



1965 S. State Road 7
West Park, FL 33023
Tel: 954-989-2676 / Fax: 954-989-2684

CITY OF WEST PARK PERMIT PROCESS PROCEDURES

The applicant can fill out a permit application on-line or at the Building Dept. Please specify the following items on your permit application:

Applicant

- ✓ Check the permit type: Structural, Mechanical, Electrical, Plumbing, etc. One permit type per application
- ✓ Provide the job address.
- ✓ Property owners name, address, telephone number, **email** and/or fax number if applicable.
- ✓ Provide Title Holder's name and address, if applicable.
- ✓ Contractors Name, address, telephone number, **email** and/or fax number if applicable.
- ✓ Contractor's State Certification or Certificate of Competency Number. First time contractors must provide copies of his occupational license, state certification or registration, worker's compensation and liability attached to the permit application.
- ✓ Block, Lot, and present use of building and proposed use of building, if applicable.
- ✓ Provide the Folio number and Subdivision.
- ✓ Number of stories, offices, families, bedrooms and baths (whichever pertains to this permit)
- ✓ Circle the type of work that will be done on the job location.
- ✓ Total cost of construction (labor and material must be included in cost)

- ✓ Total square footage of work, if applicable. Linear feet for fencing, if applicable.
- ✓ Comprehensive, concise description of work. (Complete Scope)
- ✓ Architect/Engineer's name, address, telephone number, **email** and/or fax number if applicable.
- ✓ Mortgage Lender's Name and Address, if applicable.

The contractor or applicant submits to the building department the permit application, two set of complete drawings, and all other documents necessary. The following steps are the responsibility of **CGA to** ensure an expeditious review.

Permit Counter

- ✓ All contractors **must be** registered in the computer system in order to process applications.
 - Occupational License, State Certification or Registration, Worker's Compensation, and Liability made out to the City of West Park.
- ✓ Notice of Commencements will be attached to the folder for inspectors to review and signoff.
- ✓ Review plans and applications for completeness prior to entering into the system
- ✓ Once the application is entered into the system, a permit number will be generated for the customer.
- ✓ Stamp plans with date stamp, plan review stamp, city and job stamps.
- ✓ Create a folder with permit # and work description printed on it.
- ✓ Check routing for required disciplines' review. Clerk to check routing in software and revise if necessary. Route all folders to the correct discipline in software.
- ✓ Collect structural minimum and zoning fees . Receipts are given to the contractor/applicant for their records. Checks, money orders, major credit cards are accepted.
- ✓ Take the folder to the plan review pending area.

Plan Examination

- ✓ All zoning review (if applicable) will be done prior to building department review. Zoning review applications will be forwarded to the Zoning Department for approval.

- ✓ Upon zoning approval (if applicable), each building department discipline (structural, plumbing, mechanical, electrical, fire) will conduct an expeditious review of the plans.
- ✓ Approvals/Denials are entered into the computer system with notes for applicant access online. CGA to expedite all reviews in a timely matter to ensure customer satisfaction.
- ✓ Once the folder is reviewed by all the disciplines, it will be placed in the “Pickup Bin”.
- ✓ Post cards, and/or emails are sent out to the contractor/applicant informing the contractor/applicant the status of the application.
- ✓ Calls are also made for pickups.
 - Denials are allowed to be taken for correction. New corrected sheets are to be inserted in drawings and the voided sheets are to be placed on the back of the set for review. Note: no charges are imposed on non-approved permit applications.
 - Upon approval, a job copy set, an inspection list and a permit card is perforated, labeled and given to the contractor/applicant to commence work on the property.
- ✓ Fees are collected, whenever a change of plans is made to the approved permitted plans or application. The contractor/applicant brings the revised plans to the building department for re-review. A new permit application must be completed indicating the revised changes under the description column.
 - Under plan examination, the required discipline reviews and approves the plans in accordance to the code. The permit application and revised drawings will be perforated. No permit card is needed for the change.

Inspections/Sign offs

- ✓ Upon completion of the construction, an inspection can be emailed, faxed or called in before 3 P.M. for each discipline. All inspections are listed on the items required list attached to the permit card.
- ✓ Any inspections that fail must pay a re-inspection fee.
- ✓ Once all disciplines are signed off, the permit application is closed and archived. A certificate of Completion can be requested for an additional fee.