



PORT TAMPA BAY

**SITE IMPROVEMENTS PERMIT APPLICATION
(\$200,000 & UNDER)**

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: _____

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 PTB copies of all other regulatory permits, if applicable.
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 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.
5. Contact Sunshine State One Call of Florida, Inc. (1-800-432-4770) for locations of all underground utilities prior to performing any underground work.
6. 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.
7. Comply with all laws, codes, ordinances, etc.
8. This permit does not change or modify any leasehold conditions.
9. It is the responsibility of the applicant to notify the Port of the start and completion of construction.

PRE-PERMIT GIS DATA COLLECTION FEE

Prior to issuance of the permit, the applicant will prepay a fee of \$_____ to cover all costs associated with GIS post construction data collection. These costs will cover the field work and processing fees associated with the GIS data collection so the Port can maintain an accurate database of infrastructure on Port property.

It will be the responsibility of the applicant to provide a project contact and an anticipated start date, so the Port can coordinate with its subcontractor who will be performing all the GIS data collection.

1. GIS DELIVERABLE: The Port shall evaluate the cost of collecting GIS data and require a deposit in that amount. The Port will hire a sub-contractor to collect the GIS data for this project, and the sub-contractor will work with the project manager to determine the best schedule for collection. Once this data is collected the Port shall archive the data for its records as well as provide a copy of to the applicant for their records

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 (5) signed and sealed survey as-builts at a legible scale including an electronic delivery of said AutoCAD drawing.
2. A signed Affidavit attesting that all sub-contractors, laborers, and material-persons on the project have been paid.



PORT TAMPA BAY

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.