

BULLETIN

Permitting Tips

(09/7/10)

This bulletin is to make you aware of issues that have been identified by the City or other retailers and suggest Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.

- For additional information regarding City and Health Department websites and other permitting information contact them directly at the following web sites:

<http://www.ci.boca-raton.fl.us/dev/bp/>

<http://www.pbchd.com/>

- Approximate permitting time can be 12 weeks or more.
- Tenant's plan filer must fill out permit applications for the following even if the scope of work does not include a particular trade: building, electrical, low voltage electrical, plumbing, mechanical and fire permit
- The permit submittal must include two sets of signed and sealed documents ***including*** sprinkler and fire alarm plans.
- The City will require evidence of an executed contract between tenant and GC prior to issuing the permit.
- Tenant's contractor must be registered with the City of Boca and all subs must be listed and registered on the permit application. (Forms must be complete and notarized).
- Building Department will require a copy of the cover and signature pages of the Tenant's executed lease with the Landlord.