



Transient Merchant with Tent Checklist

Please include the following items in the order shown below. For questions on required items, please call 904-297-7050 or email building@greencovesprings.com.

Incomplete permit application packets will not be placed in the review cycle until they are complete.

	<u>Building Permit Application</u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A"
	<u>Transient Merchant Permit Application</u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A"
	Lease or Warranty Deed	
	Certificate of Flame Resistance	
	Boundary Survey / Site Plan (Two [2] copies)	Surveys/Signed & Sealed Site Plans must include the following: 1. Current Flood Zone 2. Easements 3. Dimensions of structures 4. Setbacks from all structures to the property lines 5. Include patios, driveways, walkways, parking areas (materials and surface treatments) 6. Floor Area Ratio (a figure determined by dividing the gross floor area of all buildings on a lot by the area of that lot)

STAFF ONLY:

Planning Approval	Fire Approval	Building Approval
Date Requested:	Date Requested:	Date Requested:
Date Completed:	Date Completed:	Date Completed: