



Permit Checklist – Full Download

A step-by-step guide to smoother permitting for Florida contractors — from VirtuAll Assistants





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Permit packages can get delayed for weeks over missing documents or overlooked steps. This full checklist walks you through the essential requirements so you can avoid costly re-submittals, stay compliant, and keep projects on track.

Notice of Commencement (NOC)

- Owner-Signed, Notarized (if applicable), Filed, recorded, and included with permit submittal.

Contractor License & Insurance Proof

- Confirm all info is current and up-to-date with the AHJ: current license, liability, and worker's comp certificates.

Application Forms

- Correct jurisdiction, proper form for project, fully completed, signed by qualifier, notarized (if applicable).

Construction Plans & Drawings

- Current stamped copies, engineer/architect approval as required. Be sure to include the site map with directions from permitting office (if required).

Product Approvals

- Florida Product Approval numbers or Miami-Dade NOA where applicable.

Subcontractor Info

- Trade licenses and insurance details on associated form if subs are listed. Confirm they are up to date with the AHJ.

Fee Payments

- Confirm payment amount if providing check at pick-up or proper payment method if online.

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- Ensure ePlans or municipality portal versions match paper set.

Follow-Up Tracking

- Calendar reminders to call/check online with AHJ within 3–5 business days for status.

With a clean, complete permit package, you reduce red tape and build trust with inspectors. Use this checklist before every submittal to avoid project delays.

If your team is stretched thin, VirtuAll Assistants can step in to manage permitting and compliance — freeing you to focus on building.