

COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055 Phone: 386-758-1008 Fax: 386-758-2160
bldginfo@columbiacountyfla.com

Scan QR code to submit online.
(On next page)

New Residential Constuction Application Checklist

- 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- Subcontractors Verification Form, signed by the license holder/contractor or authorized Qualifier for each trade
- License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf
- If an Owner Builder, Notarized Owner Disclosure Statement is required
- Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>
- Corporation or Trust Details listing authorized signor(s) and POA forms if necessary
- 911 Address applications or verifications are submitted/found online. Visit <https://www.columbiacountyfla.com/BuildingandZoning.asp>
- Residential Checklist completed including Product Approval Code Specifications Sheet
- Site Plan:** FOLLOW THE SITE PLAN CHECKLIST, included in this packet.
- Recorded Notice of Commencement: before 1st inspection
- For hard copy apps: 2 sets of plans folded to 9x12 size with Signed & Sealed Engineering; For online apps: 1 set of Engineered plans digitally sealed (verifiable)
- For hard copy apps: 2 sets of Truss Engineering Signed & Sealed; For online apps: 1 set of Truss Engineering digitally sealed (verifiable)
- For hard copy apps: 2 sets of Energy Codes & Manual J Forms; For online apps: 1 set of Energy Codes & Manual J Forms
- Provide any other pertinent information we should know: Development Permits/Zoning Applications, if applicable
- Approved and Signed Site Plan from Environmental Health for septic; contact 386.758.1058
- If on City Water or Sewer, City Availability Letter required. If on the Ellisville Water System; contact 386.719.7565 for review
- Any other necessary documents requested (Floodplain Notice to Owner, etc...)
Right-of-Way Connection: If no record of a driveway exists, a right-of-way application will be needed. If an existing drive exists, make the 'verify existing drive' selection. If drive is verified as existing, no fee assessed. If there is no existing drive, Public Works will determine what is needed and a fee of \$150 will be assessed. If the property is accessed from a state maintained road, then an approval for FDOT must be received before a permit will be issued.
NO RELEASE OF FINAL POWER will be given until driveway access is complete and given final approval.



Columbia County, Florida New Residential Construction Application



**Scan QR Code to complete application online.

For Office Use Only Application # _____ Permit # _____

Comments/Notes _____

This page not required for Online submissions.

Septic Permit No. _____ OR City Water

Applicant _____ Phone # _____
(person applying, not owner)

Applicant Address _____

Contact Email (updates sent here) _____

Owners Name _____ Phone # _____

Job Site Address _____

Contractors Name _____ Phone # _____

Contractors Address _____

Contractors Email _____

Architect/Engineer Name & AR/PE # _____

Architect Address _____

Power Company - FI Power & Light - Clay Electric - Suwannee Valley - Duke Energy

Parcel # ___ - ___ - ___ - _____ - _____ Estimated Cost of Construction _____

Construction of _____ Commercial Residential

Proposed Use/Occupancy _____ # of Existing Dwellings on Property _____

Is the Building Fire Sprinkled? YES NO If YES, blueprints included

OR Explain _____

Have Existing Drive Need a Right-of-way Permit Right-of-way Permit # _____

****Please be advised all New Residential applications may prompt a right-of-way permit regardless of existing/private driveway****

Actual Distance of Structure from Property Lines -

Front _____ Side _____ Side _____ Rear _____

****Please be advised you will still need to provide a site plan drawing along with filling in the above section****

Number of Stories _____ Heated Floor Area _____ Total Floor Area _____ Acreage _____

Zoning Applications Applied for (Site & Development, Special Exception, etc.)

Columbia County Permit Application - Owner and Contractor Signature Page

CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

TIME LIMITATIONS OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless pursued in good faith or a permit has been issued.

TIME LIMITATIONS OF PERMITS: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

FLORIDA'S CONSTRUCTION LIEN LAW - Protect Yourself and Your Investment: According to Florida Law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

NOTICE OF RESPONSIBILITY TO CONTRACTOR AND AGENT: YOU ARE HEREBY NOTIFIED as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNERS CERTIFICATION: 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.

NOTICE TO OWNER: There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

(Digital signatures accepted, with proof of verification.)

****Property owners must sign here before any permit will be issued.**

Printed Owners Name

Owners Signature

CONTRACTORS AFFIDAVIT: By my signature, I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.

Contractors License Number

Printed Contractors Name

Contractors Signature

Notary Public's Signature (For the Contractor)
Notary Seal:

Affirmed and subscribed before me the Contractor by means of physical presence or online notarization , this ___ day of _____ 20___, who is personally known or produced ID _____.

Only Pg 2 Required for Online Submittals



HOW TO APPLY FOR A 911 ADDRESS



Applications must be submitted online using the link below.

www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx

Please be prepared to upload a site plan similar to the one below.

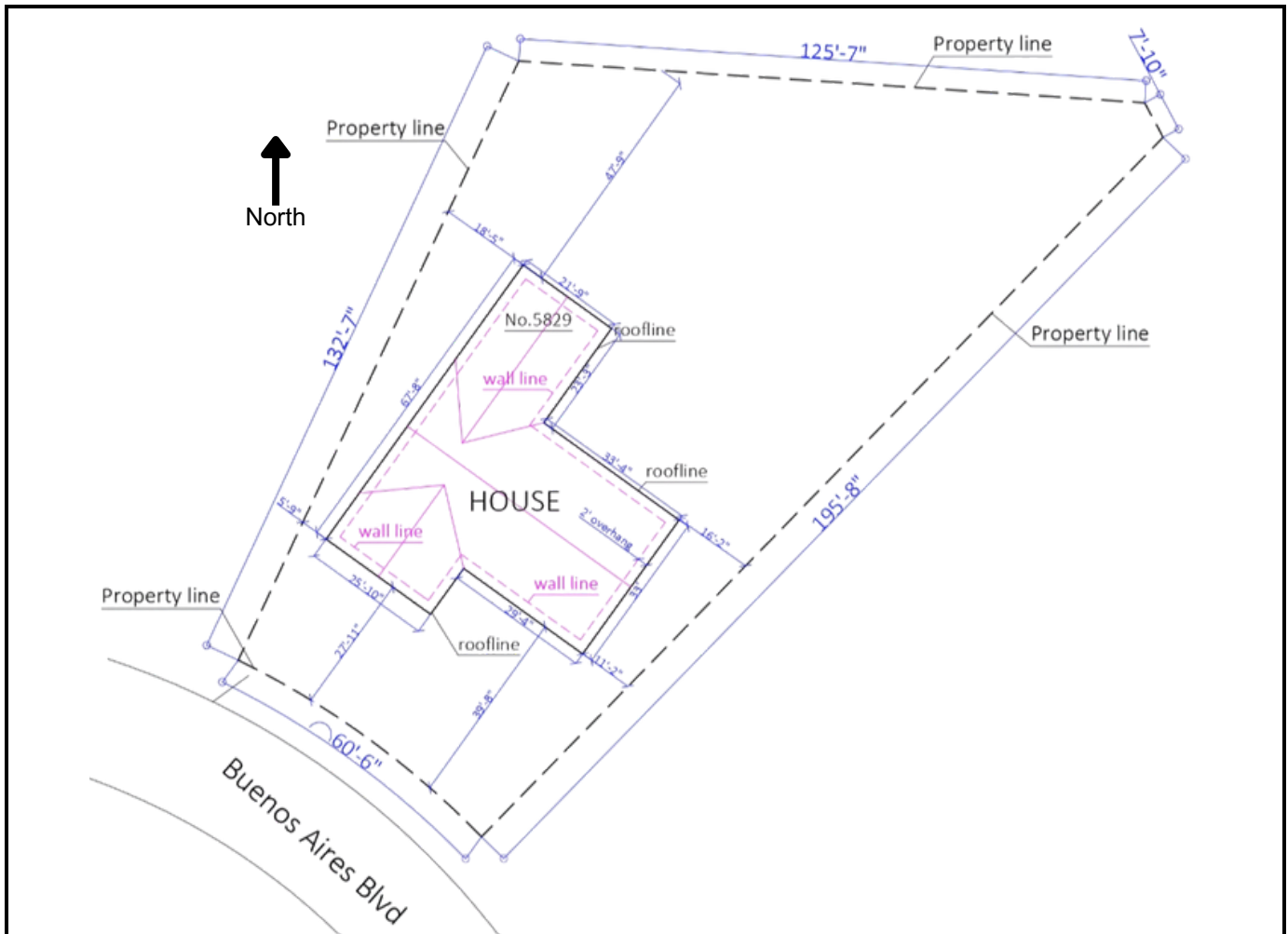
SITE PLAN CHECKLIST:

- ___ 1) Property Dimensions
- ___ 2) Footprint of proposed and existing structures (including decks, label these with existing addresses
- ___ 3) Distance from structures to all property lines
- ___ 4) Location and size of easements
- ___ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.
- ___ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- ___ 7) Show slopes and/or drainage paths
- ___ 8) Arrow showing North direction



Scan QR Code to make application

****If applying for a building permit, please use the same site plan for the 911 Address Application.**



Please note that it can take up to 14 business days for your application to be processed

Published 10/2025



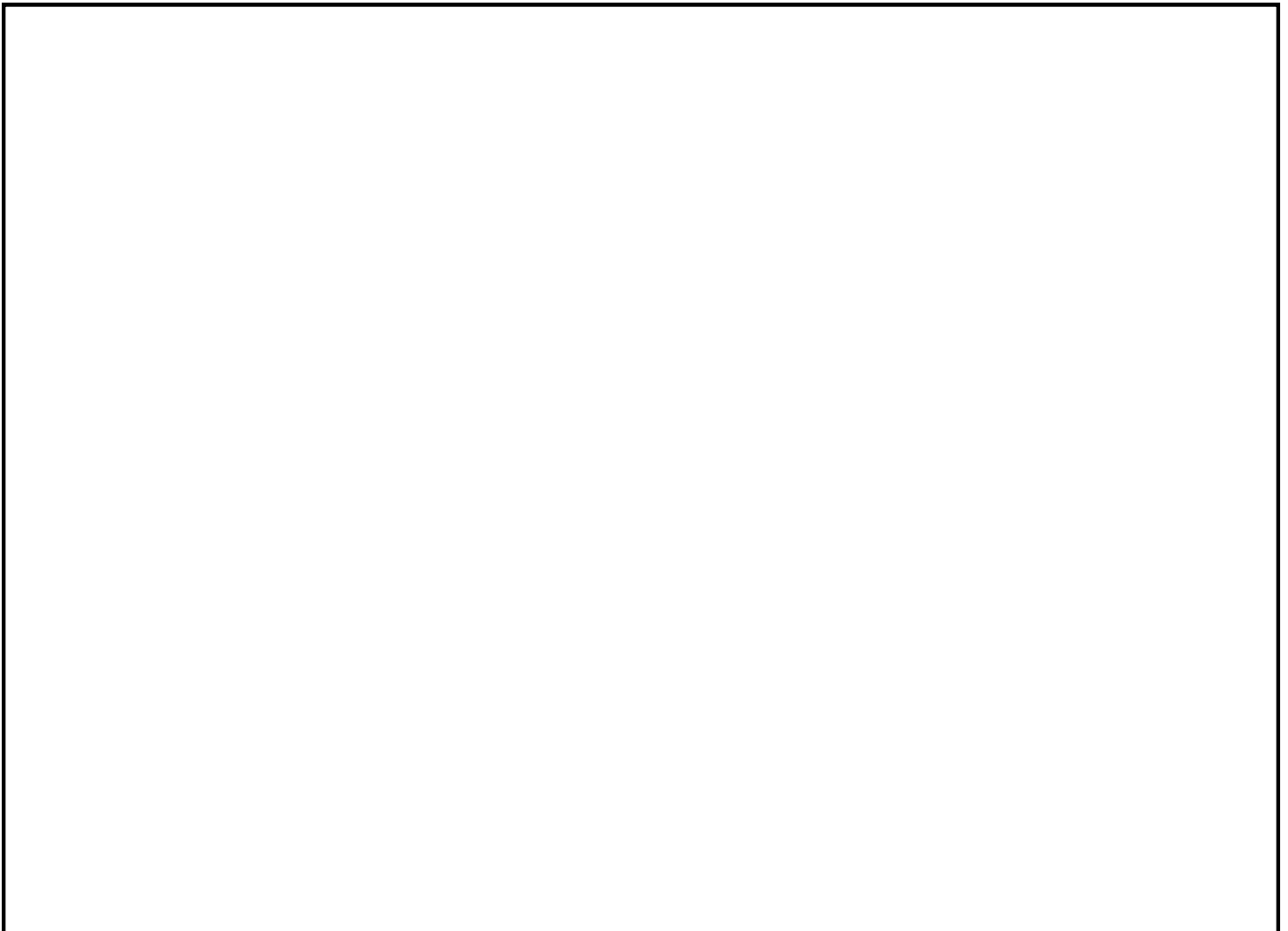
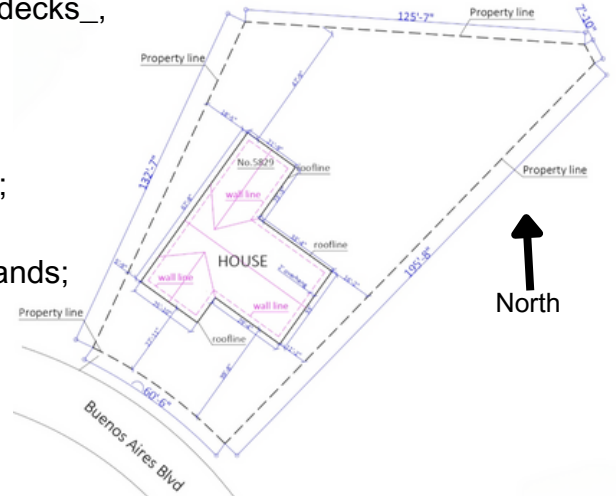
PROPOSED SITE PLAN



SITE PLAN CHECKLIST:

- ___ 1) Property Dimensions
- ___ 2) Footprint of proposed and existing structures (including decks, label these with existing addresses)
- ___ 3) Distance from structures to all property lines
- ___ 4) Location and size of easements
- ___ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.
- ___ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- ___ 7) Show slopes and/or drainage paths
- ___ 8) Arrow showing North direction

SITE PLAN EXAMPLE



COLUMBIA COUNTY BUILDING DEPARTMENT

RESIDENTIAL CHECKLIST

MINIMUM PLAN REQUIREMENTS:

FLORIDA BUILDING CODE RESIDENTIAL 2023 and NATIONAL ELECTRIC CODE 2020

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES RESIDENTIAL AND NATIONAL ELECTRICAL CODE. ALL PLANS OR DRAWINGS SHALL PROVIDE CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION FOR ONE-AND-TWO FAMILY DWELLINGS, FBC 1609.1 THRU 1609.6.

FOR DESIGN PURPOSES, THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609.3(1) THROUGH 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES.

APPLICANT - PLEASE CHECK ALL BOXES BEFORE SUBMITTAL

GENERAL REQUIREMENTS

Job Site Address:

YES	NO	N/A
-----	----	-----

Two (2) complete sets of plans containing the following:

1	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void							
2	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 30%;">Conditioned Space (Sq Ft.):</td> <td style="width: 30%;"></td> <td style="width: 30%;">Total (Sq Ft.) Under Roof:</td> <td style="width: 10%;"></td> </tr> </table>	Conditioned Space (Sq Ft.):		Total (Sq Ft.) Under Roof:				
Conditioned Space (Sq Ft.):		Total (Sq Ft.) Under Roof:						

Designers name and signature shall be on all documents and a licensed architect or engineer, signature and official embossed seal shall be affixed to the plans and documents as per the FLORIDA BUILDING CODES BUILDING 107.1.

SITE PLAN

3	Dimensions of lot or parcel of land			
4	Dimensions of all building setbacks			
5	Location of all other structures (include square footage of structures) on parcel, existing or proposed well and septic and all utility easements			
6	Provide a full legal description of property			

WIND-LOAD ENGINEERING SUMMARY, CALCULATIONS, AND ANY DETAILS REQUIRED

Plans or specifications must show compliance with FBCR Chapter 3

7	Basic wind speed (3-second gust), miles per hour			
8	Wind exposure-- if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated			
9	Wind importance factor and nature of occupancy			
10	The applicable internal pressure coefficient, Components and Cladding			
11	The design wind pressure in terms of psf (kN/m). to be used for the design of exterior component, cladding materials not specifically designed by the registered design professional			

ELEVATIONS DRAWING

12	All side views of the structure			
13	Roof Pitch			
14	Overhang dimensions and detail with attic ventilation			
15	Location, size and height above roof of chimneys			
16	Location and size of skylights with Florida Product Approval			
17	Number of stories			
18	Building height from the established grade to the roofs highest peak			
19	Dimensioned area plan showing rooms, attached garages, breeze ways, covered porches, deck, balconies			

FLOOR PLAN				
		YES	NO	N/A
20	Raised floor surfaces located more than 30 inches above the floor or grade			
21	All exterior and interior shear walls indicated			
22	Shear wall opening shown (Windows, Doors, and Garage doors)			
23	Show compliance with Section FBCR 310: Emergency escape and rescue opening shown in each bedroom (net clear opening shown) Show Compliance with Section FBCR 312.2.1 where the opening of an operable window is located 72 inches above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located. Glazing between the floor and 24 inches shall be fixed or have openings through which a 4-inch diameter sphere cannot pass.			
24	Safety glazing of glass where needed			
25	Fireplace types (gas appliance, vented or non-vented) or wood burning with Hearth (See Chapter 10 and Chapter 24 of FBCR)			
26	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, handrails			
27	Identify accessibility of bathroom			
All materials placed within opening or onto/into exterior walls, soffits, or roofs shall have Florida Product Approval Number and mfg. installation information submitted with the plans (See Florida Product Approval Form)				
FBCR403: FOUNDATION PLANS				
28	Location of all load-bearing wall footings indicated as standard, monolithic, dimensions, size and type of reinforcing.			
29	All posts and/or column footing including size and reinforcing			
30	Any special support required by soil analysis such as piling			
31	Assumed load-bearing value of soil _____ Pound Per Square Foot			
32	Location of horizontal and vertical steel, for foundation or walls (include # size and type) For structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required within the foundation to serve as a grounding electrode system. Per the National Electrical Code article 250.52.3			
FBCR506: CONCRETE SLAB ON GRADE				
33	Show Vapor retarder (6 mil. Polyethylene with joints overlaid 6 inches and sealed)			
34	Show control joints, synthetic fiber reinforcement or welded fire fabric reinforcement and supports			
FBCR318: PROTECTION AGAINST TERMITES				
35	Indicate on the foundation plan if soil treatment is used for subterranean termite prevention or submit other approved termite protection methods. Protection shall be provided by registered termiticides.			
FBCR606: MASONRY WALLS AND STEM WALLS (LOAD BEARING & SHEAR WALLS)				
36	Show all materials making up walls, wall height, block size, and mortar type			
37	Show all lintel sizes, type, spans, and tie-beams sizes and spacing of reinforcement			
Metal frame shear wall and roof systems shall be designed, signed, and sealed by Florida Professional Engineer or Architect				
FLOOR FRAMING SYSTEM: FIRST AND/OR SECOND STORY				
38	Floor truss package shall include layout and details, signed and sealed by Florida Registered Professional Engineer			
39	Show conventional floor joist type, size, span, spacing and attachment to load bearing walls, stem walls, and/or piers			
40	Girder type, size and spacing to load bearing walls, stem wall and/or piers			
41	Attachment of joist to girder			
42	Wind load requirements where applicable			
43	Show required under-floor crawl space			

FLOOR FRAMING SYSTEM: FIRST AND/OR SECOND STORY (CONT'D)				
		YES	NO	N/A
44	Show required amount of ventilation opening for under-floor spaces			
45	Show required covering of ventilation opening			
46	Show the required access opening to access to under-floor spaces			
47	Show the sub-floor structural panel sheathing type, thickness and fastener schedule on the edges & intermediate of the areas structural panel sheathing.			
48	Show Draftstopping, Fire caulking and Fire blocking			
49	Show fireproofing requirements for garages attached to living spaces, per FBCR section 302.6			
50	Provide live and dead load rating of floor framind systems (psf.)			
FBCR CHAPTER 6 WOOD WALL FRAMING CONSTRUCTION				
51	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls			
52	Fastener schedule for structural members per table FBC 2304.10.1 are to be shown			
53	Show wood structural panel's sheathing attachment to studs, joist, trusses, rafters and structural members, showing fastener schedule attachment on the edges & intermediate of the areas structural panel sheathing			
54	Show all required connectors with a max uplift rating and required number of connectors and oc spacing for continuous connection of structural walls to foundation and roof trusses or rafter systems.			
55	Show sizes, type, span lengths and required number of support jack studs, king studs for shear wall opening and girder or header per FBC 2304.3			
56	Indicate where pressure treated wood will be placed			
57	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas			
58	A detail showing gable truss bracing, wall balloon framing details and/or wall hinge bracing detail			
FBC ROOF SYSTEMS				
59	Truss design drawing shall meet section FBC 2303.1 Wood Trusses			
60	Include a layout and truss details, signed and sealed by Florida Professional Engineer			
61	Show types of connector's assemblies' and resistance uplift rating for all trusses and rafters			
62	Show gable ends with rake beams showing reinforcement or gable truss and wall bracing details			
63	Provide dead load rating of trusses			
FBC 2304.4: CONVENTIONAL ROOF FRAMING LAYOUT				
64	Rafter and ridge beams sizes, span, species and spacing			
65	Connectors to wall assemblies include assemblies resistance to uplift rating			
66	Valley framing and support details			
67	Attachment of joist to girder			
FBC 2304.8: ROOF SHEATHING				
68	Include all materials which will make up the roof decking			
69	Show fastener size and schedule for structural panel sheathing on the edges & intermediate areas			
ROOF ASSEMBLIES FRC CHAPTER 9				
70	Include all materials which will make up the roof assemblies covering			

ROOF ASSEMBLIES FRC CHAPTER 9 (CONT'D)

		YES	NO	N/A
71	Submit Florida Product Approval numbers for each component of the roof assemblies covering			

FBC ENERGY CHAPTER 4

Residential construction shall comply with this code by using the following compliance methods in the FBC Chapter 4, Residential buildings compliance methods. **Two of the required forms are to be submitted, N1100.1.1.1** As an alternative to the computerized Compliance Method A, the Alternate Residential Point System Method hand calculation, Alternate Form 600A may be used. All requirements specific to this calculation are located in Sub appendix C to Appendix G. Buildings complying by this alternative shall meet all mandatory requirements of this chapter. Computerized versions of the Alternate Residential Point System Method shall not be acceptable for code compliance.

72	Show the insulation R value for the following areas of the structure			
73	Attic space			
74	Exterior wall cavity			
75	Crawl space			

HVAC INFORMATION

76	Submit two copies of a Manual J sizing equipment or equivalent computation study			
77	Exhaust fans shown in bathrooms Mechanical exhaust capacity of 50 cfm intermittent or 20 cfm continuous required			
78	Show clothes dryer route and total run of exhaust duct			

PLUMBING FIXTURE LAYOUT

79	All fixtures waste water lines shall be shown on the foundation plan			
80	Show the location of the hot water heater			

PRIVATE POTABLE WATER

81	Pump motor horse power			
82	Reservoir pressure tank gallon capacity			
83	Rating of cycle stop valve if used			

ELECTRICAL LAYOUT

84	Show switches, receptacle outlets, lighting fixtures and ceiling fans			
85	Show all 120-volt, single phase, 15- and 20-ampere branch circuits outlets required to be protected by Ground-Fault Circuit Interrupter (GFCI) Article 210.8 A			
86	Show the location of smoke detectors & carbon monoxide detectors			
87	Show service panel, sub-panel, location(s) and total ampere ratings			
88	On the electrical plans, identify the electrical service overcurrent protection device for the main electrical service. This device shall be installed on the exterior of structures to serve as a disconnecting means for the utility company electrical service. Conductors used from the exterior disconnecting means to a panel or sub panel shall have four wire conductors, of which one conductor shall be used as an equipment ground. Indicate if the utility company service entrance cable will be of the overhead or underground type. For structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as a Grounding electrode system. Per the National Electrical Code article 250.52.3			
89	Appliances and HVAC equipment and disconnects			
90	Show all 120-volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas shall be protected by a listed Combination are-fault circuit interrupter , Protection device.			

NOTICE OF COMMENCEMENT: A notice of commencement for RECORDED in the Columbia County Clerks Office is required to be filed with the Building Department BEFORE ANY INSPECTIONS will be granted.

****Items 93, 94, & 96 are required AFTER approval from the ZONING DEPARTMENT**

		YES	NO	N/A
91	Building Permit Application- A current Building Permit Application is to be completed by following the checklist. All supporting documents must be submitted.			
92	Parcel Number- The parcel number (Tax ID number) from the Property Appraisers Office is required. Call 386.758.1083 A copy of the deed is also required. Visit https://search.ccpafl.com/ to obtain a copy.			
93	Environmental Health Permit- A copy of the approved and signed site plan permit from Columbia County Environmental Health Department. Call 386.758.1058			
94	City of Lake City- A City Water and/or Sewer Letter. Call 386.752.2031			
95	Toilet facilities shall be provided for all construction sites			
96	Town of Fort White- If the parcel is within the Corporate city limits of Town of Fort White, an approval land use development letter issued by the Town of Fort White is required to be submitted with the application for a building permit. Call 386.497.2321			
97	Flood Information- All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting an application to this office. Any project located within a flood zone where the base flood elevation (100-year flood) has been established shall meet the requirements of Section 8.5.2 of the Columbia County Land Development Regulations. Any project located within a flood zone where the base flood elevation has not been established (Zone A) shall meet the requirements of Section 8.5.3 of the Columbia County Land Development Regulation (municode.com)			
98	Certified Finished Floor Elevations will be required on any project where the approved FIRM Flood Maps show the property is in an AE, Floodway, or AH flood zone. Additionally, One Foot Rise letters are required for AE and AH zones. In the Floodway Flood zones a Zero Rise letter is required.			
99	A Flood Development Permit is also required for AE, Floodway, & AH. Development cost is \$50.00 per			
100	Right-of-Way Connection- A Right-of-Way application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. If the project is to be located on an F.D.O.T. maintained road, then an F.D.O.T. access permit is required.			
101	911 Address- An application for a 911 address must be applied for and received through the GIS department online. Please visit https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx			

Ordinance Sec. 90-75 – Construction Debris

It is unlawful to dispose of solid waste, including construction or demolition debris, except at authorized disposal sites or the county's waste facilities. Temporary storage of construction or demolition debris on-site for up to seven days is allowed, pending lawful disposal. However, debris must be removed before a certificate of occupancy is issued. The burning of construction debris or vegetative trash is allowed if done in compliance with legal permits and regulations. Disposal of solid waste, special waste, or debris in public streets, right-of-ways, or other public areas is prohibited, and no burial of vegetative trash is allowed on public property under 10 acres.

Owner-Builder Disclosure Statement

If you, as the applicant, will be acting as your own contractor or owner/builder under Section 489.103(7) of the Florida Statutes, you must submit a notarized Owner-Builder Disclosure Statement.

The required form can be printed from the Columbia County Building and Zoning page under "Documents."

Website: <http://www.columbiacountyfla.com/BuildingandZoning.asp>

Section 105 of the Florida Building Code defines the:

Section 105.3.2 - Time limitation of application

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: An application for a permit shall be abandoned 180 days after its filing unless the application is pursued in good faith or a permit has been issued. The building official may grant extensions of up to 90 days each, upon written request with justifiable cause.

Section 105.3.4 - Single-Family Residential Dwelling Permit Issuance

A building permit for a single-family residential dwelling must be issued within 30 working days of application, unless unusual circumstances require additional processing time or the application does not comply with the Florida Building Code or relevant local laws and ordinances.

Section 105.4.1 - Permit Intent

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: A permit issued is not an authorization to violate, alter, or bypass any provisions of the technical codes. It does not prevent the building official from requiring corrections to plans, construction, or code violations. A permit becomes invalid unless work is commenced within six months after issuance, or if work is suspended or abandoned for six months after commencement.

Section 105.4.1.1 - Permit Revocation and Reissuance

If work has commenced and the permit is revoked, becomes null and void, or expires due to lack of progress or abandonment, a new permit must be obtained before proceeding.

Section 105.4.1.2 - Permit Expiration

If a new permit is not obtained within 180 days after the original permit becomes null and void, the building official may require the removal of any work commenced or completed. Alternatively, a new permit may be issued if the existing work complies with applicable regulations at the time of permit expiration and those effective between expiration and reissuance.

Section 105.4.1.3 - Active Progress

Work is considered active when an approved inspection occurs within 180 days. This requirement does not apply if work is halted due to civil commotion, strike, judicial injunction, or similar processes.

Section 105.4.1.4 - Renewal/Extension Fees

The fee for permit renewal, reissuance, or extension shall be set by the administrative authority.

Building Permit Notification

Once your application is approved, you will receive an email from the Columbia County Building & Zoning Department informing you that your building permit is ready to be issued upon payment.

Subcontractor Verification Form

APPLICATION/PERMIT # _____ JOB NAME _____

THIS FORM MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED

Columbia County issues combination permits. One permit will cover all trades doing work at the permitted site. It is **REQUIRED** that we have records of the subcontractors who actually did the trade specific work under the General Contractor's permit.

NOTE: It shall be the responsibility of the general contractor to make sure that all of the subcontractors are licensed with the Columbia County Building Department.

NOTE: If this should change prior to completion of the project, it is your responsibility to have a corrected form submitted to our office, before that work has begun.

Violations will result in stop work orders and/or fines.

ELECTRICAL

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

MECHANICAL / A/C

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

PLUMBING / GAS

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

ROOFING

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

**FIRE SYSTEM /
SPRINKLER**

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

SOLAR

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

STATE SPECIALTY

Printed Name: _____ Signature: _____
Company Name: _____ Owner
License #: _____ Phone #: _____

NOTICE TO APPLICANT/OWNER REGARDING FLOODING

Please read carefully before you begin your construction project!

WARNING: The degree of flood protection required by County's floodplain ordinance and the Florida Building Code are considered as minimum regulatory purposes only. The floodplain ordinance and Florida Building Code are based on scientific and engineering considerations, but do not include actual, observed events of flooding that may have occurred at your property. You should also keep in mind that larger floods have, can, and will occur from time to time. Flood heights may be increased by man-made or natural causes. Approval of your permit under the floodplain ordinance does not imply that the permitted structure will be free from flooding or flood damage. The Special Flood Hazard Areas and Base Flood elevations are contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps. The County adopts these maps for purposes of compliance with the National Flood Insurance Program, but makes no representations or assurances of their accuracy or reliability. The County does not maintain, track, or provide flood history data for any particular parcel of land.

THERE IS NO GUARANTY OF VESTED USE, EXISTING USE, OR FUTURE USE CREATED BY YOUR COMPLIANCE WITH THE FLOODPLAIN ORDINANCE. YOU ARE RESPONSIBLE FOR ASSESSING YOUR OWN PARTICULAR FLOOD RISK AND YOU ARE ENCOURAGED TO SPEAK WITH NEIGHBORING OWNERS AND THE PREVIOUS OWNERS OF YOUR LAND TO OBTAIN FIRST-HAND KNOWLEDGE OF YOUR PROPERTY'S SPECIFIC FLOOD HISTORY.

DISCLAIMER OF LIABILITY. The County floodplain ordinance does not create liability on the part of Board of County Commissioners of Columbia County or any officer or employee thereof for any flood damage that results from reliance on the ordinance, or any administrative decision lawfully made thereunder. Again, it is your responsibility to assess your property's flood risk and build accordingly.

For more information, see the Columbia County Code of Ordinances, Land Development Regulations, Article 8, at: https://library.municode.com/fl/columbia_county. Additional information can also be found on the County Building Department's web page: <https://www.columbiacountyfla.com/BuildingandZoning.asp>.

ACKNOWLEDGEMENT

I have read and understand the foregoing **NOTICE TO APPLICANT/OWNER REGARDING FLOOD ZONES**. I understand it is my responsibility to determine my property's flood risk, and that the County has made me no assurances that my property can not or will not flood.

OWNER SIGNATURE: _____

PRINT NAME: _____

PARCEL # OR ADDRESS: _____

Product Approval Code Specifications

As required by Florida Statute 553.842 and Florida Administrative Code 8B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org ***Paper form not required if online submittal for roofs ONLY**

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional/Roll Up			
D. Other			
2. Windows			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
3. Panel Walls			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Non-Struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Other			
5. Struct Componenets			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Others			
6. New Exterior			
A. Envelope Products			

ROOFING UNDERLAYMENT AFFIDAVIT

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

REQUIRED FOR WALK-IN OR PAPER SUBMITTALS

www.columbiacountyfla.com

Job Address: _____

I (Print Name) _____, as a Florida license Roofing Contractor or an Owner Builder, I understand to comply with the 2023 Florida Building Code 8th Edition underlayment requirements, I must select an option for sealing the roof deck.

The options are summarized below...

A self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 applied over the entire roof.

A minimum 4-inch-wide strip of self-adhering polymer-modified bitumen complying with ASTM D1970 or a minimum 3 3/4 - wide strip of self-adhering flexible flashing tape complying with AAMA 711, applied over all joints in the roof decking. A felt underlayment complying with ASTM D226 Type II, ASTM D4869 Type III or IV, or ASTM D6757, or a synthetic underlayment meeting the performance requirements specified, is required to be applied over the strips/tape over the entire roof.

Two layers of felt underlayment comply with ASTM 0226 Type II or ASTM D4869 Type III or IV, or two layers of a synthetic underlayment meeting the performance requirements specified, lapped and fastened as specified.

Other (explain) _____

Contractor/Owners Signature _____

FINAL INSPECTION & CERTIFICATE OF COMPLETION: This completed form and photographs must be uploaded to your permit via online at the Application Submission login (link) [Welcome to Columbia County Online \(columbiacountyfla.com\)](http://Welcome to Columbia County Online (columbiacountyfla.com)).

If for a roofing permit, clearly visible in the Photographs must be the permit number or address and must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing. (Not required for additions or New Residential)

Published 10/2025



Envelope Leakage Test Report

(Blower Door Test)



Residential Prescriptive, Performance or ERI Method Compliance
2023 Florida Building Code, Energy Conservation, 8th Edition

Jurisdiction:	Permit #:
---------------	-----------

Job Information

Builder:	Community:	Lot #:
Address:		Unit:
City:	State:	Zip:

Air Leakage Test Results *Passing results must meet either the Performance, Prescriptive, or ERI Method*

PRESCRIPTIVE METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 7 air changes per hour at a pressure of 0.2-inch w.g. (50 Pascals) in Climate Zones 1 and 2

PERFORMANCE or ERTI METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding the selected ACH(50) value, as shown on FORM R405-2023 (Performance) or R406-2023 (ERI), section labeled as Infiltration, sub-section ACH.
ACH(50) specified on Form R405-2023-Energy Calc (Performance) or R406-2023 (ERI): _____

<p>_____ X 60 ÷ _____ = _____</p> <p><input type="checkbox"/> PASS <input type="checkbox"/> FAIL</p> <p><small>**When ACH(50) is less than 3, Mechanical Ventilation Installation must be verified by building department.</small></p>	<p>Method for calculating building volume</p> <p><input type="checkbox"/> Retrieved from architectural plans</p> <p><input type="checkbox"/> Code software calculated</p> <p><input type="checkbox"/> Field measured and calculated</p>
---	--

R402.4.1.2 Testing. The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding seven air changes per hour in Climate Zones 1 and 2, and three air changes per hour in Climate Zones 3 through 8. Dwelling units with an air leakage rate less than three air changes per hour shall be provided with whole-house mechanical ventilation in accordance with Section R403.6.1 of this code and Section M1507.3 of the *Florida Building Code, Residential*. Testing shall be conducted in accordance with ANSI/RESNET/ICC 380 and reported at a pressure of 0.2 inch w.g. (50 pascals). Testing shall be conducted by either individual as defined in Section 553.993(5) or (7), *Florida Statutes*, or individuals licensed as set forth in Section 489.105(3)(f), (g) or (i) or an *approved* third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the code *official*. Testing shall be performed at any time after creation of all penetrations of the *building thermal envelope*.

Exception: Testing is not required for additions, alterations, renovations or repairs of the building thermal envelope of existing buildings in which new construction is less than 85 percent of the building thermal envelope.

- During Testing:**
1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed beyond the intended weatherstripping or other infiltration control measures.
 2. Dampers including exhaust, intake, makeup air, backdraft and flue dampers shall be closed, but not sealed beyond intended infiltration control measures.
 3. Interior doors, if installed at the time of the test, shall be open.
 4. Exterior doors for continuous ventilation systems and heat recovery ventilators shall be closed and sealed.
 5. Heating and cooling systems, if installed at the time of the test, shall be turned off.
 6. Supply and return registers, if installed at the time of the test, shall be fully open.
 7. If an attic is both air sealed and insulated at the roof deck, interior access doors and hatches between the conditioned space volume and the attic shall be opened during the test and the volume of the attic shall be added to the conditioned space volume for purposes of reporting an infiltration volume and calculating the air leakage of the home.

Testing Company

Company Name:	Phone #:
I hereby verify that the above Air Leakage results are in accordance with the 2023 Florida Building Code Energy Conservation (8 th Edition) requirements according to the compliance method selected above.	Date of Test:
Signature of Tester:	License/Cert #:
Printed Name of Tester:	Issuing Authority:



Duct Leakage Test Report



Residential Prescriptive, Performance or ERI Method Compliance
2023 Florida Building Code, Energy Conservation, 8th Edition

Jurisdiction:	Permit #:
---------------	-----------

Job Information

Builder:	Lot:
----------	------

Address:	Unit:
----------	-------

City:	State:	Zip:
-------	--------	------

Duck Leakage Test Results	<input type="checkbox"/> Prescriptive Method	<input type="checkbox"/> Performance/ERI Method
----------------------------------	---	--

System 1	_____ cfm25	<input type="checkbox"/> Prescriptive Method cfm25 (Total) <small>To qualify as "substantially leak free" Q_n must be less than or equal to 0.04 if air handler unit is installed. If air handler unit is not installed, Q_n Total must be less than or equal to 0.03. This testing method meets the requirements in accordance with Section R403.3.3</small> <i>Is the air handler unit installed during testing?</i> <input type="checkbox"/> YES (= .04 Q_n) <input type="checkbox"/> NO (= .03 Q_n)
System 2	_____ cfm25	
System 3	_____ cfm25	<input type="checkbox"/> Performance Method cfm25 (Out or Total) <small>To qualify as "substantially leak free" Q_n must not be greater than the proposed duct leakage Q_n specified on form R405-2023 OR R406-2023.</small> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;"> <input type="checkbox"/> <i>Leakage Type selected on Form R405-2023 (Energy Calc) or R406-2023</i> _____ </div> <div style="text-align: center;"> <input type="checkbox"/> <i>Q_n specified on Form R405-2023 (Energy Calc) or R406-2023</i> _____ </div> </div>
Sum of any additional systems	_____ cfm25	
Total of all systems	_____ cfm25	
_____ + _____ = _____ Q_n <input type="checkbox"/> PASS <input type="checkbox"/> FAIL		

Duct tightness shall be verified by testing in accordance with ANSI/RESNET/ICC380 by either individuals as defined in Section 553.993(5) or (7), *Florida Statutes*, or individuals licensed as set forth in Section 489.105(3)(f), (g) or (i), *Florida Statutes*.

Testing Company

Company Name: _____ Phone: _____

I hereby verify that the above duct leakage testing results are in accordance with the Florida Building Code requirements with the selected compliance path as stated above, either the Prescriptive Method or Performance Method.

Signature of Tester: _____ Date of Test: _____

Printed Name of Tester: _____

License/Certification #: _____ Issuing Authority: _____

Recording Stamp



TAX ID/PARCEL #:

NOTICE OF COMMENCEMENT

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 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 improvements**
 a. Name and Address: _____
 b. Name and Address of fee simple titleholder (if other than owner): _____
 c. Interest in property: _____
4. **Contractor Information**
 a. Name and Address: _____
 b. Telephone #: _____
5. **Surety Information (if applicable, a copy of the payment bond is attached)**
 a. Name and Address: _____
 b. Amount of Bond: _____
 c. Telephone #: _____
6. **Lender**
 a. Name and Address: _____
 b. Telephone #: _____
7. **Person 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 #: _____
8. **In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes**
 a. Name: _____
 b. Telephone #: _____
9. **Expiration date of Notice of Commencement (the expiration date will be 1 year from the date of recording unless a different date is specified):** _____

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 SITE OF THE IMPROVEMENT 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.

**STATE OF FLORIDA
COLUMBIA COUNTY**

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of physical presence or sworn to (or affirmed) by online notarization _____ day of _____, _____, by _____
DATE MONTH YEAR NAME OF PERSON
 as _____ for _____
TYPE OF AUTHORITY - OFFICER, TRUSTEE, ATTORNEY IN FACT NAME OF PART ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

Personally Known _____ OR Produced Identification _____ Type of ID Produced _____

SEAL/STAMP:

SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

OWNER BUILDER DISCLOSURE STATEMENT

(Initial each section and sign)

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

Florida Statutes Chapter 489.103:

www.columbiacountyfla.com

_____ 1. 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.

_____ 2. 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.

_____ 3. 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 permits and contracts.

_____ 4. 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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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 improved it for sale or lease, which violates the exemption.

_____ 5. I understand that, as the owner-builder, I must provide **direct, onsite supervision** of the construction.

_____ 6. I understand that I **may not hire an unlicensed 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** and by county or municipal ordinance.

_____ 7. I understand that it is a frequent practice 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 on 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.

_____ 8. 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. 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. I understand that my **failure to follow these laws may subject me to serious financial risk**.

_____ 9. I agree that, as the party legally and financially responsible for this proceed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employees. I also understand that the construction **must comply with all applicable laws, ordinances, building codes, and zoning regulations**.

_____ 10. 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 <http://www.myfloridalicense.com/> for more information about licensed contractors.

_____ 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that **I am the party legally and financially responsible** for the proposed construction activity at the following address:

(Address of jobsite property)

_____ 12. I agree to **notify Columbia County Building Department** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. **Licensed contractors are regulated** by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be **unable to assist you with any financial loss** that you sustain as a result of 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.

Florida Statutes Chapter 489.103:

_____ 13. State law requires electrical contracting to be done by **licensed electrical contractors**. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It **may not be built for sale or lease**, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You **may not hire an unlicensed person** as your electrical contractor. Your construction shall be done according to **building codes and zoning regulations**. It is your responsibility to make sure that people employes by you have **licenses required by state law** and by county or municipal licensing ordinances.

_____ 14. An owner of property completing the requirements of a building permit, where the contractor listed on the permit **substantially completed the project** as determined by the local permitting agency, for a one-family or two-family residence, townhome, accessory structure of a one-family or two-family residence or townhome or individual residential condominium unit or cooperative unit. Prior to the owner qualifying for the exemption, the owner must receive approval from the local permitting agency, and the local permitting agency must determine that the contractor substantially completed the project. An owner who qualifies for the exemption under this paragraph is **not required to occupy** the dwelling or unit for at least 1 year after the completion of the project.

Before a building permit shall be issued, this notarized disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit.

TYPE OF CONSTRUCTION

___ *Single Family Dwelling* ___ *Two-Family Residence/Duplex*

___ *Addition / Alteration / Modification* ___ *Electrical*

___ *Contractor substantially complete project of a* _____

___ *Commercial -*

Cost of Construction _____ *for construction of* _____

I _____, have been advised of the above disclosure statement for exemption from contractor licensing as an owner/builder. I agree to comply with all requirements provided for in Florida Statutes allowing this exception for the construction permitted by Columbia County Building Department.

Owner's Signature: _____ Date: _____

NOTARY OF OWNER BUILDER SIGNATURE

STATE OF _____

COUNTY _____

The foregoing instrument acknowledged before me by means of () physical presence or () online notarization, this ____ day _____ of 20____, by _____, who is () personally known to me or () has provided the following identification: _____

(Seal)

Notary Public Signature

Notary Printed Name