



BPS PROJECT MANAGERS' PERMIT APPLICATION CHECKLIST

School/Site: _____

	Yes	No	Explanation
Date Submitted	_____	_____	_____
BPS Project Manager	_____	_____	_____
Master Library Project #	_____	_____	_____
Purchase Order Copy or NTP	_____	_____	_____
Full Description of Work Scope Page 1 permit application line 4 scope of work FISH changes described.	_____	_____	_____
Building Number(s) Page 1 permit application line 4 note all buildings numbers in scope of work	_____	_____	_____
Contracting Firm Prime contractor	_____	_____	_____
Subcontractor List List all subcontractors that work on project	_____	_____	_____
License Numbers Contractor and all subcontractors	_____	_____	_____
WkComp & Liability Insurance Certificates Must list Brevard Public Schools as Certificate Holder & as additionally insured under the liability coverage	_____	_____	_____
Construction Drawings/Plans (3 sets) Must submit Hard Copies to Department	_____	_____	_____
BPS EH&S Notification Copy of letter or email to EH&S required on all remodeling and renovation projects	_____	_____	_____
Site Plan w/Flood Elevation & Zone	_____	_____	_____
Florida Product Approvals or NOAs	_____	_____	_____
Contractor Signature Page 3 of permit application	_____	_____	_____
Owner Signature Page 3 of permit application	_____	_____	_____
Application Complete Initialed by BPS PM or PS	_____	_____	_____

STAFF: VERIFY THAT ALL REQUIRED ITEMS ARE INCLUDED; OTHERWISE DO NOT ACCEPT.

ENSURE ALL CONTRACTORS ARE PROPERLY LICENSED IN FLORIDA

DATE STAMP & INITIAL SUBMITTED PERMIT PACKAGE AS COMPLETE.