

CONSTRUCTION PERMIT PROCESS

After the final engineering plans are approved and before a pre-construction meeting is scheduled, the Contractor must complete the construction permit process. The following items must be submitted in order to obtain a construction permit.

- 1) A copy of the contractor's license and insurance. Insurance form should indicate City as additional insured and also indicate the project name.
- 2) Construction cost from the contractor's bid documents.
- 3) Final Engineering plans, (3) signed and sealed 24" x 36" and electronic format (PDF).
- 4) Submit copies of the following regulatory agency permits:
 - a) SFWMD - Drainage
 - b) BCEPD – Sanitary Sewer/Drainage/lake Excavation
 - c) FDEP – NPDES NOI
 - c) SBDD-Drainage
 - d) BCTED - PMS
 - e) BCDH/FDEP – Water
- 5) For projects approved with HDPE or PP drainage pipe 15"-36" in diameter, submit a commitment letter from the developer's consultant to provide full-time Construction Engineering and Inspection (CEI) services during installation of HDPE or PP pipe.
- 6) A surety bond for construction equal to 125% of the projected cost from contractor's bid documents for all improvements which the City will own and maintain. The City will own and maintain all water distribution facilities up to the water meter, all sewage facilities up to and including the first clean out. Also, the City will own and maintain all improvements located within right-of-way which will subsequently be dedicated to the City. This includes all paving, curbing, sidewalks, drainage, water, sewer and reuse.

For roadway projects for which the Surety Bond is posted with the County, the City requires a Surety Bond, the amount of which is the difference between the required City Bond and the existing County Bond; and a copy of the Surety Bond posted with the County.
- 7) The construction permit fee must also be submitted. The permit fee is based on the construction cost from the contractors bid documents as follows:
 - 7% of the cost of construction
- 8) An 8% surcharge of the total construction permit fee will be collected.
- 9) A completed construction permit application must also be submitted.
- 10) After all items have been received, reviewed and are satisfactory, a construction permit will be issued within three (3) business days.
- 11) If the site remains inactive for a period of one (1) year after the date of permit issuance, the contractor must apply for a new permit.