



## Building Permit Application

Fill out a permit application form, available at the Office of Construction and Facilities Code Enforcement Department, located at 3420 West Tharpe Street, Suite 100, Tallahassee, FL 32303 or online under the Construction and Facilities tab of the LCS website ([www.leonschools.net](http://www.leonschools.net)). You can also request an electronic file at [LCSCodeEnforcement@leonschools.net](mailto:LCSCodeEnforcement@leonschools.net).

**Submit the application to the Code Enforcement Department with the following construction documents:**

- Two (2) complete sets of Phase III 100% construction plans, signed and sealed by Architect/Engineer and Two (2) sets of Construction Specifications.** For projects under \$50,000, no sealed documents are required.

Required plans shall contain the following information:

Site Plan	Life Safety
Elevations	Fire Protection Plan
Foundation/Structural Plans	Wall Section Plan
Floor Plan	Mechanical Plan
Electrical Plan	Plumbing Plan

A Plan Review will be done by the Office of Construction and Facilities, Code Enforcement Department as applicable. They will issue all Permits, Certificates of Occupancy and/or Certificates of Completion, regardless of project cost.

- Insurance Certificate including the following (including subcontractors):**
  - General Liability, Auto Liability, Excess/Umbrellas Liability & Workers’ Compensation.
  - Leon County Schools must be listed as additional insured.
  - Specific project must be stated.

- Copy of Contractor’s and Sub-Contractor’s licenses (per F.S., Chapter(s) 489 and 633)**

- Complete list of all subcontractors**

- Product approval (if applicable)**

- Copy of Environmental Permit (if applicable)**

You are required to comply with all sections of this Permit Package, including, but not limited to:

- **Satisfaction of all LCS Code Enforcement Department Review Comments.**  
*If mandatories are not met within 30 days of receiving LCS Code Enforcement Department’s comments, a letter will be issued to the Contracts Division of LCS Office of Construction and Facilities to withhold future payments until all comments are satisfied.*
- **Submission of all required licenses and insurance certificates**
- **Applicable sections of the Florida Product Approval Specifications must be completed before a permit will be issued.**  
*The building envelope items requiring product approval will not be allowed to be installed until product approval is received.*

You will be notified when your permit is ready to pick up. Please note on the application the best way to contact you— via phone or email.

The Building Permit must be displayed at the job site, protected from the elements, and accessible to the Building Inspector.



Leon County School District, Office of Construction and Facilities  
 Code Enforcement & Compliance Department  
 LaRoderick (Rod) E. McQueen, Certified Building Official/Director  
 3420 W. Tharpe Street, Suite 100, Tallahassee, FL 32303  
 Phone: 850-617-1838 Fax: 850-617-1790  
 Email: [LCSCodeEnforcement@leonschools.net](mailto:LCSCodeEnforcement@leonschools.net)

**ALL INFORMATION MUST BE FILLED IN OR INDICATE N/A.**

Date Submitted:

Building Site:

Occupancy Load: Cost of Improvement: \$ Sq. Ft.:

Description of work to be performed:

Contractor: License No.:

Office Address: Zip:

Project Contact Person: Cell Phone No.:

Contact email address:

Architect: License No.:

Office Address: Zip:

Project Contact Person: Cell Phone No.:

Contact email address:

Construction Type: \_\_\_\_\_ EPHA:  Yes  No

Type of Work:

- New Construction (01)     Addition (02)     Renovation (03)     Repair (04)     Roofing (05)
- Electrical (06)     Plumbing (07)     Mechanical (08)     Gas (09)     Other (10)

- |                                  |                                  |                                  |                              |                              |
|----------------------------------|----------------------------------|----------------------------------|------------------------------|------------------------------|
| Ownership                        | Type Sewage Disposal             | Type Water Supply                | Easements on Site            | Sprinklers                   |
| <input type="checkbox"/> Public  | <input type="checkbox"/> Public  | <input type="checkbox"/> Public  | <input type="checkbox"/> Yes | <input type="checkbox"/> Yes |
| <input type="checkbox"/> Private | <input type="checkbox"/> Private | <input type="checkbox"/> Private | <input type="checkbox"/> No  | <input type="checkbox"/> No  |

*As per F.B.C. 104.3.1.1, the following data or documents (if applicable) must be included with this permit application:*

Product Approval Information:  Provided    Date Provided: \_\_\_\_\_     Not Applicable

Insurance Certificates: (LCSB must be listed as Additional Insured on certificate as well as the specific project.)

- General Liability     Auto Liability     Garage Liability     Excess/Umbrella
- Workers' Comp (If exempt, you must provide a copy of exemption.)
- LCSB listed as Additional Insured     Project Listed
- Copy of Environmental Permit (if applicable)

	Included:		Included:
Site Plan – Must be included with all permit applications.	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Exterior Elevations	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Soil Analysis	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Electrical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Floor Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Plumbing	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Wall Section	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Mechanical	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Foundation Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Gas	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Roof Framing Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Demolition	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Fire Protection Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Asbestos	<input type="checkbox"/> Yes <input type="checkbox"/> N/A
Life Safety Plan	<input type="checkbox"/> Yes <input type="checkbox"/> N/A	Exterior Elevations	<input type="checkbox"/> Yes <input type="checkbox"/> N/A

### Contractor Information

Type	Contractor & Company Name	License Number (Provide copy of License)	Phone Number
Principal Contractor			
<b>Subcontractors:</b>			
Electrical			
Plumbing			
Mechanical			
Roofing			
Gas			
Sheet Rock			
Concrete			
Storm Water			
Demolition			
Asbestos			
Other			
Other			
Other			

*Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation 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 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 state law regulating construction or performance of construction.*

Name of Bonding Company: \_\_\_\_\_

\_\_\_\_\_  
Contractor Name (Please Print)

\_\_\_\_\_  
Signature of Contractor

The completed and signed off permit “hard copy” must be returned to the LCS Code Enforcement Department upon Final Inspection of the project. **The project cannot be closed out and final payment made until the executed permit is returned.**

## PROJECT INSPECTION ITEMS AND PROCEDURES

Contractors requesting inspections **must provide a 24-hour notice** to the Code Enforcement Department. You will find the Inspection Request Form in the Job File and included within this application package. These forms must be faxed to 617-1790 or emailed to [LCSCodeEnforcement@leonschools.net](mailto:LCSCodeEnforcement@leonschools.net). Inspections will not be conducted on Saturdays, Sundays or observed holidays; unless pre-arranged prior to.

Please print and complete the form in its entirety and provide the following information when requesting an inspection:

1. Permit Number
2. Job location
3. Contractor requesting the inspection
4. Contact number of requestor
5. Type of inspection requested
6. Date and time item will be ready for inspection

Please have project superintendents' initial, where indicated, ensuring they have verified the work requested to be inspected is ready. This will reduce the number of return trips for our inspectors have to make to re-inspect work that was not ready the first time.

You may contact the following inspection staff with questions, but not for scheduling inspections.

Rod McQueen, CBO — 933-3642    Greg Grace — 933-4535    Bill Standley — 544-9104    Juan Williams — 363-8334

If an emergency arises, please contact the LCS Code Enforcement Department at 617-1838 and we will make every effort to have an inspector available when you need one.

Items requiring inspection or notification by the Contractor, include, but are not limited to FBC-B Section 110 and the list below, using the following key.

A = Items for which inspection is mandatory.

B = Items for which the Contractor shall provide notification.

### **Demolition**

Disconnection of all utilities – A

Final inspection - A

### **Site work:** (By site work contractor)

Soil removal for over-excavation – B

Soil compaction – B

Soil compaction testing – B

Subsurface preparation for all landscaping – B

### **Concrete:** (Note: each occurrence, regardless of size, requires notification):

Footings, immediately prior to placing concrete (evidence of termite treatment and dewatered with rebar in place) – A

Concrete slabs immediately prior to placing concrete (reinforcing, evidence of termite treatment, vapor barrier, and utilities in place) – A

Rebar placement and formwork for all structural concrete elements – A

Structural concrete placement – A

**Masonry:** (Note: each occurrence, regardless of size, requires notification):

CMU cells with reinforcing in place prior to filling with grout – A  
Placing of cell filled insulation - B  
Placing grout in CMU cells – B

**Steel:**

Structural steel erection – B  
Testing of structural steel connections – A  
Structural steel members and connections prior to concealment by subsequent construction – A

**Roofing/Thermal and Moisture Protections:**

Inspect deck condition prior to commencement of roofing – A  
Commencement of roof insulation installation – B  
Application of roofing membrane plys (or cap sheet) – B  
Installation of metal roofing – B  
Inspection of finished roof by Manufacturer's Rep – A  
Insulation placement prior to concealment – A

**Windows:**

Inspection of frame anchoring in exterior walls prior to installation of glazing or cover metals - A  
Inspection of finished installation by Window Manufacturer's Rep - B

**Framing/Finishes:**

Metal stud walls prior to application of Gypsum Panel Products – A  
Drywall screw inspection - A  
Inspection of base materials (mesh, Styrofoam) prior to application of base or finish coats (Dryvit System) - A  
Installation of ceramic tile, carpet, VCT or other building products – B

**Plumbing - Buried Pipe (Rough-in):**

Before insulation – A  
Prior to any pour of anchors or other underground concrete over pipes, including foundations – A  
Prior to backfill (Insulation Inspection) – A  
Witness pressure test – A

**Mechanical (Ductwork):**

Prior to external insulation - B  
Blower leak test – B  
Above gypsum ceilings – before ceiling installation – A

**Plumbing - Above Ground Pipe (Rough-in):**

Prior to any concrete pour around pipe penetration – A  
Witness pressure test – A  
Prior to insulation – B

**Gas Pipe - Buried:**

Under slab – inspect before installation in sleeves – A  
Inspect all gas pipe in sleeves or not, prior to burial – A  
Placing of burial tape - B  
Witness pressure test - A

**Underground Tanks:**

Inspect steel in dead-men or slabs prior to pour – A

Inspect pit and tank prior to lowering tank – B

Inspect tank and tie-down prior to backfill - A

**Plumbing - Domestic Water Pipe, Below Slab (Rough-in):**

Inspect and witness pressure test before backfill – A

**Electrical:**

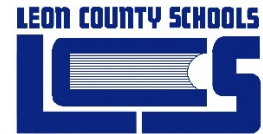
Testing of all electrical systems (intercom, clocks, power, etc.) – A

Installation of electrical conduit, wiring and equipment – B

Inspect underground conduits prior to backfilling – A

Placing of burial tape - B

**LCS OFFICE OF FACILITIES & CONSTRUCTION**  
**Code Enforcement & Compliance Department**  
 3420 W. Tharpe Street, Suite 100, Tallahassee, FL 32303  
 Email: LCSCodeEnforcement@leonschools.net  
 FAX: (850) 617-1790 Office Phone: (850) 617-1838 or (850) 617-1800



## **INSPECTION REQUEST FORM**

The Building Permit MUST be displayed at the job site.  
 A copy of each Inspection Request MUST be on file at the JOB SITE

PERMIT #:

SCHOOL/FACILITY:

INSPECTION REQUEST INFORMATION	
DATE INSPECTION REQUEST SUBMITTED:	
<u>LIST DETAILED INFORMATION FOR LCSB PERMITTING INSPECTION RECORDS</u>	
<u>Specific Building(s)/Location(s) of Inspection:</u>	
<u>Additional Information:</u>	
Person Requesting Inspection:	Superintendent's Initials: _____
Company:	(Indicates ready for Inspection)
Contact Person Phone Number:	
Date Requested for Inspection:	Time: _____ a.m. p.m.
LCSB OFFICIAL USE ONLY	
Inspector:	
Date of Inspection:	Time: _____ a.m. p.m.
Inspection Outcome: <input type="checkbox"/> PASSED <input type="checkbox"/> FAILED <input type="checkbox"/> CONDITIONAL	
<u>Deficiencies Noted:</u>	
<u>Additional Information/Description:</u>	
<p><u>LCSB Staff:</u> UPON COMPLETING REQUESTED INSPECTION, PLEASE RETURN INSPECTION            REQUEST TO THE CODE ENFORCEMENT OFFICE.</p>	

Revised 01/2015

## ATTENTION CONTRACTORS

This is an official notice that insurance records meeting the requirements stated below, **must** be submitted with your Building Permit Application to the Leon County School District's Office of Construction and Facilities, Code Enforcement Department. Liability and Workers' Comp. Insurance is required by State Requirements for Educational Facilities (SREF), Chapter 4, Section 4.2(b) states, ***"The Board shall verify that the Contractor has a valid license, as required by Chapter 489, F.S., and through a Letter of Insurability or Certificate of Insurance, is maintaining the insurance coverage's and limits as required by Law. The Board may deny contract approval on this basis, as permitted by Section 489.113(4) (c), F.S. The Project shall be covered by the following insurance, with limits as required by Law:***

- 1. *Workers' Compensation and Employer's Liability;***
- 2. *Public Liability to include Personal Injury, Bodily Injury, and Property Damage;***
- 3. *Products and Completed Operations Liability;***
- 4. *Business Automobile Liability, including owned, non-owned, and hired automobiles;***
- 5. *Property All-Risk Coverage to one-hundred percent (100%) of the value at risk. This is subject to the deductibles acceptable to the Board.***
- 6. *Boiler and Machinery Insurance as required."***

The Department of Financial Services, Division of Workers' Compensation, does issue Certificates of Exemption from Workers' Comp Coverage for the individual only. **If you employ one (1) or more employees, you must have Workers' Compensation coverage on them.**

Submit your Certificate of Liability Insurance and Workers' Comp with your Building Permit Application to:

Leon County Schools, Office of Construction and Facilities  
Code Enforcement Department  
3420 West Tharpe Street, Suite 100  
Tallahassee, FL 32303  
LCSCodeEnforcement@leonschools.net

**The Leon County School Board must be listed as Additional Insured and the specific project must also be listed.** Failure to obtain this coverage will result in you being denied work with the Leon County School District.



# The School Board of Leon County Bylaws and Policies

## Criminal Background and Employment History Checks

Unless a specific policy has been amended and the date the policy was revised is noted at the bottom of that policy, the bylaws and policies of The School Board of Leon County were adopted on September 4, 2012, and were in effect beginning September 5, 2012.

### 1121.01 - CRIMINAL BACKGROUND AND EMPLOYMENT HISTORY CHECKS

The safety of its students is of paramount importance to the District. Consistent with this concern for student safety, and in compliance with Florida law, the District requires that, prior to initial employment or re-employment if there has been a break in service, all candidates for all administrative positions shall be subject to a criminal background check to determine eligibility for employment.

The application for employment shall inform the applicants that they are subject to criminal background and employment history checks.

The cost of the background screening related to initial employment or re-employment after a break in service will be borne by the candidate for employment.

District students enrolled in Diversified Cooperative Training or other school sponsored employment programs will be required to complete a set of fingerprints without cost to the student.

Fingerprints of candidates for employment or re-employment if there has been a break in service shall be submitted to the Florida Department of Law Enforcement (FDLE) for State-wide criminal and juvenile records checks and to the Federal Bureau of Investigation (FBI) for Federal criminal records checks. A person who is found ineligible for employment under F.S. 1012.315, or otherwise found through background screening to have been convicted of any crime involving moral turpitude as defined by rule of the State Board of Education, shall not be employed, engaged to provide services, or serve in any position that requires direct contact with students. Probationary persons subject to this section who are terminated because of their criminal record have the right to appeal such decisions.

Individuals whose fingerprints have not been retained by the FDLE must be re-fingerprinted and rescreened upon re-employment or re-engagement to provide services as an administrative staff member in order to comply with the law.

Furthermore, before employing an administrator in any position that requires direct contact with students, the Superintendent shall conduct employment history checks of each of the candidate's previous employer(s), screen the candidate through use of the educator screening tools described in F.S. 1001.10(5), and document the findings. If unable to contact a previous employer, the Superintendent shall document efforts to contact the employer (F.S. 1012.27(6)).

Pursuant to State law, all administrators employed by the District must self-report arrests for serious offenses (see AP 1121.01).

Additionally, the fingerprints of all administrators who are employed by the District and have no break in service must be resubmitted to the FDLE and to the FBI every five (5) years so that subsequent statewide criminal and juvenile records checks and Federal criminal records checks can be completed as required by law.

The cost of this subsequent background screening will be borne by the Board.

The information contained in reports received from the FDLE and the FBI is confidential.

Although permissible by State law, the District will not share information received as the result of the criminal background check with other school districts.

Furthermore, if information received as a result of the criminal history records check indicates that a certificated administrator has been convicted of certain crimes enumerated by law, the Superintendent must report this information to the Florida Department of Education per Policy **8141** - Mandatory Reporting of Misconduct by Certificated Employees.

F.S. 435.09, 943.0585(4)(a), 943.059(4)(a), 1012.32, 1012.56

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**PRODUCT APPROVAL SPECIFICATION SHEET**

As per Florida Building Code 104.3.1.1, the following data or documents (if applicable) must be included with this permit application.

**PRODUCT APPROVAL INFORMATION MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED.**

Location: \_\_\_\_\_ Project Name: \_\_\_\_\_

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and the product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit on or after April 1, 2004. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. More information about state-wide product approval can be obtained at [www.floridabuilding.org](http://www.floridabuilding.org).

Category/Sub-Category	Manufacturer	Product Description	Approval Number(s)
<b>A. EXTERIOR DOORS</b>			
1. Swinging			
2. Sliding			
3. Sectional			
4. Roll-Up			
5. Automatic			
6. Other			
<b>B. WINDOWS</b>			
1. Single hung			
2. Horizontal Slider			
3. Casement			
4. Double Hung			
5. Fixed			
6. Awning			
7. Pass-through			
8. Projected			
9. Mullion			
10. Wind Breaker			
11. Dual Action			
12. Other			
<b>C. PANEL WALL</b>			
1. Sliding			
2. Soffits			
3. EIFS			
4. Storefronts			
5. Curtain walls			
6. Wall louver			
7. Glass block			
8. Membrane			
9. Greenhouse			
10. Other			
<b>D. ROOFING PRODUCTS</b>			
1. Asphalt Shingles			
2. Underlayments			
3. Roofing Fasteners			
4. Non-Structural Metal Rf			
5. Built-Up Roofing			
6. Modified Bitumen			
7. Single Ply Roofing Sys			
8. Roofing Tiles			
9. Roofing Insulation			
10. Waterproofing			
11. Wood shingles/shakes			
12. Roofing Slate			
13. Liquid Applied Roof Sys			
14. Cements-Adhesives-Coatings			

D. ROOFING PRODUCTS (cont.)	Manufacturer	Product Description	Approval Number(s)
15. Roof Tile Adhesive			
16. Spray Applied Polyurethane Roof			
17. Other			
<b>E. SHUTTERS</b>			
1. Accordion			
2. Bahama			
3. Storm Panels			
4. Colonial			
5. Roll-up			
6. Equipment			
7. Others			
<b>F. SKYLIGHTS</b>			
1. Skylight			
2. Other			
<b>G. STRUCTURAL COMPONENTS</b>			
1. Wood Connector/Anchor			
2. Truss Plates			
3. Engineered Lumber			
4. Railing			
5. Coolers-Freezers			
6. Concrete Admixtures			
7. Material			
8. Insulation Forms			
9. Plastics			
10. Deck-Roof			
11. Wall			
12. Sheds			
13. Other			
<b>H. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
1.			
2.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers' installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Products which did not demonstrate product approval: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

\_\_\_\_\_  
 Contractor or Contractor's Authorized Agent Signature

\_\_\_\_\_  
 Print Name

\_\_\_\_\_  
 Date