



5 Permit Prep Mistakes Florida Contractors Make

A quick guide from VirtuAll Assistants — Florida's Virtual Back-Office Partner





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Permitting is one of the most common places Florida contractors lose time and money. Small mistakes can stall projects, trigger resubmittals, or even cause compliance issues. Here are 5 of the most frequent permit prep mistakes — and how to avoid them.

1 - Missing Required Documents

- NOC (Notice of **Commencement**), contractor license, or insurance certificates often left out.

2 - Wrong Jurisdiction Forms

- Using city forms instead of county, or not matching the Authority Having Jurisdiction (AHJ).

3 - Incomplete Submittal Package

- Missing stamped plans, product approvals, or engineer specs.

4 - No Timeline Buffer

- Submitting too close to project start without allowing for review or corrections.

5 - No Follow-Up Cadence

- Failing to track and check status regularly with AHJ until approval is secured.

Avoid these mistakes and you'll keep projects moving, clients happy, and inspectors off your back.

For ongoing support with permitting, documentation, and back-office compliance — book a 15-minute consult at VirtuAllAssistants.com

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