



# CITY OF WEST PARK APPLICANT CHECKLIST AND PROCEDURES

Please specify the following items on your permit application.  
Monday – Friday 8:00am – 3:30 pm for submittals and pick-up.

**Job Type:** \_\_\_\_\_

- Check the permit type: Structural, Mechanical, Electrical, Plumbing, Other,  
One permit type is required per application –  
**(General contractor must submit sub-contractors or linked permits at the same time).**
- Provide the job address, the owner's name and address
- Provide property owner's name, address, telephone # and email address
- Provide contractor's name, address, telephone # and email address
- Owner acting as a contractor, write Owner-Builder as Contractor Company and check off Owner-Builder. **\*Owner must personally appear to sign the Building Application and signature must be notarized at the Building Department.**
- Contractor's State Certification or Certificate of Competency number must be provided on the permit application.
- Provide Block, Lot, Folio # and Subdivision on the permit application.  
You may find this information on the property appraiser's website @ [www.bcpa.net](http://www.bcpa.net)
  1. Property Search -Blue Tab on the left
  2. Enter Property Address
  3. Search for ID # and Abbreviated Legal Description
- Provide the number of stories, offices, families, bedrooms, and baths, if applicable
- Check off the type of work that to be done for this application
- Provided the total cost of construction (labor and material must be included in cost)
- Provide the total square or linear foot (fence)
- Provide a comprehensive, concise description of work (Complete Scope)
- Provide the Architect/Engineer's name, address, telephone number, email (if applicable)
- Provide the Fee Simple Title Holder, (if applicable)
- The contractor or applicant must submit to the building department a permit application,
- Contract** - must include property owner/authorized agent's signature, contractor's signature, and

contractor's license number. **NO CONTRACT, NO SUBMITTAL!**

- Two identical set of complete shop drawing/plans (if applicable)
- CD/DVD or Flash Drive
- Owner-Builder Affidavit **\*Owner must personally appear to sign the affidavit and signature must be notarized at the Building Department.** Notary fee is \$10.00
- State License and/or Certificate of Competency
- Worker's Compensation/Exemption
- Liability Insurance

**\*First time contractors must provide copies of the state certificate and/or certificate of competency, worker's compensation/exempt, and liability attached to the permit application. Existing contractors must have their information updated. The following documents must be presented, emailed, or faxed to 954-989-2684**

**Certificate Holder must state:**

**City of West Park  
1965 S. State Rd 7  
West Park, FL 33023**

- A notice of commencement is required for any cost value \$2,500 and over. The N.O.C. must be presented at time of permit issuance.
- All permit fees are due upon submittal for permit. Checks, money orders, major credit cards are accepted. We **DO NOT** accept cash. Building Department fees are based on cost of construction (see fee schedule).

**\*Building, Fire, Planning and Zoning Department checks to be made out to City of West Park.**

- I have reviewed and filled out this checklist and all applicable items are in my application package and/or plans.**
- I have reviewed and filled out this checklist and all applicable items are in my application package, however my plans are incomplete. I will assume full responsibility of submitting incomplete plans and I understand it may be denied.**
- I have reviewed and filled out this checklist and all applicable items are not in my application package and/or plans. I understand I am not able to submit my application package and/or plans.**

**Applicant Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**OFFICE USE ONLY**

**Staff Notes** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Staff Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_