

FIRE SPRINKLER & FIRE ALARM PERMIT CHECKLIST

- ☐ 1. Building Permit Application filled out and notarized.
- ☐ 2. Proof of property ownership; in case of new ownership, will require a copy of the deed.
- ☐ 3. Explanation of proposed work on building permit application
- ☐ 4. Three sets of engineered plans required at time of submittal.
- ☐ 5. List master permit number, fire alarm and/or sprinkler system is associated with.
- ☐ 6. Show electrical panels locations on plan set.
- ☐ 7. Include the power company on the permit and electrical panel needs to be marked.
- ☐ 8. Contractor Registration Application for licensed contractor. The contractor is required to submit the following:
 - ☐ a. Contractor Registration Application, completed.
 - ☐ b. Copy of contractor license
 - ☐ c. Copy of driver's license
 - ☐ d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - ☐ e. Copy of current business name from Sunbiz.Org.
 - ☐ f. A list of authorized agents on the business letterhead.
- ☐ 9. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00 or more. The City of Inverness will require a copy of the recorded N.O.C.
- ☐ 10. Please allow up to 5 days for processing the permit.
- ☐ 11. Inspections are scheduled only on Mondays, Wednesdays and Fridays. You must call the CDD department for any and all inspections. Please allow 5 days or more for fire inspections.
- ☐ 12. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
- ☐ 13. Please note that if the property is listed as a company name, corporation or an LLC on the property appraiser card/deed, a licensed contractor is required to submit permit for electrical.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**