

Owner/Builder's Pulling Own Permits:

Address must be owner's primary residence.

Driver's license must have correct address and validate said address (Copy of DL required).

Print out Property Appraiser's Website validating that this indeed your property:

[Hernando County Property Appraiser](#)

If you do not own the land (such as you own only the mobile, not the land), you would need to provide:

1. A copy of the deed to the mobile home.
2. A letter from the mobile home park stating that you are allowed to put whatever structure or project at this location.

Property must be in an owner's name, NOT A BUSINESS name i.e. Inc., LLC, Co., etc.

Completed permit application, which must be notarized.

(2) Copies of Product Approval (for shingles, doors, windows, listing the Florida Product Approval Number, if applicable).

(2) Copies of installation directions for doors/windows.

(2) Copies of spec sheet if you are installing a shed, if applicable.

(2) Copies of signed/sealed engineered plans if you are building or renovating your home, if applicable.

(2) Copies of site plan drawn on survey of land listing dimensions of fence if installing new fence, utility shed or other detached building.

(1) Copy of Owner/Builder Statement Affidavit, which must be notarized.

Recorded copy of Notice of Commencement if construction value is over \$2,500 (you must pay yourself to do the job at today's wages).



City of Brooksville

Building Division
201 Howell Avenue
Brooksville, FL 34601

NOTICE OF COMMENCEMENT

State of Florida

County of Hernando

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713. of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (*legal description*): _____

a) Street (*job*) Address: _____

2. General description of improvements: _____

3. Owner Information or Lessee information if the Lessee contracted for the improvement:

a) Name and address: _____

b) Name and address of fee simple titleholder (if different than Owner listed above) _____

c) Interest in property: _____

4. Contractor Information

a) Name and address: _____

b) Telephone No.: _____ Fax No.: (optional) _____

5. Surety (if applicable, a copy of the payment bond is attached)

a) Name and address: _____

b) Telephone No.: _____

c) Amount of Bond: \$ _____

6. Lender

a) Name and address: _____

b) Telephone 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:

a) Name and address: _____

b) Telephone No.: _____ Fax No.: (optional) _____

8.a. 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.

b) Phone Number of Person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): _____, 20_____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 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 Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager) (Print Name and Provide Signatory's Title/Office)

State of _____ County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____

by _____ as _____

(Name of Person)

(type of authority,....e.g. officer, trustee, attorney in fact)

for _____ (name of party on behalf of whom instrument was executed).

Personally Known Produced ID

Type of ID _____ Notary Signature _____

Print name _____

NOTARY STAMP



**City of Brooksville
Building Division**

201 Howell Avenue
Brooksville, FL 34601
permits @cityofbrooksville.us

FOR OFFICE USE ONLY

CONSTRUCTION PERMIT APPLICATION

SITE ADDRESS _____	SUITE _____
DESCRIPTION OF STRUCTURE _____ (Example: main house, garage, guesthouse, commercial tenant space)	
PROPERTY OWNER NAME _____	
TENANT NAME _____	
DESCRIPTION OF WORK _____ _____ _____	
JOB VALUATION* _____ *Value for the ENTIRE project including all subs!	
CONTRACTOR CORPORATE NAME _____	
CONTRACTOR DBA NAME _____	
CONTRACTOR PHONE # _____	
QUALIFIER NAME _____	
QUALIFIER'S CERT. OF COMPETENCY# _____	
CONTRACTOR EMAIL _____	
MASTER PERMIT NUMBER B - - 	
(if applicable)	
I hereby certify as the qualifier of _____ (Primary Contractor) that the subcontractor above _____ (Primary Contractor) is working under my supervision _____ (Signature)	
_____ I have submitted a recorded NOC to the City of Brooksville Building Department	
_____ Aggregate Job value does not require a recorded Notice of Commencement	

B	

OFFICE ISSUED

CONSTRUCTION PERMIT TYPES

Please choose one permit type only. If indicated, please provide additional information in the applicable schedule (on page 3).

BUILDING

- b-b01 B-RESIDENTIAL NEW CONST/ADD (1&2-FAM) (1)
- b-b02 B-RESIDENTIAL ALTERATION
- b-b04 B-RESIDENTIAL OTHER (NO PLANS)
- b-b05 B-COMMERCIAL NEW CONSTRUCTION/ADD (1,3)
- b-b06 B-COMMERCIAL ALTERATION (3)
- b-b08 B-COMMERCIAL OTHER NO PLANS (3)
- b-b09 B-ROOF NEW/REROOF/REPAIR (2, 5, 6)
- b-b11 B-WINDOWS/DOORS/SHUTTERS/GARAGE DOORS
- b-b16 B-ANTENNA
- b-b13 B-FOUNDATION
- b-b14 B-AWNING NEW/ALTERATION/RECOVER (3 - tenant name only)

BUILDING (DEMO)

- b-d01 D-INTERIOR DEMOLITION
- b-d02 D-DEMOLITION

BUILDING (SITE)

- b-s01 S-POOL/WATER FEATURE
- b-s02 S-FENCE/WALL/GATE
- b-s03 S-MARINE STRUCTURE
- b-s05 S-GENERATOR
- b-s06 S-MEDIA BLASTING(NO INSP)
- b-s07 S-TEMP STRUCT-TENT/POD/CNSTR TRL/OTHER (4)
- b-s08 S-HARDSCAPE/DRIVEWAY/LANDSCAPE
- b-s11 S-SITE WORK/DRAINAGE
- b-s13 S-SIGN (3-Tenant Name, # of Stories Only)

ELECTRIC

- b-e01 E-ELECTRICAL
- b-e08 E-FIRE ALARM (3,6)

MECHANICAL

- b-m01 M-MECHANICAL (5,6)

PLUMBING

- b-p01 P-PLUMBING (5,6)
- B-P08 P-WATER HEATER REPLACEMENT ONLY (5,6)
- b-p04 P-FIRE SPRINKLER (6)
- b-p05 P-SITE WORK (IRRIGATION / BACKFLOW)

GAS

- b-g01 G-GAS

FIRE RESCUE

- f-f01 F-FIRE RESCUE STANDARD (5,6)

OTHER

- b-f01 F-FLOOD PLAIN DEVELOPMENT (7)
(APPLICABLE TO A AND V FLOOD ZONES ONLY)
- l-d01 L-DUNE PERMIT
- b-r03 R-FEE CHARGE

CHANGES/UPDATES

- b-r02 R-CHANGE OF CONTRACTOR/QUALIFIER
- b-r04 R-PERMIT UPDTE/CHG PLANS & VALUE/CORRECTION
- b-r05 R-PERMIT UPDTE/CORRECTION/CHG IN VALUE ONLY
- b-r08 R-PERMIT REACTIVATION - "B-" PERMIT

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT
MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.
IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR ATTORNEY
BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

PROPERTY OWNER'S NOTARIZED SIGNATURE

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with laws and that I have no unpaid civil penalties, administrative hearing, investigative, enforcement, testing or monitoring costs or unpaid liens which are owed to the City of Brooksville

- **Please complete Schedule 8 (page 3) if aggregate value over \$2500 (or HVAC Repair/Replacement > \$7500)**
- **OWNER'S CERTIFICATION: I have received & UNDERSTAND the Town's 3-strike rule pertaining to construction parking.**
- **OWNER'S EMAIL ADDRESS:** _____

OWNER'S SIGNATURE: _____

OWNER'S PRINTED NAME: _____

* **Must be signed by the property owner. If owner is corporation, must be signed by officer of corporation or someone with written authorization. Any person signing for a corporation must indicate title.**

* **A Residential Tenant may not sign for property owner unless written authorization from property owner is attached.**

* **A Commercial Tenant may sign for property owner; store manager or corporate officer signature required.**

* **If owner is a trust, must be signed by an officer of trust or someone with written authorization.**

* **Owner's signature not required for flood plain development permits.**

STATE OF _____, COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____, by

(Name of person making statement) Personally Known _____ OR Produced Identification _____

Signature of Notary Public - State of Florida Type of Identification _____

Print, Type or Stamp Commissioned Name of Notary Public

Check **ONLY** if Certified NOC was submitted in lieu of owner signing this document

CONTRACTOR QUALIFIER'S NOTARIZED SIGNATURE

Application is hereby made to obtain a permit to do work and installation as indicated. **I certify that no work has commenced prior to issuance** and that all work will be performed in full compliance with all laws regulating construction in the Town of Palm Beach.

- **CONTRACTOR CERTIFICATION: I have provided the owner the "NOTICE" pertaining to construction parking.**

SIGNATURE OF QUALIFIER: _____

PRINT NAME

QUALIFIER LICENSE NUMBER:

STATE OF FLORIDA, City of Brooksville

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20 __, by

(Name of person making statement) Personally Known _____ OR Produced Identification _____

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public:

NOTICE OF "3-STRIKE" CONSTRUCTION PARKING RULE

The City wants you to be as informed as possible about local regulations that could affect your ability to continue working at individual job sites. All contractors should understand and comply with the "3-Strike Construction Pacing Rule." If and when a contractor should receive 3 parking tickets/strikes at a job site for parking non-authorized construction vehicles on the street, the CDD Director is obligated by local code to issue a Stop Work Order. The rules are as follows:

1. Vehicles belonging to or being used by personnel working on or visiting a construction site are to be parked off the roadway and on the private site if at all possible.
2. If the contractor shows that all vehicles cannot be parked on the site, he can apply for construction parking permits authorizing up to three construction related vehicles to park on the street where legally permissible if approved by the City. You can make such application at the CDD Department (City Hall). The property owner must acknowledge understanding the 3-strike for construction parking rules and the consequences for noncompliance.
3. Unauthorized/excessive vehicles parked on City streets at construction sites can be ticketed by either Public Works or the Sheriffs Department.
4. If and when a contractor receives three tickets/strikes at any individual site, the CDD Director is to issue a STOP WORK order.
5. An appeal process (at staff level) is built into the rules. Appeals, if filed, must be made in writing within seven (7) days of ticket issuance.
6. Once a Stop Work Order has been issued, work is not to recommence unless the contractor requests that the City Council reinstate the building permit.
7. The City Council has broad discretion in determining what, if any, conditions (including additional fines) are to be placed on reinstatement. Please note that the City Council meets typically Bi-Weekly. Long work stoppages could potentially occur.

You are encouraged to police your construction site(s) very carefully to see that three strikes never occur. If that should happen, you should expect that a STOP WORK order will be issued. That action, regrettable as it may be, is now an automatic procedure. Please govern your crews and manage your parking plan accordingly. Thank you.

OWNER CERTIFICATION: I have received and UNDERSTAND the City's 3-strike rule pertaining to construction parking.

Owner signature

CONTRACTOR CERTIFICATION: I have been provided the "NOTICE" pertaining to construction parking.

Contractor's Signature

SUBCONTRACTOR INFORMATION

Please complete this preliminary subcontractor list. Should a change of contractor occur, please submit a change request to the Town on your letterhead.

USING UNLICENSED CONTRACTORS OR SUBCONTRACTORS MAY PREVENT YOU FROM BEING ELIGIBLE FOR INSPECTIONS AND/OR C.O.

Attach additional sheet if necessary

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

Company Name	_____
Qualifier / Agent	_____
Contractor License#	_____
Expiration Date:	_____
Address City St Zip	_____
Phone	_____
Email	_____

CHECKLIST



City of Brooksville Building Division

201 Howell Avenue
Brooksville, FL 34601

permits@cityofbrooksville.us

- **Permit applications accepted Monday through Friday from 7:30 a.m. to 3:00 p.m.**
- **All contractors must be registered with the City Documents/fees required: \$75/2yrs ; copy of State or County contractor's license; completed Contractor Registration Application.**
- **In order to have your permit application package accepted for review by the City , you must complete the permit application as referenced AND attach the following:**

Certificate of Insurance listing the **City of Brooksville, FL 34601** as certificate holder; showing evidence of active Workers' Compensation policy; or, an active Workers' Compensation Exemption Certificate. **One of these must be submitted with EVERY permit application.**

Notarized property owner's signature is required on each permit application submitted.

If the property owner is not listed as the owner in the records Hernando County Property Appraiser, a copy of the recorded deed must be provided.

Qualifier's notarized signature is required on Page 4. If the permit is signed by someone other than the qualifier, include a letter on company letterhead with the qualifier's signature notarized, must be job specific, allowing that individual to sign. Must be dated within 60 days of the application.

Permit fees (3%), plus applicable state surcharges (2.5%) or other fees, are due upon submission of your permit applications. Payments may be made by check, cash or credit card.

Check with the Condominium or Co-op Association for approval requirements. If you are working in a Co-op you will be required to submit two signature pages. One with the unit owners notarized signature and the other from an authorized individual for the Co-op.

Staff Approval may be required for such work as awning replacements/recovers/changes in color or style, signage, etc. You would submit a staff approval application with a set of plans for that approval.

FEMA REQUIREMENTS - If your property is within the AE or VE Flood Zone you will be required to submit an elevation certificate OR survey with elevations shown for initial plan review. Please reference Schedule 7 on page 3 of the permit application.

Three (3) Copies of Plans Signed and Sealed



City of Brooksville - Building Division

201 Howell Avenue, Brooksville, FL 34601

Phone: 352-540-3853 Email: permits@cityofbrooksville.us

PRODUCT APPROVAL SUBMITTAL FORM

PERMIT # _____

CONTRACTOR: _____

BUILDING ADDRESS: _____ OWNER: _____

OPENINGS: _____
Sliding Glass Doors, Exterior Swing Doors, Overhead Doors, Fixed Glass, Windows, Mullions, Skylights, Roofing Materials and All Other Exterior Envelope Items.

*QTY	**PRESSURE		Manufacturer	Product Category	Approval # and/or Sequence #	Product Model # or Name	Series	Glass Type/Size	Attachment Method	Approval Entity	Expiration Date
	D	T									

*Only one entry required for multiple units of the same size and design pressure

**D=Design Pressure T=Maximum Test Pressure



**City of Brooksville
Building Division
201 Howell Avenue, Brooksville, FL 34601
Phone: 352-540-3853 Email: permits@cityofbrooksville.us**

OWNER BUILDER STATEMENT/ AFFIDAVIT

Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

**OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DIVISION TO SIGN THIS DOCUMENT
BY SIGNING THIS STATEMENT, I ATTEST THAT: (Initial to the left of each statement)**

	I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
	I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permits and contracts.
	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improve it for sale or lease, which violates this exemption.
	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
	I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law.
	I understand that it is frequent practices of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee.</u> I understand that my failure to follow these laws may subject me to serious financial risk.

	I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
	I am aware of construction practices and I have access to the Florida Building Code.
	I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or at Florida Department of Revenue for more information about licensed contractors.
	I am aware of, and consent to; owner-builder building permits applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
	I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.
	Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not give a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Property Address:

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the condition specified above.

Signature of Owner- Builder

Date

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

State of Florida

County of _____

The foregoing instrument was acknowledged before me by means of ____ physical presence or ____ online notarization, this __ day of _____, 202__, by _____, who is personally known to me or who has produced _____ as identification.

Signature of Notary

Print, Type or Stamp Name of Notary