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.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plan: Drawn to scale, showing setbacks from property line and buildings.

    File name: SP-SPDwgs

Inventory of Product:

    File name: AS-Inventory of Product

Insurance and License:

    File name: AS-InsurAndLic

Property Owner Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. Owner's Affidavit Form

    File name: AS-OwnerAff

Type 4 Magazine:

    File name: AS-Type4Mag

Agricultural Waiver:

    File name: AS-AgWaiver

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

Growth Management Department | Building Inspection Division | Phone: (850) 891-7001, option 2 | Fax: (850) 891-0948
Location: 435 N. Macomb Street, Tallahassee, FL 32301 | Mailing: 300 S. Adams Street B-28, Tallahassee, FL 32301

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