



Building Department
CHECKLIST FOR CONSTRUCTION TRAILER PERMITS

Pre-Approval required by:
Planning Department

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number, pin number and DPCR#
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Size of trailer
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Tie down (anchoring) information.
- Sub-contractor agreements for electric and plumbing, if applicable.
- Property survey or site-plan showing the location of the trailer.
- Original Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24" x 36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans. Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing. See our website for online submittals.
- Debris Affidavit
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)

NOTES:

- Storage boxes, Conex boxes and PODS do not require a permit if being used as a construction office.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.