

## **ENGINEERING/UTILITIES PERMIT CHECKLIST**

Applications, plans/surveys, and/or any supporting documents must be submitted electronically through the online permitting system. A cost estimate or contractors proposal must be provided with all applicable applications.

### **Asphalt Overlay/Asphalt or Pavement Repair, and Restripe:**

1. Survey/Site Plan showing proposed resurfaced area and Striping & marking plan if applicable
2. Descriptions of all work proposed as well as material specifications to be used (e.g., pavement & base rock patching, asphalt milling, 1" of type SIII asphalt, etc.).

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections. If pavement repair is required or milling is involved, pavement preparation (subgrade) and base rock preparation inspections shall be scheduled

### **Sealcoat and Restripe:**

NO PERMIT REQUIRED, **UNLESS** modifications to existing ADA parking and access are proposed. If a permit is applicable:

1. Survey/Site Plan/Engineering Plan showing proposed modifications and a striping/marketing plan

**NOTE:** Restriping after seal coat shall reinstate all striping, markings and ADA parking provisions in accordance with pre-existing conditions and in accordance with approved site plan for site. If work requires a permit, Contractor shall notify Engineering for pre-work and final inspection

### **Dredge/Fill of Upland or Subaqueous Lands:**

1. UPLAND - Current topographic survey or current site plan showing upland site area to be filled or excavated
2. SUBAQUEOUS – Current bathymetric survey of area to be dredged, including showing any existing mangrove and sea grass area limits as well as any nearby improvements such as docks, sea walls, etc. and showing the limits of the lot-property the dredging is related to
3. Plan and details defining existing grades and proposed grades for the work areas, including for upland areas, drainage flow arrows, and restoration specifications as may apply
4. Dredging plans and details/sections should define the planned dredging area limits, depths etc. after dredging is complete
5. Description of where dredged or excavated soil materials will be deposited or if they will be hauled away by barge or truck
6. Copy of all environmental agency permits that may be required for the work
7. Estimated quantity to be excavated, dredged, or hauled and spread
8. Cost estimate or proposal for the work being performed

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Residential Driveways, Sidewalks & Hardscape Areas- New, Additional, Replacement or Expanded Driveways and Hardscape Areas:**

1. Survey/Site Plan showing existing and proposed driveway, or other walkway and hardscape areas including all dimensions and setbacks from property line
2. Owner/Builder affidavit (if applicable)
3. Turnout setbacks at – near street intersections and from side lot property lines
4. Copy of TOJ Std Detail 108 or a proposed typical section, meeting TOJ Std Detail 108 minimum requirements for construction
5. Specifications of existing and proposed material (asphalt, paver, concrete)

**NOTE:** Contractor or Owner Builder shall schedule pre-work and final inspections and other required inspections

**Residential Subdivision Project; Commercial/Industrial/Bioscience, Golf Course/Clubhouse, or Similar Site Development or Redevelopment Project, Including General Improvements such as Roads, Parking Lot, Commercial Driveway, Sidewalks, Drainage, Water Main, Lakes, Retention Areas, Signage, Striping, Curbing, or other Similar General Paving, Grading or Utility Work:**

1. Topographic Survey of existing site and perimeter areas
2. Engineering Plan showing proposed areas of modification and defining all proposed utility, paving, grading, and similar improvements, including details, sections, and specifications, as are necessary to fully define the work and standards being applied. Town of Jupiter standard details should be used as minimum standards for infrastructure construction.
3. If ADA facilities are being constructed or improved, provide details for parking, access and ramps for disabled in accordance with the Florida Americans with Disability Accessibility Implementation Act (ADA), and other applicable standards.
4. Copies of FDOT or PBC Permits/approvals if work is in FDOT or PBC rights of way
5. Maintenance of Traffic Plan for work within a right of way that involves sidewalk closure, lane closure, or road closure

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Franchised Utilities (Comcast, AT&T, FPL) within Road or Alley Right of Way or Easements:**

1. Survey, Site Plan, Engineering Plan or Aerial showing proposed work including offsets from pavement or right of way lines and any other pertinent dimensions. Any above grade boxes, cabinets, equipment, etc., shall have a landscape screening plan included with the application. Plan shall also define all restoration requirements for affected infrastructure.
2. Copies of new or existing easements or plats establishing rights to install utility improvements.
3. Copies of FDOT or PBC Permits/approvals if work is in FDOT or PBC rights of way
4. Maintenance of Traffic Plan for work within a right of way that involves sidewalk closure, lane closure, or road closure

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Sanitary Sewer, Reuse Water, Gas Main, FPL Fibernet, Hotwire, or other Non-Franchised Utilities:**

1. Survey, Site Plan, Engineering Plan, Aerial, showing acceptable level of detail to define the proposed work including offsets from pavement and right of way lines and any other pertinent dimensions. Any existing or proposed at grade or above grade manholes, inlets, boxes, cabinets, equipment, etc., shall be defined. Plan shall also define all restoration requirements for affected infrastructure or site areas disturbed by the work.
2. Copies of new or existing easements or plats establishing rights to install utility improvements.
3. Copies of FDOT or PBC Permits/approvals if work is in FDOT or PBC rights of way
4. Maintenance of Traffic Plan for work within a right of way that involves sidewalk closure, lane closure, or road closure

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Sidewalk/Walkway/Deck:**

1. Survey, Site Plan, Engineering Plan or Aerial, showing location and scope of work, dimensions, offsets from buildings, property lines or edge of pavement, as well as detailed specifications
2. Owner/Builder affidavit (if applicable)

**NOTE:** Contractor or Owner Builder shall schedule pre-work and final inspections and other required inspections

**Street/Alley Construction or Modification:**

1. Signed and sealed Engineering Plans showing proposed construction, including all applicable paving and drainage details, typical road sections, specifications and elevations
2. Maintenance of Traffic Plan for work within a right of way that is "in-use"

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Traffic Calming, Striping, Signage, and Markings in a Town or Private Road or Alley Right of Way, or in Parking Areas:**

1. Survey, Site Plan, Engineering Plan or Aerial showing location, scope and limits of work, location of signage, details and specifications for signage and striping.
2. Striping & markings shall be established using thermoplastic material per FDOT Spec. Section 711 unless approved otherwise.
3. Striping and Signage shall conform to MUTCD standards and other (FDOT, PBC, TOJ, DOJ, etc.) standards as may apply
4. Maintenance of Traffic Plan for work within a right of way

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Storm Drainage System Modifications or Improvements**

1. Engineering Plan showing location, scope and limits of work as well as surface elevations and drainage facility elevations.
2. Details and specifications for drainage facilities and for pavement restoration, curb restoration or green area restoration as may apply.
3. Maintenance of Traffic Plan for work that affects roadway, sidewalk, access drives, alleys or similar

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections

**Water Main In Road/Alley Right of Way or other Paved Areas:**

1. Engineering Plan showing location, scope and limits of work as well as surface elevations and improvements in vicinity of the work.
2. Details and specifications for water main work, and for pavement restoration, curb restoration or green area restoration as may apply.
3. Maintenance of Traffic Plan for work that affects roadway, sidewalk, access drives, alleys or similar.

**NOTE:** Contractor shall schedule pre-work and final inspections and other required inspections