

## Checklist for Preparing Submittals

This checklist is to aid the applicant in preparing the submittal package for building permit submission. If followed it helps ensure the applicant has the proper information needed for the submittal package to be entered into the Building Department plan review process. Failure to provide the proper submittal package will delay the application and thus delay your permit and project.

Another source for additional information on what types of drawings are required as well as the information required on the drawings is in the Permit Documentation Requirements BD #002. Can find document on Building Department WEB site <http://www.palmbeachschools.org/buildingdepartment/Procedures.asp>

1. Please **staple all documents in the correct order**. We do not accept or process loose documents.
2. A SDPBC Facilities Services Transmittal must accompany all minor projects submittals submitted to our department.
3. Transmittal shall list every document submitted.
4. Submit two (2) copies of each document including Surveys.
5. Make sure the Correct Facility Name, Project Name/Project Number are on all documents.
6. If submitting **Revised Drawings** – you must include a **Revised Cover Sheet or Revised Index** (using the same size paper as the drawings). Make sure the proper **Revision #** is listed on each revised drawing.
7. Make sure the documents are in the same order in each set and in upright position.
8. If requesting a Building Permit, **completely fill-out and sign the most current** Permit Application. Write the **contractor's license number** by the contractor's name and the **e-mail address** by the contact person's name. (Application available on building department web site – Documents – Forms)
9. Remember – if the contractor is a company that we have done business with – you do not have to submit their license or certificate of liability (**unless they have renewed**). If in doubt, contact us so we can check it for you.
10. When responding to plan review comments **list the Previous ID #** on the Transmittal.