



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# _____ 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 <u>Permit</u> / Environmental Health Department <u>Approved Site Plan</u> and <u>Floor Plan</u> (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)			

PRIVATE PROVIDER SERVICES

(FS 553.791) PPI ____ PPP ____ Notice to B.O. ____ Plan Review Affidavit ____ Rec'd by: _____

Office Use Only

Initial for Valuation Increase: YES ____ NO ____

Sent to Fire Marshall: Date: ____ Approved ____ Rejected ____

Resubmitted to Fire Marshall : Date: ____ Approved ____ Rejected ____

Comments:

Plans Examiner

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: _____