



Florida Community College at Jacksonville

Building Permit/Plan Review Request

Campus/Site		Date of Application	
Project Title		Project Number	
Construction Cost:		Area (Gross Square Feet):	
Project Description			
Fixtures, Furniture, & Equipment (FF&E) Required			
Building Identification		Room Number(s)	
Architect-Engineer		A-E Contact	
A-E Address		A-E Phone	
Source of Funds/Account Number		Budget Amount	
Plan Review Requested <input type="checkbox"/> Phase I (Schematic) <input type="checkbox"/> Phase II (Design Development) <input type="checkbox"/> Phase III (Construction/Permit Request)			

Instructions

Please submit the following documents with this application:

1. Phase I & II reviews: Two (2) sets of drawings/specifications. Identify current and future room uses.
2. Phase III (Construction/Building Permit) review: Four (4) complete sets of project drawings/specifications signed & sealed by the A-E.
 2 copies – Florida Energy Efficiency Code (FEEC) compliance forms, if applicable.
 2 copies – Life Cycle Certification Analysis (LCCA) Data Summary Sheet, if applicable.
 2 copies – OEF Facilities Space Chart/Net and Gross Square Footage Chart, if applicable.
 State contractor licensing information is not required to be submitted for plan review, but is required before the building permit can be issued.

Note: No work may commence until a Florida Community College at Jacksonville Building Permit is issued.

Submitted by (Print/Type Name of Campus President or DAS)	Title
Signature	Phone

For Building Code Administrator Use Only

Date Submitted: _____

Date Reviewed: _____ Reviewer: _____

Comments: _____
