CITY OF ALTAMONTE SPRINGS
SITE IMPROVEMENT PERMIT APPLICATION

Date:		
Project Name:		
Address:		
Contractor Name:		
License Holder & Number:		
Address:		
Tel:	Fax:	E-mail:
Property Owner Name:		
Address:		
Tel:	Fax:	E-mail:
Construction Scheduling:	(1) Anticipated Date of Site Work Commencement:	
	(2) Anticipated Date of Certificate of Site/Subdivision Completion:	
	(3) Anticipated Date of Building Certificate of Occupancy:	
Job Valuation/Cost of Construction:		
Description of Work:		

PERMIT FEE = 1 ½% OF JOB VALUATION OR $100.00 (whichever is greater)
Example: $50,000 x 1.5% = $750

- A Site Improvement Permit is required for site construction (other than building/structure). The permit is typically issued 48 to 72 hours after a Pre-Construction Conference is held. In addition to the Site Improvement Work Permit the following permits may apply to your project: Arbor, Demolition, Sign, Wall (or other structural work), Fire Protection System, Electrical, and Solid Waste & Recycle Enclosure & Pad.

- The Site Improvement Permit shall be considered an Arbor Permit for the purposes of tree removal, alterations, or trimming when such work is indicated on the approved site plan. The Site Improvement Permit shall also be considered a Right of Way Permit when work within City rights of way is indicated on the approved site plan.

- A Job Valuation/Cost Estimate and site plan or DRC approval must be submitted with this application.

- A Pre-construction Conference is mandatory before issuance of the Site Improvement Permit and commencement of the development; however, for small scale improvement including minor site plan revisions the Public Works Development Coordinator may allow the site contractor to schedule an on-site pre-construction meeting with the City's Site Inspector in lieu of the standard formal Pre-construction Conference. See Page 2 for the Request for Pre-construction Conference form which must be submitted with this Site Improvement Work Permit Application.

- Issuance of a development related permit (e.g., Site Improvement Permit, Building Permit, etc.) by the City does not in any way create any right on the part of an applicant to obtain a permit from a state or federal agency and does not create any liability on the part of the municipality for issuance of the permit if the applicant fails to obtain requisite approvals or fulfill the obligations imposed by a state or federal agency or undertakes actions that result in a violation of state or federal law.

APPROVED BY:

Public Works Department	Date	Growth Management Department	Date

CITY OF ALTAMONTE SPRINGS

REQUEST FOR PRE-CONSTRUCTION CONFERENCE

A Pre-construction Conference is a prerequisite to issuance of a Site Improvement Permit. It is the responsibility of the Owner/Developer to meet the following conditions before a Pre-construction Conference is scheduled. Since all applicable agency permits must be submitted to the City prior to commencement of development under a Site Improvement Permit, it is advisable that agency permits be submitted with the Request for Pre-Construction Application. Please indicate in the checkboxes below if the condition is met or not applicable, and which agency permits are being submitted with this application. Copies of all permits must be posted on the site with the City's inspection placard. Failure to submit an agency permit prior to the commencement of development under a Site Improvement Permit may result in the City's issuance of a Stop Work Order, fines, and/or other penalties.

- ☐ Site Plan approved
- ☐ All conditions of Site Plan approval addressed which are required to be satisfied before permit issuance (refer to Notice of Approval letter)
- ☐ Developer's Agreement provided by City to Owner/Developer for review and signature
- ☐ Plat has been accepted for Commission approval
- ☐ Building Permit application submitted

Copies of other agency permits or Letters of Determination (LODs) enclosed:

- ☐ FDEP Drinking Water (Yes / No)
- ☐ FDEP Domestic Wastewater (Yes / No)
- ☐ SJRWMD ERP (Yes / No)
- ☐ Seminole County Right-of-way (Yes / No)
- ☐ Other permits as applicable (please list)

MANDATORY ATTENDEES:	Engineer of Record	Project Superintendent	Utility Contractor
	General Contractor	Others are also welcome and encouraged to attend	

Date: _____

Conference Requestor

Name: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Developer Information

Name: _____

Address: _____

Tel: _____ Fax: _____ E-mail: _____

Project Information

Project Name: _____

Address: _____

Legal Description or Parcel ID#: _____

Submit with this form: (1) Copies of the above-mentioned applicable agency permits, if available; (2) A list of approved site subcontractors; (3) A Request for Development Fee Estimate Packet (or a statement that the form has already been submitted to the Building/Fire Safety Division and the date of submittal); (4) Stormwater Notice of Intent (NOI), if available.

All conditions must be met before a Pre-construction Conference is scheduled. Failure of the mandatory attendees to attend will result in the conference being rescheduled and/or cancelled.

Submit completed form to: The City of Altamonte Springs' Building/Fire Safety Division.

Questions and/or Agency Permit Submittals: Please direct all questions or agency permit submittals not included with the application to:

Department of Public Works
Development Coordinator
225 Newburyport Avenue
Altamonte Springs, FL 32701
Phone: 407.571.8346