1965 S. State Road 7
West Park, FL 33023
Tel: 954-989-2676 / Fax: 954-989-2684

CITY OF WEST PARK
PERMIT PROCESS PROCEDURES

The applicant can fill out a permit application on-line at www.inkforce.net/westparkbpt or obtained at the Building Dept. Please specify the following items on your permit application:

Applicant

- ✓ Check the permit type: Structural, Mechanical, Electrical, Plumbing, Other, etc. One permit type is required *per* application.
- ✓ Provide the job address, the owner's name and address.
- ✓ Provide the Fee Simple Title Holder if applicable.
- ✓ Provide a contact name and telephone # and email address if you would like to be call upon completion of the plan review.
- ✓ Provide contractor's name, address, telephone number, **email** and/or fax number if applicable.
- ✓ Contractor's State Certification or Certificate of Competency Number must be provided on the permit application***. *First time contractors must provide copies of the occupational license, state certification or registration, certificate of competency, worker's compensation and liability (made out to the City of West Park) attached to the permit application. All liability insurance must be faxed by the Insurance company.***
- ✓ Provide Block, Lot, Folio # and Subdivision on the permit application. You may find this information on the property appraiser's website @ www.bcpa.net
- ✓ Provide the number of stories, offices, families, bedrooms and baths if applicable.
- ✓ Check off the type of work that to be done for this application.
- ✓ Provide the total cost of construction (labor and material must be included in cost)
- ✓ Provide the total square footage or linear foot (fence) on the permit application.

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- ✓ Provide a comprehensive, concise description of work. (Complete Scope)
- ✓ Provide the architect/engineer's name, address, telephone number, **email** and/or fax number if applicable.

The contractor or applicant must submit to the building department a permit application, and two identical set of complete drawings.

Permit Counter Requirements

- ✓ All contractors ***must be*** registered in the computer system in order to process applications. There is no registration fee or form for this process. **The following documents must be presented or faxed to 954-989-2684.**
    - o Occupational License, State Certification or Registration, Worker's Compensation, and Liability made out to the City of West Park.
- ✓ A notice of commencement is required for any cost value over $2,500. The N.O.C. must be presented at time of permit issuance.
- ✓ **All permit fees are due upon submittal for permit.** Receipts are given to the contractor/applicant for their records. Checks, money orders, major credit cards are accepted. **We do not accept cash.** Building Department fees are based on cost of construction (see fee schedule). Once the application is entered into the system, a permit number will be generated for the customer.
- ✓ Building Department checks to be made out to **CGA**.
- ✓ Fire Department checks to be made out to the **City of West Park**.
- ✓ Zoning Department checks to be made out to the **City of West Park**.

Plan Examination Requirements

- ✓ Each building department discipline (structural, plumbing, mechanical, electrical, zoning and fire) will conduct an expeditious review of the plans.

- ✓ Approvals/Denials are entered into the computer system with notes for applicants to access online. All reviews will be done in a timely matter to ensure customer satisfaction.

- ✓ Calls are made for pickups.

    - Denials are allowed to be taken for correction***. New corrected sheets are to be inserted in drawings and the voided sheets are to be placed on the back of the set for review. Note: no charges are imposed on non-approved permit applications***.

    - Upon approval, a job copy set, an inspection list and a permit card is perforated, labeled and given to the contractor/applicant to commence work on the property.

- ✓ Fees are collected, whenever a change of plans is made to the approved permitted plans or application. The contractor/applicant brings the revised plans to the building department for re-review. A new permit application must be completed indicating the revised changes under the description column.

    - Under plan examination, the required discipline reviews and approves the plans in accordance to the code. The permit application and revised drawings will be perforated. No permit card is needed for the change.

Inspections/Sign offs

- ✓ Upon completion of the construction, an inspection request can be faxed to **954-989-2684 before 3 P.M.** for each discipline (except Fire). **Fire Department inspections must be called into the Fire Marshall's Bureau at 954-831-8210**. All inspections are listed on the final checklist form attached to the permit card.

- ✓ Any inspections that fail must pay a re-inspection fee. A re-inspection fee must be paid prior to requesting a new inspection.

- ✓ Once all disciplines are signed off, the permit application is closed and archived. A certificate of Completion can be requested for an additional fee.