

Yankeetown

6241 Harmony Lane
Yankeetown, Fl. 34498
(352) 447-2511 Phone
(352) 628-7904 Inspection Line
www.linda@yankeetownfl.org



MODULAR AND MANUFACTURED HOME SETUP PERMIT PACKAGE

Before any development activity occurs on a piece of property, a permit must be obtained. All construction or permitted uses MUST meet the current Building Code for the State of Florida. The inspector will perform inspections and provide approval based on these codes.

Below are a list of items required at time of application submittal. Please note that incomplete applications will NOT be accepted.

Completed Zoning Approval form.

Complete permit application, notarized by all applicable parties.

Copy of signed contract, if applicable.

Proof of ownership (i.e. Current tax notice, Homestead Exemption notice, Recorded Deed).

Three copies of the site plan, drawn to scale.

Modular / Manufactured Home setup manual from the manufacturer, with anchoring and stabilizing instructions

Septic tank approval from Environments Health Department unless on central sewer system.

Copy of State Contractors or Installers License and proof of Liability Insurance Certificate listing the City of Williston as the Certificate Holder if contractor is performing work.

Signed and recorded Notice of Commencement (required for all work exceeding \$2,500).

Note: Modular / Manufactured Homes must be installed by a State Certified setup

Contractor. Owner-Builder may not perform the installation.

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Permit Number: _____
Building Code in Effect:
 2023 (Eighth Edition) Florida Building Code

PERMIT APPLICATION

APPLICATION MUST BE FILLED OUT COMPLETELY

I. PROJECT LOCATION/FACILITY INFORMATION			
PROJECT NAME			
ADDRESS			
SUBDIVISION/FACILITY NAME		LOT / UNIT#	
TAX FOLIO # / PARCEL #		ZONING DISTRICT	
LEGAL DESCRIPTION			
II. IDENTIFICATION			
A. OWNER OR LESSEE		EMAIL ADDRESS	FAX NO.
NAME		TELEPHONE NO.	
ADDRESS		CITY	STATE ZIP CODE
B. BONDING/MORTGAGE NAMES			
Fee Simple Titleholder, Bonding Company, Mortgage Lender and Design Professional information is required when the aggregate value (total cost of all improvements and not just work authorized by the individual permit) is \$2,500 or more (except HVAC repair/replacement > \$7,500).			
NAME		ADDRESS, CITY, STATE & ZIP	TELEPHONE NO.
FEE SIMPLE TITLEHOLDERS (IF OTHER THAN OWNER) <input type="checkbox"/> SAME AS OWNER			
BONDING COMPANY <input type="checkbox"/> NOT APPLICABLE			
MORTGAGE LENDERS <input type="checkbox"/> NOT APPLICABLE			
DESIGN PROFESSIONAL		LICENSE #	
C. CONTRACTORS		PRIMARY CONTACT EMAIL ADDRESS	PRIMARY CONTACT CELL PHONE NO.
LICENSE #	TYPE	COMPANY NAME	ADDRESS, CITY, STATE & ZIP
TELEPHONE NO.	EMAIL ADDRESS		
GENERAL			
PLUMBING			
GAS			
ELECTRICAL			
HVAC			
OTHER			
III. TYPE OF IMPROVEMENT			
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> RELOCATION	<input type="checkbox"/> MANUFACTURED	<input type="checkbox"/> SHELL <input type="checkbox"/> DECK
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET-UP	<input type="checkbox"/> TENANT SPACE
<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION	
<input type="checkbox"/> POOL/SPA:	<input type="checkbox"/> IN-GROUND	<input type="checkbox"/> ABOVE GROUND	
<input type="checkbox"/> OTHER _____	ESTIMATED COST OF CONSTRUCTION: \$ _____		
A. WORK DESCRIPTION (Residential and Non-Residential Projects)			
Provide a description of the work to be covered by the permit. As examples; 20,000 sq. ft. office building, building a 2,300 sq. ft. office addition, replace 5 exterior windows, renovate kitchen. etc.			

DATE RECEIVED:



B. DIMENSIONS/DATA

BASIC USAGE: RESIDENTIAL COMMERCIAL INDUSTRIAL MUNICIPAL

CONSTRUCTION AREA: TYPE OF CONSTRUCTION: IA IB IIA IIB IIIA IIIB IV VA VB

CONDITIONED _____ S.F. ELECTRICAL SERVICE: PHASE _____ SIZE _____ AMPS _____ OVERHEAD UNDERGROUND

GARAGE _____ S.F. MECHANICAL (HVAC): GAS ELECTRICAL

OTHER _____ S.F. WATER SUPPLY: MUNICIPAL PRIVATE WELL

TOTAL AREA: _____ S.F. SEWAGE DISPOSAL: MUNICIPAL SEPTIC SYSTEM

IV. OWNER'S AFFIDAVIT / NOTICE OF COMMENCEMENT

Application is hereby made to obtain a permit to perform work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a building permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS & AIR CONDITIONERS, etc. The applicant agrees to comply with the Municipal Ordinances and with the conditions of this permit. Failure to comply may result in suspension or revocation of this permit or other penalty. Applicant understands that the issuance of the permit created no legal liability, express or implied, of the Department, Municipality, Agency, or Inspector.

Owner's affidavit: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning in this jurisdiction.

713.135, FS: WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

FS 553.79(10), FS: NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

STATE OF FLORIDA, COUNTY OF _____ (Signature of Owner or Agent)

Sworn to (or affirmed) and subscribed before me by means of physical presence or online notarization, this _____ day of _____, _____, by _____ (name of person making statement)

Personally Known _____ OR Produced Identification _____ (Signature of Notary Public-State of Florida)

Type of Identification Produced: _____ (Print, Type or Stamp Commissioned Name of Notary Public)

STATE OF FLORIDA, COUNTY OF _____ (Signature of Contractors)

Sworn to (or affirmed) and subscribed before me by means of o physical presence or o online notarization, this _____ day of _____, _____, by _____ (name of person making statement)

Personally Known _____ OR Produced Identification _____ (Signature of Notary Public-State of Florida)

Type of Identification Produced: _____ (Print, Type or Stamp Commissioned Name of Notary Public)

V. CERTIFICATE OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. _____

Contractor's Certification of Competency No. _____

APPLICATION APPROVED BY : _____ DATE : _____
 (Building Official/Permit Official)

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SITE PLAN FORM

Date: _____ Parcel I.D.#: _____
Lot #: _____ Block #: _____ Subdivision: _____
Property Address: _____

SETBACKS REQUIRED

RESIDENTIAL RHD-1, RHD-2 & RLD:

Front: 25 ft.
Sides: 8 ft.
Rear: 10 ft.

AGRICULTURE A-1:

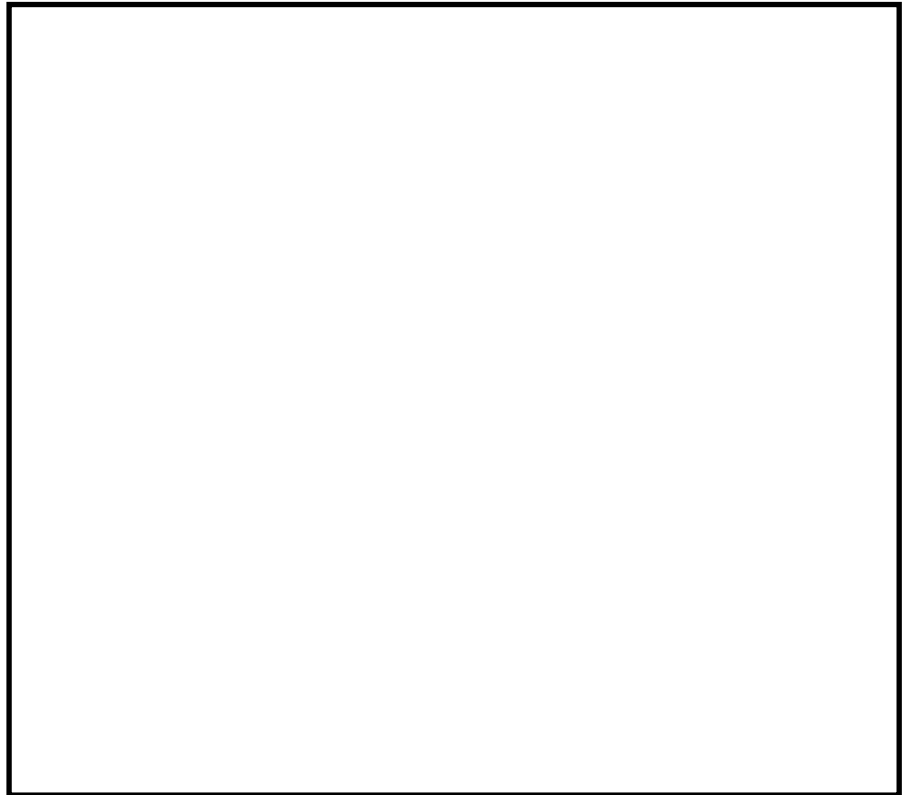
Front: none
Sides: none
Rear: none

COMMERCIAL C-1 & C-2:

Front: none
Sides: none
Rear: none

PUBLIC:

Front: none
Sides: none
Rear: none



STREET

1. Show all existing and proposed buildings.
2. Show dimensions of buildings and the distances of all buildings to all property lines.
3. Show all streets abutting property.
4. Indicate with a dashed line, any water or depressions.

FLOOD ZONE (MAP PANEL NO. 1295820001B - Effective date 2/1/1987)

Choose one: This building site is located within a flood prone area.
 This building site is **not** located within a flood prone area.

Zoning Office: _____ Date: _____

I acknowledge that there may be additional restrictions applicable to this property that may be found in the public records of the county, and there may be additional permits required from other entities such as water management, state or county agencies and federal agencies.

Owner/Agent

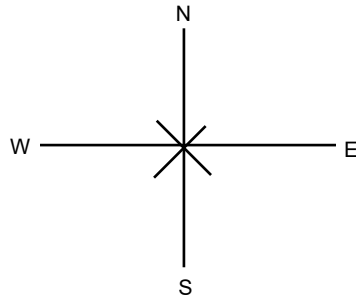
Date

Yankeetown

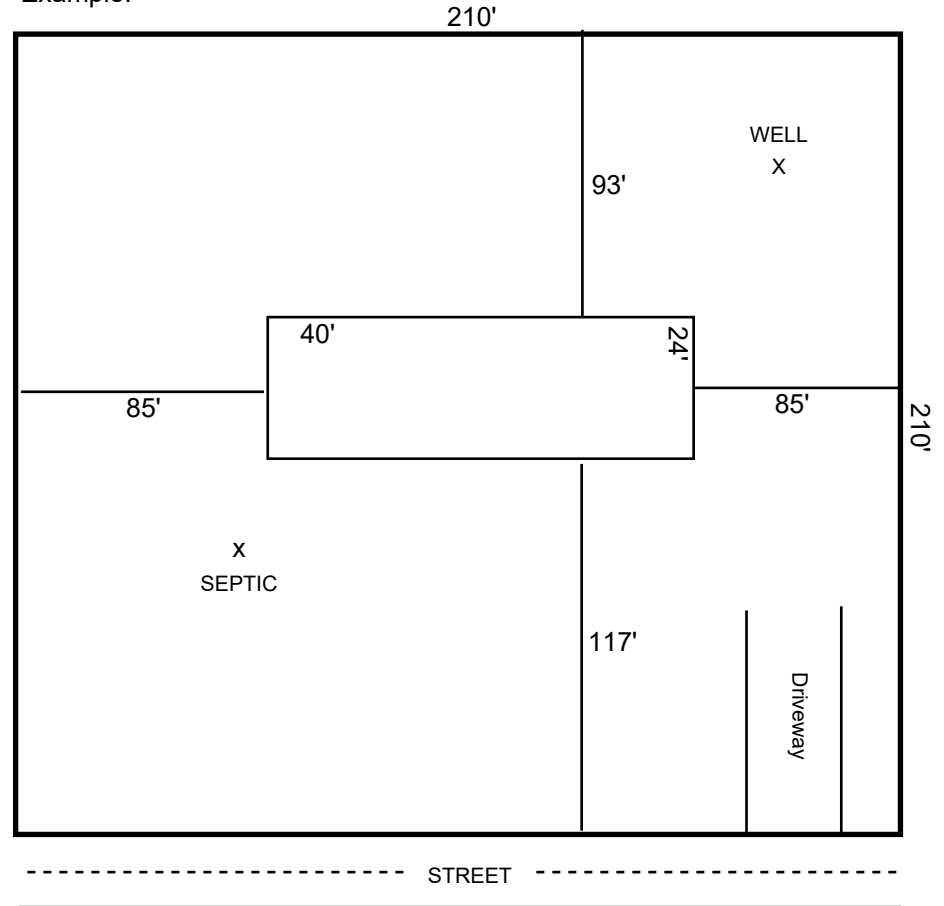
SITE PLAN

LEGAL DESCRIPTION

1. Show shape and dimensions of property.
2. Show all existing and proposed buildings.
3. Show dimensions of buildings and the distance of all buildings to all property lines.
4. Show all streets abutting property.
5. Indicate, with a dashed line, any water or depressions.



Example:



LEGAL DESCRIPTION

Parcel #: _____

Subdivision: _____ Lot: _____ Block: _____

Section: _____ Township: _____ Range: _____

Metes and Bounds: _____

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MAXIMUM IMPERVIOUS COVERAGE SURFACE CALCULATION SHEET

ALL PERMIT APPLICATIONS FOR BUILDING ADDITIONS, ACCESSORY STRUCTURES, POOLS, POOL DECKS, DECKS, DWELLINGS, WALKWAYS, DRIVEWAYS, PAVERS OR ANYTHING ELSE COVERING THE LAND MUST BE ACCOMPANIED BY A PLOT PLAN INDICATING ALL STRUCTURES AND IMPERVIOUS SURFACES THAT EXIST ON THE PROPERTY.

PLEASE COMPLETE THE FOLLOWING

- A. SQUARE FOOTAGE OF EXISTING HOUSE (FOOTPRINT ONLY) _____
- B. SQUARE FOOTAGE OF CARPORT/GARAGE _____
- C. SQUARE FOOTAGE OF SHED OR DETACHED STRUCTURE _____
- D. SQUARE FOOTAGE OF DECK OR COVERED PORCH _____
- E. SQUARE FOOTAGE OF DRIVEWAY _____
- F. SQUARE FOOTAGE OF ALL CONCRETE AREAS (EXCLUDING THE PEDESTRIAN SIDEWALK) _____
- G. SQUARE FOOTAGE OF POOL AND POOL DECKING _____
- H. SQUARE FOOTAGE OF PROPOSED IMPERVIOUS AREA
TOTAL SQUARE FOOTAGE OF IMPERVIOUS COVERAGE
(A+B+C+D+E+F+G+H) _____
- I. TOTAL SQUARE FOOTAGE OF LOT _____

TO COMPLETE THE MAXIMUM SQUARE FOOTAGE OF IMPERVIOUS COVERAGE ALLOWED ON A LOT, MULTIPLY THE PERCENTAGE ALLOWED IN YOUR ZONING DISTRICT BY THE TOTAL SQUARE FOOTAGE OF THE LOT (EXPAMPLE: A LOT MEASURING 7,500 SQ.FT. WITH A 50% ALLOWABLE COVERAGE WOULD HAVE AN ALLOWABLE MAXIMUM IMPERVIOUS COVERAGE OF 3,750 SQ. FT.)



Town of Yankeetown

Building Department

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INSTRUCTIONS FOR NOTICE OF COMMENCEMENT

These Instructions guide the Permittee through completing the Notice of Commencement form. The Notice is available on upon request via email to linda@yankeetownfl.org as a downloadable interactive PDF form. Save a copy on your hard drive and fill it in. *All sections of the Notice of Commencement must be completed; if a response does not apply, mark N/A. Please do not submit these instructions with your completed form.*

Instructions for Permit and Parcel/Folio Numbers

- A Permit #-** insert the Permit Number, which can be found on the Permit Application for improvements.
- B. Parcel/Folio #-** the Parcel and Folio numbers can be found on the Levy County Property Appraiser website: <http://www.qpublic.net/fl/levy/search.html>

Instructions for Section B. General Permit Information

- 1 Description of Property** - insert legal description (required), and street address (if available), of the property being improved. Legal descriptions can be found on the Levy County Property Appraiser website <http://www.qpublic.net/fl/levy/search.html>. Property Description must match the description on the Permit Application.
- 2. General Description** - insert a description of the improvements taking place. The description must be work scope specific and match the Permit.
- 3. Owner Information** - enter the owner's information, (*or enter Lessee's Information if the Lessee is the person who contracted the improvement*). Include name, address, interest in the Property, and name and address of Fee Simple Titleholder (*if different from Owner listed above*).
- 4. Contractor Information** - enter the Contractor's Name, Address, and Phone Number.
- 5. Surety-** check "Yes" or "No". Information is needed if applicable. Include a copy of the payment bond as an attachment. Provide Surety name, address, phone number, and amount of bond. If none, check "N/A".
- 6. Lender Information** - insert Lender name, address, and phone number, if applicable. If none, check "N/ A".
- 7. Person(s) to be Noticed** - include Persons within the State of Florida Designated by Owner to be served with Notices or other documents as provided by Section 713.13 (l)(a)7. Insert the name(s), address(es), and phone number(s) of designated person(s). If none, check "N/ A".
- 8. Owner Designee** - add person whom Owner designates (in addition to him/herself) to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes, by inserting their name and phone number. If none, check "N/A".
- 9. Expiration Date** - insert the expiration date of the Notice of Commencement (*the expiration date may not be before the completion of construction and that payment to the contractor, and will be 1 year from the date of recording unless a different date is specified*).

Instructions for Notary

Notary-the Notary must complete all areas of the acknowledgment in full.

Certified Copy Required

Certified Copy- only a CERTIFIED COPY of the Notice of Commencement will be accepted. Notices can be recorded for certification purposes by the **Levy County Clerk of Court, (352) 486-5266**, for mailing or in-person instructions.



NOTICE OF COMMENCEMENT

State of Florida

County of Levy

THE UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida State Statutes, the following information is provided in this Notice of Commencement.

- 1. Description of Property: (Legal description of the property): _____
Property Address: _____
2. General Description of Improvement: _____
3. Owner Information: Name: _____
Address: _____ City: _____ State _____
Interest in Property: _____
Name and Address of Fee Simple Titleholder (If other than owner): _____
4. Contractor: Name: _____
Address: _____ City: _____ State _____
Phone No. _____ Fax No. _____
5. Surety: Name: _____ Amount of Bond \$ _____
Address: _____ City: _____ State _____
Phone No. _____ Fax No. _____
6. Lender: Name: _____
Address: _____ City: _____ State _____
Phone No. _____ Fax No. _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)(7). Florida Statutes:
Name: _____
Address: _____ City: _____ State _____
Phone No. _____ Fax No. _____
8. In addition to himself or herself, Owner designates ___ of _____
to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b). Florida Statutes.
9. Expiration date of Notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified). _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNE AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SEC 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of [] physical presence or [] on-line notarization, this ___ day of ___, 20___, by _____ (name of person) as _____ (type of authority, e.g. officer, trusty, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public - State of Florida

(Print, Type, or Stamp Commissioned Name of Notary)
___ Personally Known OR ___ Produced Identification
Type of Identification Produced _____

Verification pursuant to Section 92.525, Florida Statutes: under Penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above



TOWN OF YANKEETOWN

Application # _____

Parcel # _____

MINOR PROJECT COMPLIANCE CERTIFICATE

GENERAL REQUIREMENTS:

APPLICATIONS SUBMITTED AFTER START OF WORK WILL TRIPLE THE APPLICATION FEE.

Fees are as follows:

Addition/remodel <\$1500.....	\$25
Addition/remodel >\$1500.....	\$55
Single family dwelling	\$88
Multi family dwelling.....	\$220 plus \$22/family

Pick up application from the zoning official, town hall, or the Town website.

Return all four pages of the completed form, with necessary attachments, and appropriate fee to town hall by mail or in person. Make check payable to Town of Yankeetown.

Payment in full is required before final determination of any application.

There shall be a charge to applicant over and above posted fees when costs incurred by the Town of Yankeetown to process applications exceed posted fees. Costs billed shall include the time of the zoning official, billed at the hourly rate of the zoning official. Other costs may include, but are not necessarily limited to: contract support engaged by the zoning official for an individual project for the purpose of reviewing and reporting on applications and all pertinent material related to applications of changes; newspaper ads, certified mail, office staff time, copies billed at the current rate, and any other costs to the town. Contract support, services, and materials shall be purchased or contracted by the Town of Yankeetown with vendors to be determined at the sole discretion of the Town of Yankeetown.

Upon completion of review or for additional information, the zoning official will call the phone number listed on application. Difficulty in contacting applicant could delay process.

If the property owner is not making the application and an agent is acting on behalf of the owner an Agent Authorization Form (form 10) must be completed by the owner and notarized.

HOW TO COMPLETE APPLICATION:

- A. Applicant fills out the pages 3 and 4.
- B. Attach three sets of blue prints showing the complete structure. Two complete sets will be returned upon completion of the review. The Health Department will inspect the septic system. The Yankeetown Zoning Official will inspect for code compliance.
- C. Attach three copies of site plan, site survey and construction plans as necessary.
- D. Attach a copy of the deed or tax file showing proof of ownership of the property in question.
- F. A certified elevation survey must be completed after the finish floor is completed, indicating that the finished floor and supporting floor structure is above the flood height requirements indicated on the Flood Compliance Certificate. A stamped copy of the elevation certificate must be submitted to the Yankeetown Zoning Official before a certificate of occupancy will be issued.
- G. Insure all signatures are included as necessary.
- H. New construction requires an application for a 911 address from Levy County.
- I. If construction is on a county road; C40, C40A, Allen Park Road, Riverside Drive, or 63rd

- Street, a driveway permit is required from Levy County.
- J. An Agent Authorization Form (form 10) may be required.
 - K. An excavation and fill permit from Yankeetown is required for septic installations.
 - L. A tree permit may be required.
 - M. If you have any questions about what is required please contact the Zoning Official.

YANKEETOWN TOWN HALL

Telephone: 352-447-2511

Fax: 352-447-0774

Email: yankeetownth@gmail.com

6241 Harmony Lane, Yankeetown, FL
34498

ZONING OFFICIAL

Telephone: 352-628-7904 Cell: 352-436-5192

Fax: 352-628-7758

Email: dallas@fmsbuildingdepartment.com

6241 Harmony Lane, Yankeetown, FL 34498

Mail form to Town Hall address

TOWN OF YANKEETOWN

APPLICATION FOR MINOR PROJECT COMPLIANCE CERTIFICATE

PLEASE PRINT OR TYPE

Date: _____

A. Legal description of property:

Parcel #[s] _____

911 Address _____

B. Names, addresses and phone numbers of all owners. Use back if necessary.

1. _____ 2. _____

() _____ () _____

C. Use(s) 1. Existing _____

2. Proposed _____

D. Type of septic system: Performance based or Other _____

E. If project is located in Residential Environmentally Sensitive area provide wetlands jurisdictional information as approved by USACOE or DEP.

F. Site survey prepared by a Florida State licensed land surveyor, showing the following information as indicated by check marks supplied by Zoning Official.

- ___ 1. Entire property owned and to be developed including lot dimensions.
- ___ 2. Location of existing and proposed improvements, to include septic, structure, dock, etc.
- ___ 3. Existing elevation at corners and center of the proposed structure.
- ___ 4. Existing grade elevation at the center of the proposed accessory structure.
- ___ 5. Existing elevations at the corners and center of the lot.
- ___ 6. Distances/setbacks to property lines and other structures.
- ___ 7. Location of wetlands or water bodies and appropriate demarcation lines.
- ___ 8. Location of archaeological sites within property boundaries in conservation area.
- ___ 9. Location of water retention facilities.

G. Construction plans for the proposed improvement as necessary to show:

- ___ 1. Proposed first floor elevation.
- ___ 2. Pedestrian, handicapped access.
- ___ 3. Proposed building height to highest point of or on the roof.
- ___ 4. Proposed floor elevation of non-habitable structures.

H. Site plan drawn to scale showing the following information as indicated by check marks supplied by Zoning Official.

- ___ 1. Placement of the structure.
- ___ 2. Set backs from the property/water lines/wetlands.

- ___3. Location of driveway.
- ___4. Location of proposed well.
- ___5. Location of water and electrical services.
- ___6. Location of proposed septic.
- ___7. Grading plan showing rain water run-off flow direction and site water retention.
- ___8. Location of trees >4" DBH and species identification for all trees within 20' of structure, within setback area, and within the building envelope area of the proposed structure.
- ___9. Location of any existing well, septic, structure, electrical service, etc.
- ___10. Location and amounts of any fill or excavation, for example septic, driveway, etc.

NOTE

If any of the required site plan information is included on the site survey it need not be repeated here.

NOTE

If any site plan required information is unavailable application may be held up. Submit an updated site plan as soon as information is available. Information may be included on site survey

- I. If well is proposed submit SWFWMD water use permit. Well permit is also required.
- J. If excavation or fill is proposed an excavation and fill permit will also be required.
- K. If dock is proposed a dock permit will also be required.
- L. If tree removal is proposed a tree permit will be required.
- M. Estimated construction cost of project: \$ _____

N. Owner Certification: I certify that I am the owner or one of the owners of this property and that the information provided on this form and the attachments is accurate, and that I am aware of my responsibilities under the Town of Yankeetown Code. (Circle correct underlined statement.)

Date: _____ Signature: _____

O. Agent Certification: I certify that I am the agent for the owner and that the information provided on this form and the attachments is accurate, and that I have informed the owner(s) of their responsibilities as stated above. Agent Authorization Form, Form 10, properly notarized must be attached.

Date: _____ Signature: _____

NOTICE:

IN ADDITION TO THE REQUIREMENTS OF THIS CERTIFICATE OF COMPLIANCE THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THE PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY AS DEED COVENANTS, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITIES SUCH AS; WATER MANAGEMENT DISTRICT, STATE, COUNTY, OR FEDERAL AGENCIES.. I have read this notice: _____

Signature of agent or owner