



CLIENT INTAKE FORM

Annex Permitting and Solutions

Client Information

Full Name: _____

Company Name (if applicable): _____

Phone Number: _____

Email Address: _____

Preferred Method of Contact:

- Phone
- Email
- Text



Property Information

Project Address: _____

City / Jurisdiction: _____

Parcel ID (if known): _____

Is the property:

- Residential
- Commercial
- Mixed Use

Is this property:

- Owner Occupied
- Investment Property
- Tenant Occupied

Annex Permitting And Solutions
Phone: (772) 310-1762
Email: info@annexpermittingsol.com



AVOID DELAYS BEFORE CONSTRUCTION BEGINS

BUILD WITH CONFIDENCE

Annex Permitting Solutions

- ✓ We Handle Permits
- ✓ Safety Plans
- ✓ Inspections & Approvals

ANNEX
PERMITTING SOLUTIONS
From Plans to Approval

Project Details

Type of Project (check all that apply):

- Interior Renovation
- Addition
- New Construction
- Pool
- Roof
- Solar
- After-the-Fact Permit
- Commercial Build-Out
- Other: _____

Brief Project Description:



ANNEX
PERMITTING SOLUTIONS
From Plans to Approval

Has construction already started?

- Yes
- No

If yes, describe: _____

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Contractor & Design Team

Contractor Name: _____

Is contractor licensed?

- Yes
- No
- Unsure

Architect / Engineer (if applicable): _____

Permit Status

Has a permit been applied for?

- Yes
- No

If yes:

Permit Number: _____



Has permit been denied or rejected?

- Yes
- No

Are there code violations?

- Yes
- No
- Unsure

HOA / Special Approvals

Is HOA approval required?

- Yes
- No
- Unsure

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Is project located in:

- Historic District
- Flood Zone
- Coastal Zone
- Unknown

Timeline Expectations

Desired Start Date: _____

Desired Completion Date: _____

Is project time sensitive?

- Yes
- No

If yes, explain: _____



Project Documents

Please indicate which documents you currently have:

- Construction Plans
- Survey
- Contractor License
- Existing Permit Documents
- Violation Notices
- HOA Documents
- Photos of Project
- None Yet

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Additional Notes



Client Acknowledgment

By submitting this intake form, Client acknowledges that project details provided are accurate to the best of their knowledge. Incomplete or inaccurate information may impact permitting timelines and service fees.

Signature: _____ Date: _____