



City of Boca Raton

Code Compliance/Building Division

CITY HALL • 201 WEST PALMETTO PARK ROAD • BOCA RATON, FLORIDA 33432-3795 • PHONE: (561) 393-7930
 INTERNET: www.ci.boca-raton.fl.us

PERMIT SUBMITTAL FORM

Permit Number _____

Job Address _____

Contractor _____

Phone () _____

Fax () _____

Contact Name _____

Phone () _____

Fax () _____

E-MAIL _____

Revision Submittal Requirements

1. A narrative prepared by the Architect of Record must be submitted which lists revised sheets, and description of changes.
2. Revisions must be clouded and changes noted and dated in plan revision box on plans.
3. A change order is required at submittal regardless of the cost. The change order must be broken out into disciplines and signed by the contractor and the owner.
4. Only revised sheets are to be submitted.

Correction Submittal Requirements

1. A narrative prepared by the Architect of Record must be submitted which lists corrected sheets and describes changes.
 2. Only corrected sheets are to be submitted
- Other**

FOR DEPARTMENT USE ONLY

Received by: _____

Date: _____

Revision # _____ Fee _____

Correction _____ Fee _____

- Residential
 - Commercial
 - CAB (*Community Appearance Board*)
 - Environmental
 - Engineering (commercial)
 - Historical Board
 - Zoning
- | | |
|-------------------------------------|--------------------|
| | Additional charges |
| <input type="checkbox"/> Electrical | _____ |
| <input type="checkbox"/> Mechanical | _____ |
| <input type="checkbox"/> Plumbing | _____ |
| <input type="checkbox"/> Structural | _____ |
| <input type="checkbox"/> Fire | _____ |
- One-time Permit Renewal
 - Re-Apply
 - TCO / LU / Pre-permit Agreement
 - File