



## City of Jacksonville Permitting Tips

St. Johns Town Center

### Average Duration for Retail and Food & Beverage Permitting Approval Process

= 8 weeks minimum

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**This bulletin is to make you aware of current requirements that have been identified by the City of Jacksonville for Construction permitting and suggests Tenant's architect and engineer pursue further as it relates to Tenant's contract documents.**

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

Permitting time of a typical (non restaurant) Tenant Build Out (TBO) at City of Jacksonville (COJ) is averaging as follows:

- Review with Comments of first submittal – 4 weeks minimum
- Review with Comments of second submittal – 4 weeks minimum
- This cycle continues until all Comments are properly addressed and the corrected drawings, etc. are APPROVED by COJ.

**The KEY to getting your TBO permit issued promptly** is to provide a complete and accurate permit application, drawings, etc. on first submittal.

Drawing Tips:

- Tenant should confirm address with Tenant Coordinator to ensure the proper address is being used on the drawings and it is the correct address. Do not assume this.
- Ensure you list both the building codes and the fire codes in your documents.
- List all adjacent tenants (name or tenant and use group, (example: Mercantile – GAP)
- List all adjacent rating of walls on plans and associated UL numbers
- Provide a brief description per discipline on the cover sheet of the scope of work.
- Provide energy calculations.
- All new storefronts and exterior glazing must be hurricane rated - provide the Miami Dade County or Florida Product Approvals listed on the correct COJ sheet and detailed on the drawings with copies of all specification and installation sheets on the job site for the inspectors.
- Acknowledge that signage will be a separate permit submittal in your construction documents as needed.

**Architects** not experienced doing local projects often have issues meeting COJ permitting

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standards and review process.

**General Contractors** must be properly registered with COJ before a permit can be released to them.

**Permit Expeditors** are recommended if you are not familiar with the COJ process. Contact the Mall Management office for local permit expeditor recommendations.

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

<http://www.coj.net/Departments/Planning+and+Development/Building+Inspection/default.htm>

Health Department - <http://dchd.net/>

The Building Department review is simultaneous to the landlord plan review of Tenant's drawings. Landlord approval is not required prior to the COJ review. However if the Building Department requests a letter of acknowledgement from the mall, a form letter can be issued by Mall Manager to a Tenant Entity employee (with a title), upon request.