

Utility Source \_\_\_\_\_

Water/Sewer Availability \_\_\_\_\_ Paid receipt \_\_\_\_\_

Well \_\_\_\_\_

Septic \_\_\_\_\_ FDOH Site Plan \_\_\_\_\_ FDOH Floor Plan \_\_\_\_\_

NOC \_\_\_\_\_ Pending \_\_\_\_\_

Additional Items:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**APPLICANT TO COMPLETE OR CORRECT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Payout Required \_\_\_\_\_ Print Permit \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

VERIFIED & RELEASED BY:

\_\_\_\_\_  
\_\_\_\_\_

CONTRACTOR: \_\_\_\_\_