



SCHOOL BOARD OF POLK COUNTY

P.O. BOX 391
BARTOW, FLORIDA 33831

(863) 534-0500

1915 SOUTH FLORAL AVENUE
BARTOW, FLORIDA 33830

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General Counsel

Administration

SHERRIE B. NICKELL, Ed.D.
Superintendent

Permitting Application Procedure for Maintenance/In-House Construction/Schools/Vendors

FRED L. MURPHY
Assistant Superintendent
Support Services/Facilities & Operations

Support Services
(863) 534-7309
(FAX) 863-519-3776

Facilities & Operations
(863) 534-0620
(FAX) 863-534-0833

1. Fill out the top half of the Application for Permitting
 - a. Facility/School (name), Date
 - b. Project title (if applicable), Project Number (if applicable)
 - c. Project Description (if not a project then the description of the work requiring a permit)
 - d. Architect/Engineer or Person responsible for the construction, A/E or Person responsible Contact
 - e. Print the company name and phone number or Person Responsible for the construction.
 - f. Sign the applicants name and the phone number for the contact.
2. Projects shall have Planning Department approval prior to submitting for permit.
3. Four (4) complete sets of project drawings/specifications, two (2) of which are to be signed & sealed by an Architect or Engineer.
4. Four copies of the site plan showing the location of the construction to be permitted.
5. Manufacturer's installation instructions if applicable and if attached to any structural member two (2) sealed sets from a structural engineer.
6. Submit two (2) copies of the Florida Product Approval Form (as required).
7. Fill out the Contractor/Sub License form with the information requested and verify you have complied with the Jessica Lunsford Act.
8. Submit the Permit Application, drawings, specifications, Contractor/Sub license form with a copy of all licenses, Liability/Worker's Comp Insurance Certificates and Florida Product Approval Forms to Richard Alderman, Director, Architectural Services at the County Office, 1915 South Floral Avenue, Bartow.

The application is on the School Board Web Site, [Permitting Application Form for School Administrator and Vendors](#), or available in the Facilities & Operations Division Office, 1915 S. Floral, Bartow, FL. Please email any permitting questions to: [Richard Alderman](#) or call 863-534-0611.