

# 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
- CHANGE ORDER REQUEST
- OTHER: \_\_\_\_\_

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

- |  |                                      |                                     |                                       |
|--|--------------------------------------|-------------------------------------|---------------------------------------|
| <input type="checkbox"/> BUILDING / FEMA | <input type="checkbox"/> ELECTRICAL  | <input type="checkbox"/> HVAC       | <input type="checkbox"/> PLUMBING     |
| <input type="checkbox"/> ZONING          | <input type="checkbox"/> GAS VENTING | <input type="checkbox"/> GAS PIPING | <input type="checkbox"/> FIRE MARSHAL |

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

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### PZB USE ONLY: COMMENTS/APPROVALS

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

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