

Yankeetown

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



RENOVATIONS PERMIT PACKET

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.

- Complete permit application, notarized by all applicable parties.

- Copy of signed contract, if applicable.

- Owner-Building Affidavit, unless contractor is performing work.

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

- Three copies of the site plan, drawn to scale.

- Three complete sets of signed and sealed construction drawings and supporting documentation

 - Foundation sheet, floor plan and cross section.

 - Truss/rafter uplift load summary sheet and truss layout.

 - Energy Form 600A, B or C.

 - Load calculations for HVAC (manual J and N required on new)

 - HVAC duct layout.

 - Product approval sheets

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

- Disclaimer of liability due to flooding and/or unimproved roads.

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

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



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 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)

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:

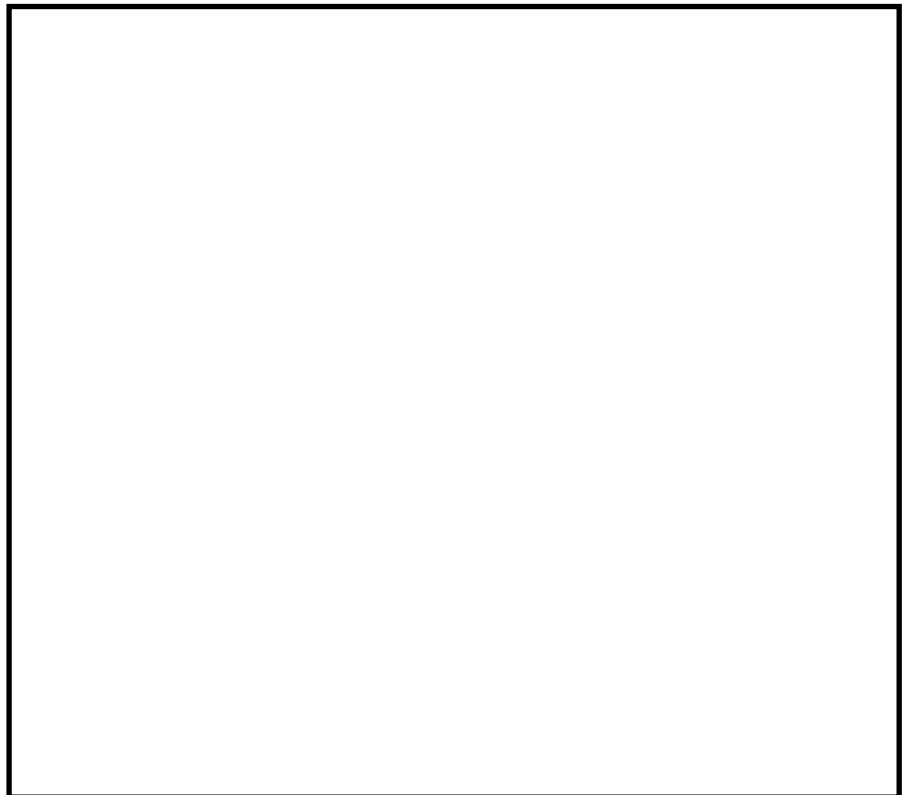
Front: none
Sides: none
Rear: none

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

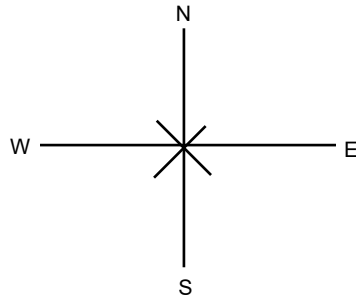
Date

Yankeetown

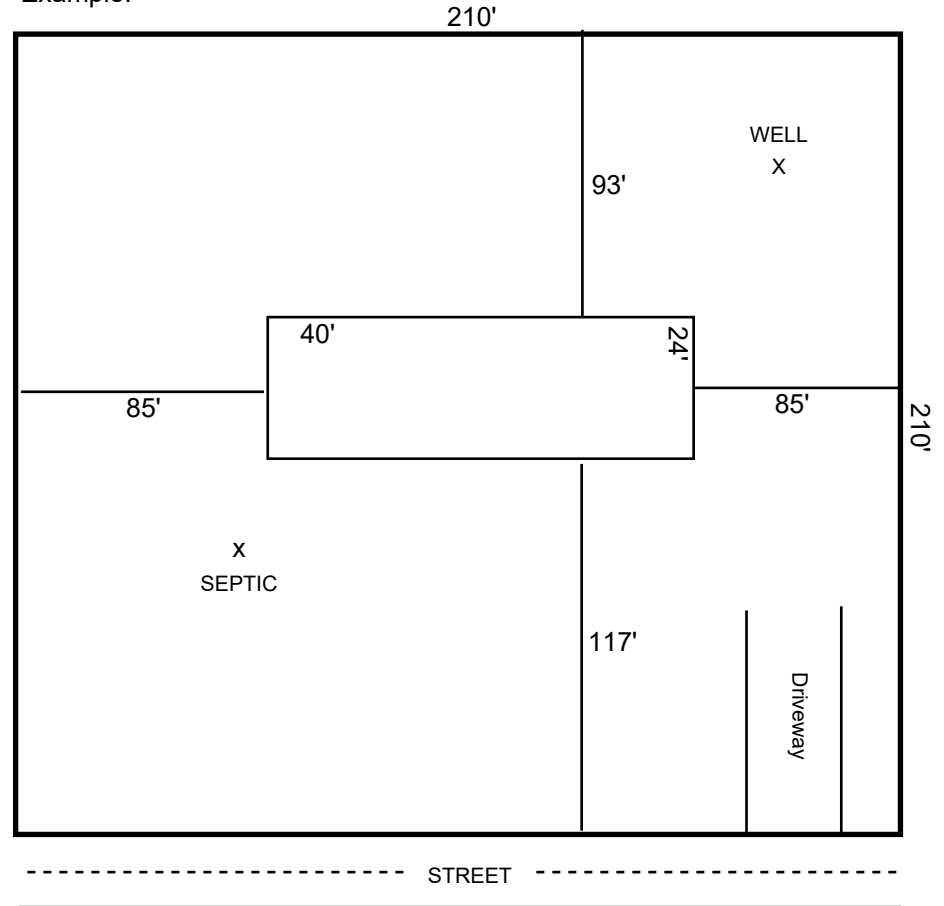
SITE PLAN

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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HOMEOWNER AFFIDAVIT

Parcel ID #: _____
Property Owners Name: _____
Property Owners Address: _____

The undersigned, being first duly sworn by me an officer authorized to take oaths and make acknowledgments in the State of Florida as follows:

Notice to Property Owner: Prior to filling out a Notice of Commencement, it is important to consult an attorney or any lending institution that you may have applied for a mortgage or construction loan to finance the improvements to your property.

The Notice of Commencement should not be filed before the mortgage or construction loan is closed.

"FAILURE TO COMPLY WITH THE MECHANICS' LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS". NOTICE OF COMMENCEMENT MUST BE FILED WITH THE CLERK OF THE COURT, AND A COPY MUST BE PROVIDED TO THE YANKEETOWN PRIOR TO THE FIRST INSPECTION.

Property Owners Signature

Date

STATE OF FLORIDA, COUNTY OF _____
Sworn to and subscribed before me by means of physical presence or online notarization, this
_____ day of _____, 20_____

by _____.

Personally Known _____ OR

Produced Identification _____

Type of Identification Produced: _____

Signature of Notary Public - State of Florida

Print, Type or Stamp Commissioned Name of Notary Public

OWNER/BUILDER DISCLOSURE STATEMENT

F.S. Chapter 489, CONTRACTING; PART 1 CONSTRUCTION CONTRACTING (SS 489.103): State law requires construction to be done by licensed 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 contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a commercial building at a cost of \$75,000 or less. The building must be for your own use or occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within one 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 contractor. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. **Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide worker's compensation for that employee, all as prescribed by law.** Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Section 6. Subsection (1) of Section 455.228 Florida Statutes - F.S. 455.228 Unlicensed practice of a profession; cease and desist notice; civil penalty; enforcement.-----

(1) When the department has probable cause to believe that any person not licensed by the department or the appropriate regulatory board within the department or the appropriate regulatory board within the department has violated any provision of this chapter or any statute that relates to the practice of a profession regulated by the department, or any rule adopted pursuant thereto, the department may issue and deliver to such person a *notice to cease and desist* from such violation. In addition, the department may issue and deliver a notice to cease and desist to any person who aids and abets the unlicensed practice of a profession by employing such unlicensed person. For the purpose of enforcing a cease and desist order, the department may file a proceeding in the name of the state seeking *issuance of an injunction or a writ of mandamus* against any person who violates any provisions of such order. In addition to the foregoing remedies, the department may impose an administrative penalty not to exceed **\$5,000.00 per incident**, pursuant to F.S. 120.58, it shall be entitled to collect its attorney's fees and costs, together with any cost of collection.

FLORIDA BUILDING CODE 2023, BUILDING 105.3.6 ASBESTOS REMOVAL: State law requires asbestos abatement to be done by licensed 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 asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within one year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. **Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide worker's compensation for that employee, all as prescribed by law.**

ANY PERSON WHO AIDS AND ABETS UNLICENSED CONTRACTORS OR SUBCONTRACTORS WILL FACE IMPOSED PENALTIES AS PROVIDED BY LAW.

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. **OWNER INITIAL _____**

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. **OWNER INITIAL _____**

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. **OWNER INITIAL _____**

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. 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. **OWNER INITIAL _____**

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

[RETURN TO TOC](#)

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.

OWNER INITIAL _____

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 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.

OWNER INITIAL _____

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.

OWNER INITIAL _____

9. 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.

OWNER INITIAL _____

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 WWW.DBPR.COM for more information about licensed contractors.

OWNER INITIAL _____

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 : _____.

OWNER INITIAL _____

12. 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.

OWNER INITIAL _____

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 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.

This _____ Day of _____ the Year _____, I, the undersigned, have read the preceding and understand the responsibility of acting as my own contractor, and having been noticed of the above Florida Statutes, will abide by the laws governing the municipality having jurisdiction and the State of Florida.

I further state that I have the knowledge and ability to do the work proposed, and I assume full responsibility for familiarizing myself with all the municipality having jurisdiction codes and building regulations. In the event a building inspector requires corrections to be made, I will make such corrections and call for a re-inspection before proceeding. I understand the Building Department is not responsible for instructing me on what to do. I understand I may subject myself to code enforcement action by not requesting and obtaining, Final Inspection Approval prior to engaging in the use of the proposed development.

STATE OF FLORIDA, COUNTY OF _____

SIGNATURE OF OWNER/BUILDER AND DATE

I HEREBY CERTIFY that on this day, the forgoing instrument was sworn to (or affirmed), by means of physical presence or online notarization, on this _____ day of _____, _____, who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

NOTARY PUBLIC



Product Approval Statewide

The implementation date for the Florida Product Approval System was October 1, 2003. Rule 9B-72 of the Florida Building Commission establishes a higher standard of practice for product evaluations, as well as uniformity and consistency of enforcement statewide.

The Rule covers the following eight categories of products: (Items in parentheses are examples of sub-categories of products specific functionality, but are not limited to these examples)

1. **Exterior Doors** (rollup, sectional, sliding, swinging, automatic or other)
2. **Windows** (awning, casement, dual action, double hung, single hung, fixed, horizontal slider, projected, pass through, mullions, wind breaker or other)
3. **Panel Walls** (siding, soffits, exterior insulation finish system (EIFS), storefronts, curtain walls, wall louver, glass block, membrane, greenhouse, or other)
4. **Roofing Products** (built up roofing, modified bitumen roof system, single ply roof systems, spray applied polyurethane roof system, roofing fasteners, roofing insulation, asphalt shingles, wood shingles and shakes, roofing slate, roof tile adhesives, cement-adhesives-coatings, liquid applied roof systems, underlayments, non-structural metal roofing, roofing tiles, waterproofing or other)
5. **Shutters** (accordion, bahama, storm panels, colonial, roll-up, equipments or other)
6. **Skylights** (skylight or other)
7. **Structural Components** (truss plates, wood connectors, anchors, coolers-freezers, sheds, concrete admixtures, insulation forms, engineered lumber, material, plastics, wall, deck-roof, railing or other)
8. **Products Comprising a Building's Envelope Introduced as a Result of New Technology**(as applicable)

The product approval system includes a statewide website for submittal of applications and payment of fees for statewide product approvals. In addition, a database is available to search a list of approved entities and products approved for state wide use. For more information on statewide product approval and the Florida Building Code, visit www.floridabuilding.org or call the Florida Department of Community Affairs at (850) 487-1824 or (877) FLA-DCA-2 and ask to speak to someone in the Codes and Standards Section.



Town of Yankeetown

Building Department

6241 Harmony Lane Yankeetown,
Florida 34498 Phone:

352-447-2511

Email: linda@yankeetownfl.org

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

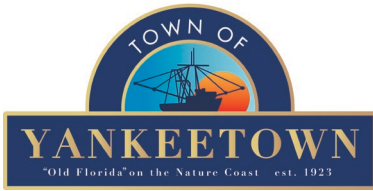
- 1 Description of Property** - insert legal description (required), and street address (if available), of the property being improved. Legal descriptions can be found on the Levy County Property Appraiser website <http://www.qpublic.net/fl/levy/search.html>. Property Description must match the description 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, trustee, 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

PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-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 product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online at www.floridabuilding.org.

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 WALL			
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 COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR			
A. ENVELOPE PRODUCTS			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; (1) copy of the product approval (2) performance characteristics which the product was tested and certified to comply with (3) copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

APPLICANT SIGNATURE

DATE

Yankeetown

6241 Harmony Lane
Yankeetown, Fl. 34498
(352) 447-2511 Phone
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[www.linda@yankeetownfl.org](mailto:linda@yankeetownfl.org)



**ZONING, LAND DEVELOPMENT REGULATIONS,
LOT/YARD/HEIGHT REGULATIONS**

NOTICE TO PROPERTY OWNERS AND CONTRACTORS

"It is the responsibility of the landowner to establish the true boundaries of property, to enable the Town of Yankeetown to confirm compliance with the setback requirements. On smaller parcels, this may be accomplished by the use of string or wire between corners, or by the staking out of the building foundation by licensed surveyors. Regardless of the size of the parcel, when there remains question, require a Licensed Professional Surveyor to locate the foundation on a survey map and provide it to the office of the Building Official. The survey is to be at the land owners expense."

Property Owner Signature: _____

Property Owner Print Name: _____

Date: _____

Contractor Signature: _____

Contractor Print Name: _____

Date: _____



SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

FEMA 50% RULE - SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE SUBSTANTIAL IMPROVEMENT/DAMAGE Z101-0410

NOTICE TO PROPERTY OWNERS

Rebuilding your Home after the storm?
Adding on, renovating, or remodeling your home?
Here's information **YOU** need to know about the "50% Rule".

If your home or business is below the 100-year flood elevation, the we have flood damage prevention regulations that may affect how you remodel, renovate, or add on to your building. If your home or business sustained structural and/or interior damage, these regulations may affect how you rebuild. These laws are required by the National Flood Insurance Program to protect lives and investment from future flood damages. Your community must adopt and enforce these laws in order for federally -backed flood insurance to be made available to we residents and property owners.

SAVE YOURSELF TIME AND MONEY! PLEASE READ THE FOLLOWING INFORMATION:

SUBSTANTIAL DAMAGE means damage of any origin sustained by a structure whereby the cost of restoring the structure to its before damage condition would equal or exceed 50 percent of the market value or replacement cost of the structure before the damage occurred. (Note: The cost of the repairs must include all costs necessary to fully repair the structure to its "before damage" condition.)

SUBSTANTIAL IMPROVEMENT means any reconstruction, rehabilitation, addition, or other improvement of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement. If a building is "substantially damaged" or "substantially improved", it must be brought into compliance with the flood damage prevention regulations, including elevating the building to or above the 100-year flood elevation.

Yankeetown, following the National Flood Insurance Program requirements, has the responsibility to determine "substantial damage" and "substantial improvement", and has implemented the procedures on the following pages to do so.



SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

NOTICE TO PROPERTY OWNERS (CONTINUED)

We will use the assessed value of your structure (excluding the land) recorded by the Property Appraiser's Office. If you disagree with the Property Appraiser's valuation of the structure, you may engage a property appraiser licensed by the State of Florida to submit a comparable property appraisal for the total market value of the structure.

You must obtain and submit to us a detailed and complete cost estimate for the addition, remodeling, reconstruction or for repair of all the damages sustained by your home, prepared and signed by a licensed general contractor. The contractor must sign an affidavit indicating that the cost estimate submitted includes all damages or all improvements to your home, not just structural. The signed contract document must be submitted with your application. If the owner is acting as his or her own contractor, the owner is responsible for submitting the cost estimate, and providing documentation, including subcontractor bids, to document the cost estimate.

We will evaluate the cost of improvements or repairs and determine if they are fair and reasonable. For damage repairs, pre-storm prices and rates will be utilized. The cost of improvements or repairs does not include items not considered a permanent part of the structure. (i.e., plans, surveys, permits, sidewalks, pools, screens, sheds, gazebos, fences, etc.-- see attached copy).

If your home is determined to have "substantial damage" or is proposed to be "substantially improved", then an elevation certificate must be submitted to us to determine the lowest floor elevation. Garages and carports are not considered to be the "lowest floor".

If the lowest floor is below the 100-year flood elevation, the building must be elevated to, or above, that level. Likewise, all electrical and mechanical equipment (heating and cooling, etc.), bathrooms, and laundry rooms must be elevated to, or above, the 100-year flood level. Only parking, building access and limited, incidental storage is allowed below the flood level. Non-residential buildings may be "flood-proofed" instead of being elevated.

If the lowest floor of the structure, including electrical and mechanical equipment and bathroom are already above the 100-year flood elevation, the building can be repaired and reconstructed without having to comply with the fifty percent (50%) rule.

Building plans must be prepared to show how the building is to be elevated. If located in a V-zone, Coastal High Hazard Area, or if the building is to be flood-proofed, these plans must be prepared and certified by a registered professional engineer or architect. Certificates for this purpose are available from the Building and Zoning Department.

IMPORTANT NOTE ON DONATED MATERIALS AND VOLUNTEER LABOR:

The value placed on materials should be equal to the actual or estimated cost of all materials to be used. Where materials or servicing equipment are donated or discounted below normal market values, the value should be adjusted to an amount equivalent to that estimated through normal market transaction.

Self or Volunteer Labor: The value placed on labor should be equal to the actual or estimated labor charge for repairs of all damages sustained the structure. Where non-reimbursed (volunteer) labor is involved, the value of the labor should be estimated based on applicable minimum hourly wage scales for the type of construction work to be completed. Our permitting official based on his/her professional judgment and knowledge of local/ regional wage scales can provide additional guidance to determine reasonable labor rates for professional trades (i.e. electricians, plumbers, block masons, framing, HVAC).



SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

ITEMS TO BE INCLUDED

(Please check off each line)

ALL STRUCTURAL ELEMENTS INCLUDING:

- Spread or continuous foundation footings and pilings
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams and trusses
- Wood or reinforced concrete decking or roofing
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (e.g., brick, stucco or siding) including painting and decorative moldings
- Windows and doors
- Re-shingling or re-tiling a roof
- Hardware

ALL INTERIOR FINISH ELEMENTS, INCLUDING:

- Tiling, linoleum, stone or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble or other decorative finishes)
- Kitchen, utility and bathroom cabinets
- Built-in bookcases, cabinets and furniture
- Hardware

ALL UTILITY AND SERVICE EQUIPMENT, INCLUDING:

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Light fixtures and ceiling fans
- Security systems
- Built-in kitchen appliances
- Central vacuum systems
- Water filtration, conditioning or recirculation systems

ALSO:

- Labor and other costs associated with demolishing, removing or altering building components
- Overhead and profit



SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

ITEMS TO BE EXCLUDED

Plans and specifications

Survey costs

Permit fees

Debris removal (e.g., removal of debris from building or lot, dumpster rental, transport fees to landfill and landfill tipping fees), and clean-up (e.g., dirt and mud removal, building dry out, etc.)

Items not considered real property such as: throw rugs (carpeting over finished floors), furniture, refrigerators, appliances which are not built-in, etc.

OUTSIDE IMPROVEMENTS, INCLUDING:

Landscaping

Fences

Swimming pools\spa

Sheds

Detached structures (incl. garages)

Docks and Davits

Driveways

Sidewalks

Yard lights

Screened pool enclosures

Gazebos

Landscape irrigation systems

Seawalls

Decks

ITEMS REQUIRED TO EVALUATE YOUR APPLICATION

APPLICANT MUST SUBMIT ALL OF THE FOLLOWING (please check off each item):

1. **Completed and signed application** for substantial damage/improvement review (included in this package).
2. **Elevation certificate** if property is located above base flood elevation.
3. **Property Owner's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in package).
4. **Contractor's Substantial Damage or Substantial Improvement Affidavit** signed, notarized and dated (included in package).
5. **Estimated Cost** of reconstruction/improvement form (included in package) and all required backup. Include subcontractor's bids and itemized cost lists (see footnote on Cost Estimate Form).
6. This **checklist**.
7. Copy of construction contract. If the owner is the contractor, submit all subcontractor bids to document the cost estimate.

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SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

APPLICATION FOR SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT REVIEW

Property Address: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

Contractor's Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Flood Zone _____ BFE _____ Lowest Floor Elevation _____

(Excluding garage or carport)

Check one of the following:

I **am** attaching a State Certified Appraiser's report, valuing the structure at:

I am **not** attaching a State Certified Appraiser's report and I accept the use of the valuation of my property that has been recorded by the County Property Appraiser's Office.

SIGNATURES:

Property Owner: _____ Date: _____

Contractor: _____ Date: _____

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SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

PROPERTY OWNER'S SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Contractor's Name: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Phone Number: _____

I hereby attest that the list of work and cost estimate submitted with my Substantial Damage or Substantial Improvement Application reflects **ALL OF THE WORK TO BE CONDUCTED** on the subject structure including all additions, improvements and repairs and, if the work is the result of Substantial Damage, this work will return the structure at least to the "before damage" condition and bring the structure into compliance with all applicable codes. Neither I nor any contractor or agent will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.

See attached itemized list.

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Property Owner's Signature

Sworn to and subscribed before me this _____ day of _____, 20____.

Notary Public State of _____
My commission expires _____

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SUBSTANTIAL IMPROVEMENT OR SUBSTANTIAL DAMAGE

CONTRACTOR'S SUBSTANTIAL DAMAGE OR SUBSTANTIAL IMPROVEMENT AFFIDAVIT

Property Address: _____

Contractor's Name: _____

Contractor's Company Name: _____

Contractor's Address: _____

Contractor's Phone Number: _____

Contractor's State Registration or Certification Number: _____

Contractor's We Registration Number (if applicable): _____

I hereby attest that I, or a member of my staff, personally inspected the subject property and produced the attached itemized list of repairs, reconstruction and/or remodeling which are hereby submitted for a Substantial Damage or Substantial Improvement Review. The list of work contains **ALL OF THE WORK TO BE CONDUCTED** on the subject property. If the property sustained Substantial Damage, this list of work will return the structure to at least its condition prior to damage and bring the structure into compliance with all applicable codes. I further attest that all additions, improvements or repairs proposed for the subject building are included in this estimate and that neither I nor any contractor or agent representing me will make any repairs or perform any work on the subject structure other than what has been included in the attached list.

I UNDERSTAND THAT I AM SUBJECT TO ENFORCEMENT ACTION, WHICH MAY INCLUDE FINES, IF ANY INSPECTION OF THE PROPERTY REVEALS THAT I, OR MY CONTRACTOR, HAVE MADE REPAIRS OR IMPROVEMENTS NOT INCLUDED ON THE ATTACHED LIST OF REPAIRS OR THE APPROVED BUILDING PLANS.

See attached itemized list.

STATE OF _____

COUNTY OF _____

Before me this day personally appeared _____, who, being duly sworn, deposes and says that he/she has read, understands, and agrees to comply with all the aforementioned conditions.

Contractor's Signature

Sworn to and subscribed before me this _____ day of _____, 20_____.

Notary Public State of: _____

My commission expires: _____

6/6/2011



Cost Estimate of Reconstruction / Improvement

Application Number _____ Date _____

Address _____

This cost estimate of reconstruction/improvement must be prepared by and signed by the contractor or by the owner if the owner acts as the contractor. Owners who act as their own contractors must estimate their labor cost at the current market value for any work they intend to perform.

	Sub-Contractor Bids	Contractor or Owner Estimates	
	Bid Amounts (see note "D")	Material Costs	Labor Costs
1. Masonry			
2. Carpentry Material (rough)			
3. Carpentry Labor (rough)			
4. Roofing			
5. Insulation and Weather-strip			
6. Exterior Finish (stucco)			
7. Doors, Windows & Shutters			
8. Lumber Finish			
9. Hardware			
10. Drywall			
11. Cabinets (Built-in)			
12. Floor Covering			
13. Plumbing			
14. Shower/Tub/Toilet			
15. Electrical & Light Fixtures			
16. Concrete			
17. Built-in Appliances			
18. HVAC			
19. Paint			
20. Demolition & Removal			
21. Overhead & Profit			
SUBTOTALS:			

TOTAL ESTIMATE COST (all three subtotals added together)

- A) A copy of the signed construction contract must accompany this estimate.
- B) Subcontractor bids may be used for any material and/or labor cost breakdown. **INCLUDE** donations and volunteer labor.
- C) If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form.
- D) Cost backup must be provided for every line item entry. If any amounts appear in the "Sub-contractor" column, a copy of each signed and dated bid must accompany this form. For all other costs, you must list the quantity of materials to be installed and their unit cost on a separate sheet that references the line number. For example, the backup documentation may contain a section called "Drywall to be installed (line 10)":

	<u>This sheet (line 10)</u>	
Materials:	2,000.00	<u>Separate Sheet</u>
Labor:	320.00	1,000 sq ft 1/2" Drywall @ \$2.00/sq ft = \$2,000.00
		16MH to hang Drywall @ \$20.00/MH = \$320.00

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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.)