



Escambia County Building Inspections Division
 3363 West Park Place
 Pensacola, FL 32505
 Telephone: (850) 595-3550 Facsimile (850) 595-3575
Interactive Voice Response (IVR): (850) 471-6640
 On the Web: www.myescambia.com

Telecommunications – Tower / Co-location / Unmanned Building

Documents may be copied; signatures must be original

Office use	Permit Application	Completed and signed by: Owner – if submitting permit application as Owner/Builder Subcontractor – if one is used (name/email required) Licensed Contractor – if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (BID representatives provide notary services)
	Recorded Warranty Deed	If property owner is new or recently changed provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Escambia County Clerks Recording Office)
	Site Plans	Two (2) site plans indicating the size, dimensions and location of the proposed improvements. Indicate the setbacks from all sides of the improvements to the property lines and show drainage/water run-off plan.
	Construction Plans	Two (2) sets of signed and sealed engineer construction plans, designed to Florida Building Code criteria. Elevation and construction status of existing tower by engineering company. Modifications to include engineering for additional implied loads and requirements to comply with all wind design criteria.
	Department of Community Affairs (DCA) Letter	Unmanned building requires a DCA Letter of Approval
	Notice of Commencement (NOC)	Projects of \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Inspections Division prior to the 1 st inspection. The NOC must be signed by the property owner or an assigned member thru Articles of Incorporation. (Visit www.sunbiz.org)
	Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This Affidavit must be signed in the presence of a Notary.
	Notarized Authorization Letter/Lease Agreement	If applicant is not legal owner, provide a notarized authorization letter from the property owner or a lease agreement.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

_____ Signature of Applicant/Contractor _____ Date _____
 Print Name of Applicant/Contractor

Reviewed by: _____ Date: _____ Accepted: _____ Rejected: _____
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