

# CITY OF ALTAMONTE SPRINGS

## SITE IMPROVEMENT PERMIT APPLICATION

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

**PERMIT FEE = 1 ½% OF JOB VALUATION**

Example: \$50,000 x 0.015% = \$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 Permit the following permits may apply to your project:, 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; 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 Permit Application.

**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 Site Improvement Permit.** It is the responsibility of the Owner/Developer to meet the following conditions and provide the documents listed below to the City before a Site Improvement Permit is issued or before a Pre-construction Conference is scheduled. Please indicate in the checkbox if the condition is met, and which agency permits are being submitted with this application.

- |   |   |
|---|---|
| <input type="checkbox"/> Site Plan approved<br><input type="checkbox"/> All conditions of Site Plan approval addressed which are required to be satisfied before permit issuance (refer to Notice of Approval letter)<br><input type="checkbox"/> Developer's Agreement provided by City to Owner/Developer for review and signature<br><input type="checkbox"/> Plat has been accepted for Commission approval<br><input type="checkbox"/> Building Permit application submitted | <b>Copies of other agency permits or Letters of Determination (LODs) enclosed:</b><br><input type="checkbox"/> FDEP Drinking Water (Yes / No)<br><input type="checkbox"/> FDEP Domestic Wastewater (Yes / No)<br><input type="checkbox"/> SJRWMD ERP (Yes / No)<br><input type="checkbox"/> Seminole County Right-of-way (Yes / No)<br><input type="checkbox"/> Other permits as applicable including Arbor |
|---|---|

<b><u>MANDATORY ATTENDEES:</u></b>	Engineer of Record General Contractor	Project Superintendent Others are also welcome and encouraged to attend	Utility Contractor
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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 agency permits; (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). **Note: 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.

**Have questions?** Call the Department of Public Works at 407.571.8340.