

Docsie Free Template | Construction

Permits & Approvals Tracker

Use this template to required permits for [project type].

Template Metadata

Field	Details
Category	Construction
Owner	[Team or owner]
Version	[Version number]
Effective Date	[Date]
Review Cycle	[Monthly / Quarterly / Annual / Event-based]
Status	[Draft / In Review / Approved]

Project Overview

Project name, type, location, anticipated start and completion dates, and the permit coordinator responsible for tracking.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Permits & Approvals Register

Comprehensive table with columns: Permit/Approval, Issuing Authority, Application Date, Approval Date, Status (Applied/Approved/Conditional/Expired), Expiry Date, Key Conditions, Reference Number. Include all permits.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Pre-Construction Checklist

Checklist of all approvals and notifications that must be in place before breaking ground. Each item should have a status, responsible person, and notes.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Compliance Monitoring

Describe how ongoing permit compliance is monitored during construction: who checks, how often, how conditions are tracked, and the escalation procedure for non-compliance.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]

Renewal & Expiry Schedule

Table or timeline showing permits that require renewal during the project, with lead times for renewal applications. Be thorough — missing a permit can halt a project. Use status indicators clearly.

Item	Details	Owner	Status
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]
[Item or requirement]	[Describe the relevant detail, evidence, or decision]	[Owner]	[Open / Complete]

Notes

[Add context, assumptions, exceptions, evidence links, screenshots, calculations, or reviewer comments.]