

## **INSTRUCTIONS FOR SUBMITTAL OF GENERAL USE PERMIT:**

(A link to the form can be found at the bottom of this page. Please read the instructions first.)

The permit date and number will be completed by the Turnpike.

Print 3 copies, sign all with original signatures and **ATTACH** a set of drawings, sketches, maps, etc to each permit application, showing the work to be done and where it is to be done , when you will start and when the work will be completed. Please make sure you **include Traffic Control Plan (TCP) along with the permit.**

Place 1 cover letter on the top of the packet explaining the work to be done, including county, mile marker, state road, if known, and when you would like to start the work. It is recommended that you submit at least 30 days before you want to begin work, but not more than 90 days. Please make sure you **include a valid email address and phone number** on the cover letter and the front page of your permit application form; this is how we will correspond with you about your permit status during and after your permit has been processed.

We need a completed permit application package for each county where work is to be done. If you are completing work in 2 or more different counties, please submit a permit package for each one, as explained above.

If you are a subcontractor (your company is completing work for another company) please send a signed letter from the Trucking Company/ General Contractor on their letterhead stating you have permission to do the specific work

It is recommended that the package is sent by FedEx or UPS to the Physical address below. You may wish to send the permit package to the USPS, but please note that it may take up to a week longer for us to receive it.

**(All permits must be sent to Stephanie so they can be entered into the system).**

### **Overnight FedEx or UPS Mailing**

**Stephanie Shinabery  
Florida's Turnpike Enterprise  
Turnpike Operations Center  
Turnpike Mile Post 65  
Pompano Beach, FL 33069  
954-934-1219**

### **USPS Mailing Address:**

**Stephanie Shinabery  
Pompano Turnpike Operations Center  
PO Box 9828  
Ft. Lauderdale, FL 33310**



<http://www.floridasturnpike.com/Permits/Forms/85004005.pdf>

**[If you have questions you may e-mail Stephanie.shinabery@dot.state.fl.us](mailto:Stephanie.shinabery@dot.state.fl.us)**