

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: in accordance with State of Florida adopted NFPA 96

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:

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). [Notice of Commencement Form](#)

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