



## MAGNUM CONSTRUCTION SERVICES INC.

### REGULATORY PERMITS AND LICENSES

**Document Code:** MCS-CL-P04 | **Revision:** 1.0 | **Effective Date:** November 1, 2025

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#### 1. PURPOSE

To establish a structured system for obtaining, tracking, renewing, and archiving all regulatory permits, licenses, and authorizations required for Magnum Construction Services Inc. operations and projects.

This ensures full compliance with federal, state, and local laws governing construction, safety, and environmental activities.

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#### 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.

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#### 3. REFERENCES

- Magnum Corporate Governance Charter (MCS-CORP-03)
  - Magnum Quality Manual (MCS-QM-01)
  - MCS-CL-P01 Contract Agreements and Amendments
  - MCS-CL-F03 Insurance Certificates and Bonds
  - Florida Building Code and Contractor Licensing Regulations (F.S. Ch. 489)
  - OSHA, EPA, DOT, and Local Municipal Codes
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#### 4. RESPONSIBILITIES

Role	Responsibility
Executive Director	Approves and signs all corporate licenses and major permits.
Project Manager	Ensures project permits are secured prior to mobilization.
HSE Manager	Manages environmental and safety permits (stormwater, waste, fuel storage).
QA/QC Manager	Verifies permit conditions are met during inspection and testing.
Document Controller	Maintains permit register and renewal calendar in QMS SharePoint.

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#### 5. PERMIT & LICENSE CATEGORIES

Category	Description	Typical Issuing Authority
Corporate Licenses	General Contractor (CGC), business registrations, trade certifications	State Licensing Boards
Building Permits	Structural, foundation, concrete, and framing approvals	Local Building Departments
Environmental Permits	Stormwater (SWPPP), air quality, hazardous waste, fuel tank storage	EPA / DEP / Local Agencies
Occupational Permits	Crane, hoisting, scaffolding, confined space entry	OSHA / City / County



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

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## 6. PERMIT AND LICENSE TRACKING

All permits and licenses shall be recorded in the **Regulatory Permit & License Register (MCS-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

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## 7. REVIEW & COMPLIANCE

- The register shall be reviewed **monthly** by the Document Controller and HSE Manager.
  - Expiring permits ( $\leq 30$  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.
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## 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/.

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## 9. APPROVALS

Name	Title	Signature	Date
Michael Gaya	Executive Director		
HSE Manager	Health, Safety & Environment		
Project Manager	Operations		
Document Controller	QMS Administration		

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