

REGULATORY PERMITS AND LICENSES

STRAVIK Construction Group · Controlled Document

Document No.	Revision	Effective Date	Document Owner	Status
STV-LEG-PRO-004	00 (Initial Issue)	2026-10-24	President	Issued for review / pending approval

Management system alignment: This document is aligned with ISO 9001:2015, ISO 14001:2015 and ISO 45001:2018 requirements as applicable. STRAVIK Construction Group does not claim third-party certification to these standards. Florida Certified General Contractor License No. **[FL LICENSE NO.]**.

REVISION HISTORY

Rev.	Date	Description of Change	Prepared By	Approved By
00	2026-10-24	Initial issue for STRAVIK Construction Group	[PREPARED BY]	Michael Gaya, President

1. PURPOSE

To establish a structured system for obtaining, tracking, renewing, and archiving all regulatory permits, licenses, and authorizations required for STRAVIK Construction Group operations and projects. This ensures full compliance with federal, state, and local laws governing construction, safety, and environmental activities.

2. SCOPE

Applies to all:

- Corporate and project-level licenses.
- Building, zoning, and environmental permits.
- Specialty trade and equipment operation licenses.
- Renewals, suspensions, and revocations.

Covers both company-held and subcontractor-provided regulatory documents.

3. REFERENCES

- STRAVIK Corporate Governance Charter (STV-GOV-POL-003)
- STRAVIK Quality Manual (STV-QMS-MAN-001)
- STV-LEG-PRO-001 Contract Agreements and Amendments
- STV-LEG-REG-003A Insurance Certificates and Bonds
- Florida Building Code and Contractor Licensing Regulations (F.S. Ch. 489)
- OSHA, EPA, DOT, and Local Municipal Codes

4. RESPONSIBILITIES

Role Responsibility

Approves and signs all corporate licenses and major President permits.

Project Manager Ensures project permits are secured prior to mobilization.

Manages environmental and safety permits (stormwater, HSE Manager waste, fuel storage).

Verifies permit conditions are met during inspection and QA/QC Manager testing.

Maintains permit register and renewal calendar in QMS Document Controller SharePoint.

5. PERMIT & LICENSE CATEGORIES

Category	Description	Typical Issuing Authority
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General Contractor (CGC),

Corporate Licenses	business registrations, trade certifications	State Licensing Boards
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Structural, foundation, concrete, Building Permits Local Building Departments and framing approvals

Environmental Stormwater (SWPPP), air quality, EPA / DEP / Local Agencies Permits hazardous waste, fuel tank storage

Occupational Crane, hoisting, scaffolding, OSHA / City / County Permits confined space entry

Category	Description	Typical Issuing Authority
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Utility & Road closure, excavation,

Infrastructure Permits	water/sewer tie-ins, electrical connections	DOT / Local Utility Authority
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Department of Labor or Special Equipment Lifting devices, concrete pumps, Authority Having Jurisdiction
Licenses temporary generators (AHJ)

6. PERMIT AND LICENSE TRACKING

All permits and licenses shall be recorded in the Regulatory Permit & License Register (STV-CL-F04-XLS), with at least the following fields:

Field Description

Document Type Permit, License, Authorization

Permit / License No. Unique identification number

Project / Location Site or region of applicability

Issuing Authority Agency or department granting approval

Issue Date Effective start date

Expiry / Renewal Date Date for reapplication or closure

Responsible Person Assigned manager or coordinator

Field Description

Status Active / Expiring / Expired / Closed

Notes / Attachments Remarks, PDF link, or scanned copy reference

7. REVIEW & COMPLIANCE

- The register shall be reviewed monthly by the Document Controller and HSE Manager.
- Expiring permits (≤30 days) trigger automated renewal alerts.
- Work shall not commence without valid permits for the applicable scope.
- Site audits will verify that all active permits are displayed and accessible.

8. RECORD RETENTION

All permits and licenses must be stored in both hardcopy and digital format for a minimum of ten (10) years from project completion. Records are to be archived under QMS/Legal & Compliance/Permits_Licenses/.

APPROVAL

Role	Name	Title	Signature	Date
Prepared By	[PREPARED BY]	[TITLE]		
Reviewed By	[QUALITY / HSE MANAGER]	[TITLE]		
Approved By	Michael Gaya	President		

This document is reviewed at least annually, or upon significant organizational, legal or operational change, and re-issued under document control per STV-GOV-POL-011.