



# Town of Juno Beach

340 Ocean Drive, Juno Beach, Florida 33408  
Phone: (561) 626-1122 Fax: (561) 775-0812

## PERMIT SUBMISSION CHECKLIST

1. **JUNO BEACH PERMIT APPLICATION** – main contractor application, license, liability & workers comp certificates / Est. **job cost must include all subs** \_\_\_\_\_
  
2. **SUB CONTRACTOR JUNO BEACH PERMIT APPLICATIONS : MECHANICAL, ELECTRICAL, PLUMBING, (MEP's)** – must fill out only the right side of the application & work description, signed by qualifier & notarized, include license, liability & workers comp \_\_\_\_\_
  
3. **PROPERTY OWNER MUST SIGN JUNO BEACH BUILDING PERMIT APPLICATION (Signatures Notarized)** \_\_\_\_\_
  
4. **SUB-CONTRACTOR SHEET** – list all sub-contractors on job \_\_\_\_\_
  
5. 1 set of backup materials, NOA's, surveys and diagrams, etc. except 24 x 36 PLANS (if required) 2 sets \_\_\_\_\_
  
6. **PBC RECORDED NOTICE OF COMMENCEMENT**  
(Required for any project \$2500 and over / AC \$7500 and over) \_\_\_\_\_

Once your permit has been submitted and reviewed/approved, we will invoice you for payment and will either email the permit to you or contact you to pick it up.

If you have any questions, please check on our website for FAQ's or contact the building dept.

**To check the status of your permit, you will need to register for an account on <http://www.mygovernmentonline.org>**