



PORT TAMPA BAY

SITE IMPROVEMENTS PERMIT APPLICATION  
(OVER \$200,000 OR IF EASEMENT IS REQUIRED)

LOCATION: \_\_\_\_\_ DATE: \_\_\_\_\_

TENANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

APPLICANT: \_\_\_\_\_ PHONE: \_\_\_\_\_

REPRESENTATIVE: \_\_\_\_\_ ADDRESS \_\_\_\_\_

Description of site improvements to be installed or modified (Attach 2 sets of drawings signed and sealed by a Florida Professional Engineer and/or Architect.)

Estimated Start Date: \_\_\_\_\_ Estimated Completion Date: \_\_\_\_\_ Estimated Cost \_\_\_\_\_

Work to be performed by: (Name of Contractor or firm) \_\_\_\_\_

ADDRESS: \_\_\_\_\_ PHONE: \_\_\_\_\_

Are TPA easements needed? (Explain) \_\_\_\_\_

Name of Surety to issue Public Construction Bond: \_\_\_\_\_

**WORK COORDINATED WITH THE FOLLOWING (May be by letter)**

Adjacent facility owners or lessees:

1) \_\_\_\_\_ 2) \_\_\_\_\_

U.S. COAST GUARD \_\_\_\_\_ FIRE MARSHALL \_\_\_\_\_

REMARKS: \_\_\_\_\_

Applicant hereby certifies above information to be correct to the best of his knowledge and that all other required permits have been obtained.

DATE: \_\_\_\_\_ APPLICANT'S REPRESENTATIVE (signature): \_\_\_\_\_

**FOLLOWING TO BE COMPLETED BY TPA STAFF**

VP Engineering: \_\_\_\_\_

VP Real Estate: \_\_\_\_\_

CFO: \_\_\_\_\_

COO: \_\_\_\_\_

VP Security: \_\_\_\_\_

Facilities Director: \_\_\_\_\_

Environmental Director: \_\_\_\_\_

Legal Counsel: \_\_\_\_\_



## PORT TAMPA BAY

SITE IMPROVEMENTS PERMIT NUMBER \_\_\_\_\_

### SPECIAL CONDITIONS

THIS PERMIT IS APPROVED SUBJECT TO THE FOLLOWING SPECIAL CONDITIONS:

1. Port Tampa Bay (PTB) may stop work if deemed necessary.
2. Prior to start of work, provide TPA copies of all other regulatory permits.
3. Prior to start of work, provide a copy of Contractor's Certificate of Insurance showing coverage meeting Permit Policy Attachment A.
4. Prior to start of work, provide Public Construction Bond for 100% of construction value, delivered to Port Engineer. Form of the Bond shall be in accordance with the Permit Policy Attachment B. Bond shall remain in effect for at least one (1) year following completion of work.
5. Prior to construction submit a Maintenance of Traffic (MOT) Plan to the Port Engineer for approval. The MOT Plan shall keep the Port roadway safely accessible during the construction.
6. Contact Sunshine State One Call of Florida, Inc. (1-800-432-4770) for locations of all underground utilities prior to performing any underground work.
7. The area to be improved will be kept cleaned and the applicant is to be responsible for making repair of any damages caused by them to other facilities.
8. Comply with all laws, codes, ordinances, etc.
9. This permit does not change or modify any leasehold conditions.

### REQUIREMENTS FOR TPA EASEMENTS

1. Provide signed and sealed surveyor's legal description and sketch.
2. The utilities to be constructed shall be laid out by a Florida licensed Professional Land Surveyor showing the proposed construction items. The contractor must then notify the Port Surveyor, for approval prior to commencing construction. Office: 813-905-5020.

### REQUIREMENTS FOR PERMIT CLOSE-OUT

PERMITTEE MUST NOTIFY PORT ENGINEER WITHIN SEVEN (7) DAYS OF COMPLETING WORK TO SCHEDULE FINAL INSPECTION.

AS A PRE-CONDITION TO CLOSE OUT OF THE PERMIT, APPLICANT MUST PROVIDE THE PORT WITH:

1. CAD DELIVERABLE: The permittee shall supply an up-to-date record and as-built drawings by a Florida licensed Professional Land Surveyor showing the constructed items as well as compared with the proposed contract plans. AutoCAD drawings shall be included in the submittal in sp10 or newer format. This includes the surveyed as-built location (Horizontal and vertical position) by a Florida licensed land surveyor of all constructed items including but not limited to the underground utilities. Deliverables for this pay item shall be a minimum of five (1) signed and sealed survey as-builts at a legible scale including an electronic delivery of said AutoCAD drawing. GIS DELIVERABLE: The data must be provided in geographic information systems digital format (shapefile/geodatabase) using NAD\_1983\_HARN-StatePlane\_Florida\_West\_FIPS\_0902 Feet and NAVD 88. All appropriate associated metadata shall be provided meeting the FGDC standards. The following web addresses are the data dictionary that is to be provided with all applicable attributes:

Electric data dictionary.

<https://solutions.arcgis.com/electric/help/electric-utility-network-foundation/DataDictionary/DataDictionary/>

Telecom data dictionary.

<https://solutions.arcgis.com/telecommunications/help/fiber-data-model/get-started/DataDictionary/DataDictionary.htm>

Water/Wastewater/Storm water data dictionary.

<https://solutions.arcgis.com/utilities/water/help/network-editing/DataDictionary/DataDictionary.Htm>

Local Government model data dictionary.

<https://solutions.arcgis.com/local-government/help/local-government-information-model/get-started/DataDictionary/DataDictionary.htm>

Gas pipeline

<https://solutions.arcgis.com/gas/help/gas-utility-network-configuration/DataDictionary/DataDictionary/>

2. A signed Affidavit attesting that all sub-contractors, laborers, and material-persons on the project have been paid.

**FINAL APPROVAL**

Date of Permit Issuance: \_\_\_\_\_

Date of Permit Expiration: \_\_\_\_\_

APPROVED BY:

\_\_\_\_\_  
Patrick Blair, Chief Engineer

NOTE: Any request for extension of this Permit beyond date referenced above shall be made in writing to:

PTB Engineering Department  
Attention: Patrick Blair, Chief Engineer  
1101 Channelside Drive  
Tampa, FL 33602

**PLEASE REFER TO ATTACHED SITE IMPROVEMENT PERMITS POLICY FOR ADDITIONAL REQUIREMENTS.**