

# CONTRACTOR REGISTRATION & PERMIT APPLICATION SUBMITTAL:

## A. REQUIRED DOCUMENTS FOR CONTRACTOR REGISTRATION:

1. Copy of State of Florida Contractor's license
2. **Insurance Certificate** indicating proof of workers' compensation insurance and general liability
3. Contractor's **contact person(s)** name, phone number and e-mail address
4. Notarized **Signature Authorization** form (Not required if license holder signs permit application)

## B. PERMIT APPLICATION SUBMISSION:

1. The permit application form is available for download on the "Code Enforcement" department page on the DCPS website ([www.duvalschools.org](http://www.duvalschools.org).)
2. **OR** contact the Building Permit Technician, Ms. Wendy Helms at (904) 390-2165.
3. Complete **ALL** relevant information on the permit application form.
4. If a licensed **Florida Design Professional (Architect or Engineer)** produced design documents for the project, their information is required.

LICENSED CONTRACTOR		FLORIDA DESIGN PROFESSIONAL	
Company Name		Company Name	
License Name		Contact Person	

5. Do **NOT** enter anything in upper right hand boxes marked "FOR DCPS CODE ENFORCEMENT USE ONLY"

<b>Duval County Public Schools</b> <b>OFFICE OF BUILDING CODE ENFORCEMENT</b>  <b>APPLICATION &amp; PERMIT</b>	<b>FOR DCPS CODE ENFORCEMENT OFFICE USE ONLY</b>		
	Permit #		Date:
	Code Edition:		
	Building Official Approval:		

Application must be typed or printed legibly in ink. Complete all relevant fields.

6. The permit application shall be **SIGNED AND DATED** at the bottom by the Contractor's license holder or authorized representative.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS PERMIT DOCUMENT AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT.

<b>Signature:</b>	<b>Printed Name:</b>	<b>Application Date:</b>
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7. Submit permit application in **Microsoft Word** or **PDF** format.
8. **E-mail** to the Building Permit Technician, Ms. Wendy Helms ([helmsg@duvalschools.org](mailto:helmsg@duvalschools.org)).
9. **OR** deliver to the DCPS Code Enforcement office at 1701 Prudential Drive, Room 513.

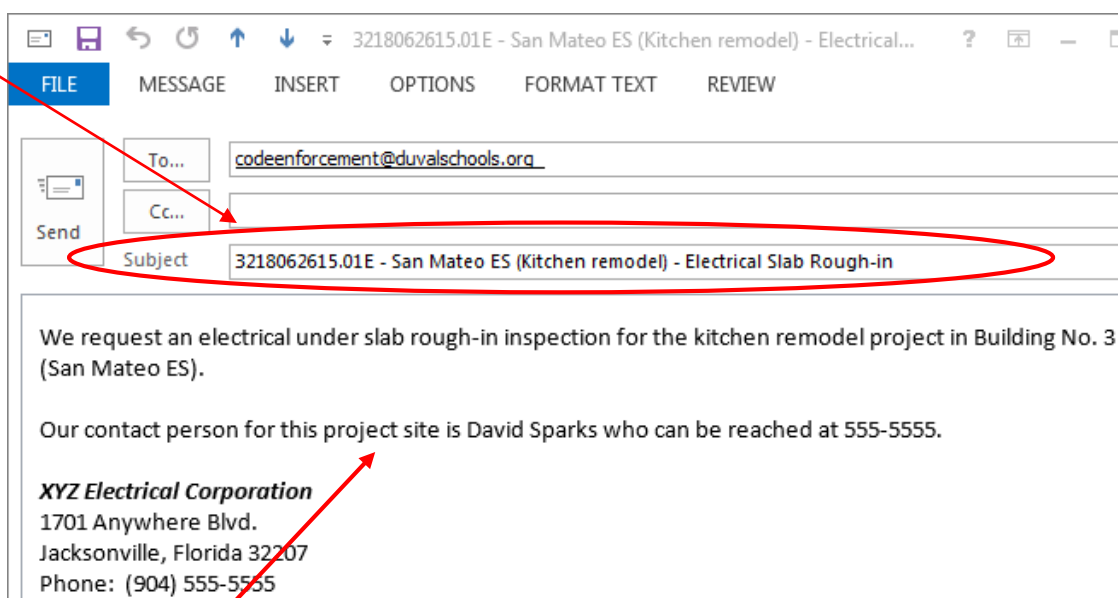
**THIS DOCUMENT IS A QUICK REFERENCE GUIDELINE AND DOES NOT RELIEVE THE CONTRACTOR FROM FULL COMPLIANCE WITH THE DCPS CODE ENFORCEMENT SOP.**

# INSPECTION:

## A. **E-MAIL** INSPECTION REQUESTS TO: [codeenforcement@duvalschools.org](mailto:codeenforcement@duvalschools.org)

### 1. Format for the e-mail **SUBJECT LINE:**

- **Permit number - School Name (brief description of work or project) - Type of inspection**
- **Example:** 3218062615.01E - San Mateo ES (Kitchen remodel) - Electrical Slab Rough-in
- Abbreviations **ES** (elementary school), **MS** (middle school), and **HS** (high school) may be used.
- Do **not** use symbols such as #, /, +, =, &, ?, \*, % and the comma symbol in the subject line



- ### 2. The **body of the E-mail** shall be more descriptive indicating a description of the project/work and the **exact location of the work**, such as 2<sup>nd</sup> Floor in Wing B. A **contact name and phone number** of the person familiar with the project that can meet the Inspector shall be provided.

## B. **REQUESTS SHALL BE SUBMITTED 24 HOURS PRIOR TO (OR THE DAY BEFORE) THE DESIRED WORK DAY FOR INSPECTION.** Code Enforcement's work hours are **7AM-4PM, M-F**.

## C. **MINIMUM REQUIRED INSPECTIONS:** **FBC Section 110.3** provides a list of minimum required inspections. For projects with design documents, the anticipated inspections are included on the **Plan Review** attached to the permit documents as shown in the sample below:

<b>PROJECT SAFETY &amp; INSPECTIONS</b>	
In accordance with the FBC, work shall not be done on any part of the building, structure, electrical, gas, mechanical or plumbing system beyond the point of each successive inspection without first obtaining written release from DCPS Code Enforcement (a "PASS" result). <b>NO WORK SHALL BE COVERED OR CONCEALED WITHOUT A SATISFACTORY INSPECTION FROM DCPS CODE ENFORCEMENT.</b> It is the permit holder's responsibility to request inspections as prescribed by the FBC. Once an inspection is requested, the building code administrator or his designee shall determine the timing and sequencing of when inspections occur and what elements are inspected at each inspection. For further information regarding DCPS Code Enforcement's inspection protocol, please refer to the Code Enforcement Standard Operating Procedures manual.	
<b>MINIMUM REQUIRED INSPECTIONS:</b> The following list is to be used as a guide and shall not be considered all inclusive	
1. Underground electrical	
2. Electrical rough-in	
3. Final electrical	
<b>SITE SAFETY REQUIREMENTS PER CODE:</b>	
1. "Construction on an occupied school board site shall be separated from students and staff by secure barriers. Prior to issuance of the notice to proceed, a safety plan shall be provided by the contractor which clearly delineates areas for construction, safety barriers, exits, construction traffic during the various phases of the project and when conditions change. Where heavy machinery, as is used for earth moving or scraping, is required to work on a school board's occupied site, the work shall be separated from occupants by secure double barriers with a distance of 10 feet (3048 mm) in between." (FBC 423)	
2. All excavations shall comply with the minimum requirements of Section 553.60, Florida Statute "Trench Safety Act."	
3. If the building is occupied (students or staff) during any electrical shut down required during the course of this project then the fire alarm system shall not be out of service for more than 4 hours in a 24 hour period. DCPS Code Enforcement/Safety shall be notified and the building evacuated or an approved fire watch provided. Reference NFPA 101 of the Florida Fire Prevention Code. "Approved fire watch" means acceptable to DCPS Code Enforcement and the COJ Fire Marshal.	

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