

ENGINEERING/UTILITIES PERMIT CHECKLIST

MAXIMUM PLAN SIZE 24" X 36"
NO HIGHLIGHTING

Town of Jupiter
Registration No: _____

**Applicant must provide a completed application and the following items:
(one copy if items are 11" x 17" or smaller and two copies if larger)**

Please indicate items submitted with a checkmark (✓)

Applicant shall provide a permit application (check appropriate trade) completed and signed with the following items:

Asphalt Overlay

1. Survey/Site Plan showing proposed resurfaced area and Striping & marking plan if applicable _____
2. Specification of material, example: 1" of type SIII asphalt on compacted lime rock, coquina, etc. _____

NOTE: Contractor shall notify Engineering for pre-work and final inspections _____

Dredge/Fill

1. Survey/Site Plan showing area to be filled or excavated, including defining existing grades and proposed grades as well as proposed drainage flow arrows, and restoration specifications _____

NOTE: Contractor shall notify Engineering for pre-work and final inspections _____

Residential Driveways-Additional, Replacement or Expanded driveways and hardscape areas

1. Survey/Site Plan showing area proposed driveway, or other walkway and hardscape areas including all dimensions, setbacks from property line, etc _____
2. Owner/Builder affidavit (if applicable). _____
3. Turnout setbacks at intersections and from property lines _____
4. Typical section meeting TOJ Eng Div Std Det 108 minimum requirements for construction _____
5. Specifications of material _____
6. Indicate location of water meter on survey/plan _____

NOTE: Contractor shall notify Engineering for pre-work and final inspections _____

Franchised Utilities (Comcast CATV, BellSouth, FPL) within Road or Alley right of way or Easements

1. Survey/Site Plan/Engineering Plan showing proposed work including offsets from pavement or right of way lines and any other pertinent dimensions. Any above grade boxes, cabinets, equipment, etc., shall have a landscape screening plan included with the application _____
2. Maintenance of Traffic Plan for work within a right of way that is "in-use" _____
3. No Construction Permit fee is required, an Administrative fee of \$75.00 applies _____
4. Permit Application through Engineering Division, not Building Department _____

NOTE: Contractor shall notify Engineering for pre-work and final inspections _____

Sanitary Sewer, Gas Main, FPL Fibernet Utilities or other non-franchised utilities

1. Survey/Site Plan/Engineering Plan showing proposed work including offsets from pavement or right of way lines and any other pertinent dimensions. Any at or above grade boxes, cabinets, equipment, etc., shall be defined. Plan shall also define all restoration requirements for affected infrastructure _____
2. Maintenance of Traffic Plan for work within a right of way that is "in-use" _____

NOTE: Contractor shall notify Engineering pre-work and for final inspection. _____

Parking Lot, Commercial Driveway, or General Paving Work

1. Survey/Site Plan/Engineering Plan showing proposed areas of modification, resurfacing, or repair, including applicable and striping & marking plan if applicable. The plan shall include paving specifications & drainage details and typical sections of pavement areas, showing material and design criteria _____
2. Provide details for parking, access and ramps for disabled in accordance with the Florida Americans with Disability Accessibility Implementation Act (ADA). _____

NOTE: Contractor shall notify Engineering for pre-work and final inspections _____

Sealcoat and Restripe

- 1. NO PERMIT REQUIRED, UNLESS modifications to existing ADA parking and access are proposed. If a permit is applicable, submit Survey/Site Plan/Engineering Plan showing proposed modifications and a striping/& marking plan

NOTE: Restriping after seal coat shall reinstate all striping, markings and ADA parking provisions in accordance with pre-existing conditions and in accordance with approved site plan for site. If work requires a permit, Contractor shall notify Engineering for pre-work and final inspection

Sidewalk

- 1. Survey/Site/Engineering Plan showing location and scope of work, dimensions, offsets from buildings or property lines or edge of pavement, as well as details and specifications
- 2. Owner/Builder affidavit (if applicable)

NOTE: Contractor shall notify Engineering for pre-work and final inspection.

Street Construction

- 1. Signed and sealed Engineering Plans showing proposed construction, including all applicable paving and drainage details, typical road sections, specifications and elevations.
- 2. A Maintenance of Traffic Plan for work within a right of way that is "in-use"

NOTE: Contractor shall notify Engineering for pre-work and final inspection.

Striping In a Road or Alley Right of Way (Excluding Palm Beach County or FDOT Right of Ways)

- 1. Survey/Site/Engineering Plan showing work area, all striping and marking requirements
- 2. Striping & markings shall be established using thermoplastic material per FDOT Spec. Section 711
- 3. Maintenance of Traffic Plan for work within a right of way that is "in-use"

NOTE: Contractor shall notify Engineering for final inspection

Storm Drainage In Road/Alley Right of Way or Paved Areas

- 1. NO PERMIT REQUIRED, UNLESS modifications are in road/alley rights of way or require pavement, curb or sidewalk restoration. Engineering Permit would be for fill & restoration work
- 2. If an Engineering Utility permit is required, submit the following:
 - a. Survey/Site Plans showing location/limits of work
 - b. Engineering plan with elevations designed by a Profession Engineer
 - c. Details and sections defining all pavement, curbing, sidewalk, etc. restoration elements.

NOTE: Contractor shall notify Engineering for pre-work and final inspection

Water Main In Road/Alley Right of Way or Paved Areas

- 1. NO PERMIT REQUIRED, UNLESS modifications are in road/alley rights of way or require pavement, curb or sidewalk restoration. Engineering Permit would be for fill & restoration work
- 2. If an Engineering Utility permit is required, submit the following:
 - a. Survey/Site Plans showing location/limits of work
 - b. Engineering plan with elevations designed by a Profession Engineer
 - c. Details and sections defining all pavement, curbing, sidewalk, etc. restoration elements.

NOTE: Contractor shall notify Engineering for pre-work and final inspection.



ENGINEERING/UTILITIES PERMIT APPLICATION

210 Military Trail, Jupiter, FL 33458
(561) 741-2286
Fax (561) 741-0911

Project Address									
CTY 30	RGE	TWP	SEC	SUB	BLK	LOT	Subdivision Name		
Owner				Mailing Address			State	Zip	
Contractor/Company Name				Mailing Address			State	Zip	
Contractor Cert. No.				Jupiter Registration No.		Office Phone		Cell Phone	
Email Address						Fax No		Job Site/Owners Phone	
Architect or Designer				Mailing Address			Phone	License No.	
Engineer				Mailing Address			Phone	License No.	
<input type="checkbox"/> Asphalt Overlay <input type="checkbox"/> Dredge/Fill <input type="checkbox"/> Driveway		<input type="checkbox"/> Franchise Utilities <input type="checkbox"/> Parking Lot/Paving <input type="checkbox"/> Sanitary Sewer			<input type="checkbox"/> Sealant <input type="checkbox"/> Sidewalk <input type="checkbox"/> Water		<input type="checkbox"/> Street Construction <input type="checkbox"/> Striping		
Describe Work:									
Engineering		Stormwater		Zoning		Building		Received By	Prepared By
MISINFORMATION OR MISREPRESENTATION MAY CAUSE THIS PERMIT TO BE REVOKED									
<p>Construction activity is permitted Monday through Friday 7:00 AM to 8:00 PM and Saturdays 8:00 AM to 4:00 PM only. No construction activity is permitted on Sunday, Code of Jupiter, Section 13-93. Separate permits are required for electrical, roofing, plumbing, heating, ventilating or air conditioning.</p> <p>THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS AT ANY TIME AFTER WORK IS COMMENCED.</p> <p>I hereby certify that I have read and examined this application 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. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other state or local law regulating construction or the performance of construction.</p>									
Print Name of: Contractor, Authorized Agent or Owner-Builder					Signature of: Contractor, Authorized Agent or Owner-Builder				
Sec. 102.1 Right of Entry is acknowledged by active permit									
Value		Estimated Value			Permit Fee				
Date Issued					Permit Number				

Fee Simple Titleholder's Name _____
(If other than owner)

Fee Simple Titleholder's Address _____

City _____ State _____ Zip _____

Bonding Company _____

Address _____ City _____ State _____

Mortgage Lender's Name _____

Mortgage Lender's Address _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Contractor's Certificate of Competency No. _____

Owner or Agent
Including Contractor _____
Print _____
Signature _____
Date _____

Contractor _____
Print _____
Signature _____
Date _____

The foregoing instrument was acknowledged before me
this _____ day of _____, 20 _____
by _____ who has
produced _____ as identification
and who did (or did) not take an oath.

The foregoing instrument was acknowledged before me
this _____ day of _____, 20 _____
by _____ who has
produced _____ as identification
and who did (or did) not take an oath.

Notary Public, State of Florida at Large
Name Printed _____
My Commission Expires _____
Serial number, if any _____

Notary Public, State of Florida at Large
Name Printed _____
My Commission Expires _____
Serial number, if any _____