

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

Naming of the following types of plans MUST include the discipline's prefix and a hyphen, followed by a four-digit numeric value, starting with 0001 for the first document in the set and increasing sequentially thereafter, followed by your plan's sheet number: e.g. "A-0001-[yoursheetnumber].pdf, A-0002-[yoursheetnumber].pdf..."

Plans: To include fire hydrant, FDC, and all fire line locations.

File name: FP-0001-[add your actual sheet number].pdf

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Specifications:

File name: AS-DeviceSpecs

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner's Affidavit Form](#)

File name: AS-OwnersAff

Notice of Commencement: This is required if the permit is a stand-alone application, not associated to any Building Permit, and if the project valuation is greater than \$2,500 (This is required prior to the actual commencement of work).

File name: AS-NOC

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff

SEE PAGE 2 BELOW

NOTES:

- **Underground submittal must be received and approved prior to interior submittal evaluation. However, if the contractor is performing the interior and underground, the underground submittal shall be received with the interior.**
- **Contractor installing and permitting underground Fire line shall hold a State of Florida Class V license.**