



March 27, 2020

Contractors and Owner-Builders,

Re: Jobsite Approved Plans (Residential and Commercial)

Although the City of Fernandina Beach Building Department has begun electronic submittal for permitting, we will continue to require an approved set of plans on each job site with any and all required paperwork. (sub list, energy calculations, FL Product Specifications and Install Instruction).

Once you pay for the permit on-line through the Citizen Self-Serve Portal you will be able to:

- 1) Put all items on a thumb drive and take them to a printer
 - a. Amelia Island Graphics
 - b. Digital Village
 - c. Staples
 - d. Your Architect or Engineer
- 2) All documents must have the electronic stamp from the City of Fernandina Beach Building Department.