



Florida Community College at Jacksonville

Building Permit/Plan Review Request

Campus/Site	Date of Application
Project Title	Project Number
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 Official Use Only

Date Submitted: _____

Date Reviewed: _____ Reviewer: _____

Comments: _____
