

# TRANSMITTAL FORM

For making submittals, other than formal applications, to:  
TOWN OF LONGBOAT KEY  
PLANNING ZONING & BUILDING DEPARTMENT

501 Bay Isles Road  
Longboat Key, FL 34228

PHONE: 941-316-1966  
FAX: 941-316-1970

DATE: \_\_\_\_\_ FROM: \_\_\_\_\_

TO ATTN OF: \_\_\_\_\_ Company: \_\_\_\_\_

\_\_\_\_\_ Phone: \_\_\_\_\_

Email: \_\_\_\_\_

SITE LOCATION/ADDRESS: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

## THE FOLLOWING IS SUBMITTED FOR CONSIDERATION BY PZB STAFF

RESPONSE TO COMMENTS

REVISIONS / RE-SUBMITTALS

OTHER: \_\_\_\_\_

### APPLICABLE CODES / TRADES (Check All That Apply):

BUILDING / FEMA

ELECTRICAL

HVAC

PLUMBING

ZONING

GAS VENTING

GAS PIPING

FIRE MARSHAL

### ADDITIONAL DIRECTION / COMMENTS TO STAFF REGARDING THIS TRANSMITTAL:

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### PZB USE ONLY: COMMENTS/APPROVALS

Staff signature: \_\_\_\_\_

Date: \_\_\_\_\_