

DIGITAL SUBMISSION OF FIRE PERMITS AND PLANS



NEW FIRE PERMITS:

Contractors may submit their FIRE permit application and plans digitally by emailing planreview@bonitafire.org

- Documents must be attached in PDF format
- Links may not be accepted
- Large files may be submitted in a compressed zip file or with multiple emails
- Permit application must be completely filled out or it may be rejected
- Once the new permit has been processed, the contractor will receive an email reply with the assigned permit number

OVER-THE-COUNTER PERMITS:

Contractors may submit for an over-the-counter permit digitally by emailing the OTC application to planreview@bonitafire.org

- This is specific for existing fire alarm systems and fire sprinkler systems permits ONLY!
- Must be 20 devices/heads or less
- Permit application must be signed by the contractor to acknowledge they will adhere to Florida State Statute 553.7932
- There is not a requirement to submit plans for review at the time of submitting the permit application. However, plans must be readily available on-site at the scheduled inspection for the Fire Inspector to review.
- Once the OTC permit has been processed, the contractor will receive an email reply with the assigned permit number

REVISION/RESUBMITTAL PERMITS:

Contractors may submit a revision/resubmittal application and plans digitally (even if the original submission was in paper) by emailing planreview@bonitafire.org

- This is specific to FIRE permits only. All other permits must still be submitted directly to the Community Development Permitting Office for processing and review.
- Plans must be attached in PDF format. Links may not be accepted.

ALL PERMITS ADDITIONAL INFORMATION:

- Once plan review is complete, the contractor will receive an automated email from Community Development letting you know the results.
- If your plans have been APPROVED, they will be viewable/downloadable in the attachments section on your portal with Community Development, **only once all fees have been paid.**
- If your plans have been REJECTED, you will be directed to resubmit.