



**Florida State 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:

- Phase I & II reviews: Two (2) sets of drawings/specifications. Identify current and future room uses.
- 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 State 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: \_\_\_\_\_

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