



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

- 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 other than owner (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!***

- Provide two identical sets of complete shop drawing/plans (if applicable).
- Provide CD/DVD or Flash Drive of plans.
- Provide 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.
- Contractors must provide the Following:
 1. *State License and/or Certificate of Competency*
 2. *Worker's Compensation/Exemption*
 3. *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: the 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: _____

Staff Notes _____

Staff Signature: _____

Date: _____