FREE RESOURCE FOR FLORIDA CONTRACTORS

FLORIDA PERMIT SET ORGANIZATION GUIDE

How a permit-ready plan set is usually organized, so nothing is missing when you price it or submit it. This guide is about organization and where to look. Requirements vary by building department, and your designer and building official decide what a project needs.

1 · COVER SHEET

- [ ] Project name, address and parcel/folio number
- [ ] Owner, contractor and design professional info
- [ ] Code edition the design is based on
  Florida Building Code 8th Edition (2023) today. The 9th Edition (2026) takes effect Dec 31, 2026 per Miami-Dade's notice: applications on or after that date follow it.
- [ ] Sheet index matching the sheets in the set

2 · REVISIONS

- [ ] Revision block filled on every revised sheet
- [ ] Clouds + deltas on what changed
- [ ] Addenda numbered and dated
- [ ] Responses to plan-review comments kept with the set

3 · PRODUCT INFORMATION

- [ ] Product approval numbers where your jurisdiction asks for them
  Florida Product Approval (floridabuilding.org) and, in Miami-Dade and Broward, Miami-Dade NOAs.
- [ ] Window/door schedules listing the approved products
- [ ] Manufacturer installation instructions referenced

4 · SUPPORTING DOCUMENTS

- [ ] Calculations or reports the department requests, from the responsible professional
  We don't prepare these.
- [ ] Energy forms, if required by your department
- [ ] Site/survey documents if required
- [ ] Your department's own permit checklist
  Download it from the building department's website and follow it first.

5 · FOR YOUR TAKEOFF

- [ ] Use the same revision for bid and permit
  Most quantity problems are revision mismatches.
- [ ] Flag anything 'by others' or 'deferred submittal'
  It changes what you price.
- [ ] Keep a list of open questions with the sheet number

Official sources: Florida Building Commission floridabuilding.org · Miami-Dade 9th Edition notice: miamidade.gov/resources/economy/building/documents/fbc-ninth-code-change.pdf · your local building department. **Educational checklist for organizing documents. It is not engineering, design, legal or code-compliance advice. Your designer of record and your building official have the final word on what a project requires.** StructConsultPro provides quantity takeoff services only. Sealed drawings, engineering judgments, and any work that requires a licensed Professional Engineer are outside our current scope and must be performed by a separately engaged licensed professional. Send your plans: intake@structconsultpro.com · structconsultpro.com/#send-form · © 2026 StructConsultPro