

**Town of Sewall's Point Building Department**

One South Sewall's Point Road

Sewall's Point, Florida 34996

Ph: 772-287-2455

**SUB-CONTRACTOR
OF RECORD
PERMIT APPLICATION**

Master Permit #: _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description: _____

Parcel ID: _____

Owner's Information

Name: _____

Email: _____

Phone: _____

Address: _____

Sub Contractor's Information

Name: _____

Email: _____

Phone: _____

Address: _____

State License no. _____

PROJECT INFORMATION☐ Commercial ☐ Residential

I hereby authorize the following contractor or individual to include me as a Sub-Contractor for the referenced job.

License # _____

(Print name of authorized master permit holder or property owner if owner builder)

Type of work: ☐ Plumbing ☐ Insulation ☐ Electrical ☐ Mechanical ☐ Roof

Specialty: _____ (specify)

*See checklist for additional requirements.

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE SUB CONTRACTOR AND OWNER

Sub Contractor Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is ____ personally known to me or ____ has produced _____ as identification

Owner or Owner's Authorized Representative Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this ____ day of _____, 20____, by _____ who is ____ personally known to me or ____ has produced _____ as identification

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.



Building Department
CHECKLIST FOR SUB-CONTRACTOR OF RECORD PERMITS

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and master permit number
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Name of authorized master permit holder or property owner
- License #
- Type of work
- Specialty
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 1 copy:

- The Sub-contractor of Record Permit Application must be submitted with the master permit, if the master permit is issued over the counter.

NOTE:

- All sub-contractor applications must be received before the master permit can be issued.
- Submittal of the Sub-contractor of Record Permit does not allow the applicant to start work until the master permit is issued.

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.