

Application for Insubstantial Change to Construction Plans (ICP)
LDC section 10.02.04 and 10.02.05
Chapter 5 of the Administrative Code

APPLICANT CONTACT INFORMATION

Name of Owner: _____
Name of Applicant if different than owner: _____
Address: _____ City: _____ State: _____ ZIP: _____
Telephone: _____ Cell: _____ Fax: _____
E-Mail Address: _____

Name of Agent: _____
Firm: _____
Address: _____ City: _____ State: _____ ZIP: _____
Telephone: _____ Cell: _____ Fax: _____
E-Mail Address: _____

PROJECT INFORMATION

Assigned Planner: _____ Project Name: _____
Original SDP/SIP #: _____ Section/Township/Range: ____/____/____

DETAIL OF REQUESTED CHANGE

Describe in detail what changes are requested including the sheet numbers of the plans affected by the change (if space is inadequate, provide information on separate sheets attached to the application.) Changes to one set of plans may require changes to other plans. For example, relocation of a fire or utility line shown on the site plan may require changes to the landscape plan; the addition of a carport or awning to a commercial site would require the submittal of Architectural plans.

**Electronic Submittal Requirement Checklist for:
Insubstantial Change to Construction Plans
Chapter 5 of the Administrative Code**

The following Submittal Requirement Checklist is to be utilized at time of application submittal. **Incomplete submittals will not be accepted.**

REQUIREMENTS FOR REVIEW:	ELECTRONIC DOCUMENTS	REQUIRED	NOT REQUIRED
Completed Application (download current form from County website)	1		
Cover letter describing in detail the requested changes and identifying the sheet(s) number(s) and plans being affected by the requested change.	1		
Completed Addressing Checklist	1		
Complete set of plans all signed and sealed. Plans are to identify the changes on the cover sheet. As well as including the following: <ul style="list-style-type: none"> • Project title; • Reference of the project type; • Zoning designation; • Vicinity map clearly identifying the location of the development; and • Property Information 	1		
Determination (i.e. email correspondence) from the County Manager or designee that confirms the proposed revisions to application is consistent with the insubstantial change criteria.	1		
Affidavit of Authorization	1		
Estimated costs of construction of roadways, paving, and drainage (Signed and sealed)	1		
Estimated costs of utility construction of water and sewer (Signed and sealed)	1		
LIGHTING:			
Lighting Plans signed and sealed by a professional Engineer licensed to practice in the State of Florida or the utility provider	1		
LANDSCAPE & IRRIGATION:			
Landscape & Irrigation Plans signed and sealed by a landscape architect registered in the State of Florida	1		
OTHER:			

FEES

■ **Insubstantial Change to Construction Plans:** First sheet \$400.00 (not including the cover sheet,) \$100.00 for each additional sheet submitted.

■ **Fire Code Review:** \$ 150.00

Engineering Site Plan Review Fees: Complete Review and inspection fees are due at time of application submittal, when required.

■ **Construction Document Review:** 0.75% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.

Cost Estimate \$ _____ **Due at Application Submittal.** \$ _____

■ **Construction Inspection:** 2.25% of probable Paving, Grading, Drainage, Lighting, Code Minimum Landscaping, and any other appurtenant cost of construction.

Cost Estimate \$ _____ **Due at Application Submittal.** \$ _____

Utility Plan Review and Inspections:

■ **Construction Document Review:** 0.75% of probable water and/or sewer construction costs

Cost Estimate \$ _____ **Due at Application Submittal.** \$ _____

■ **Construction Inspection:** 2.25% of probable water and/or sewer construction costs.

Cost Estimate \$ _____ **Due at Application Submittal.** \$ _____

LINKS

Online Payment Guide can be located: [Here](#)

Completed application may be submitted online [GMD Public Portal](#)

If unfamiliar to applying on portal or have questions, please look over our [E-Permitting Guide](#)