

DEPARTMENT OF PUBLIC WORKS
Building Inspection Division



MEMORANDUM

February 2, 2005

BULLETIN G-03-05

TO: All Permit Applicants

FROM: Thomas H. Goldsbury, P.E., and C.B.O.
Chief, Building Inspection Division

SUBJECT: PRODUCT APPROVAL INFORMATION SHEET (PAIS)

We are issuing this bulletin in order to clarify what is expected to be included on the PRODUCT APPROVAL INFORMATION SHEET FOR THE CITY OF JACKSONVILLE, FLORIDA. We have been receiving a variety of unnecessary data and improperly formatted PAIS forms.

The forms submitted must be in the same format as published. See also Bulletin G-25-04 for previous PAIS information issued September 17, 2004 and how to download the form.

If you are not sure as to which manufacturer you are using for a particular product at the time the plans are submitted for permitting, then you may list a maximum of three (3) manufactures for that product. You must indicate the product approval information for each product however. Under the Limitation of Use column on the form, only list the limitations that are pertinent to the product being installed for this project (example: wind design pressures, etc.). Do not attached copies of manufacturer's data, literature, list or similar documentation. Manufacturer's installation instructions are not to be attached to the PAIS, but are to be furnished at the job site for the City's inspector's use at the time of inspections.

If you have any questions regarding the above, please contact Bill Lyle, Plans Examiner Supervisor at 904-630-2351. Thank you for your cooperation in this matter.

