



UNIFORM CONSTRUCTION/BUILDING PERMIT APPLICATION.

Select One Trade: ___ Building; ___ Electrical; ___ Plumbing; ___ Mechanical; ___ Roofing; ___ Pool/Spa; ___ Demolition; ___ Fire Suppression; ___ Mobile Home Set-up; ___ Business Sign; ___ Change of Occupancy/Use; ___ Other (describe)_____

Jobsite Address: _____

Building Present Use: _____ Proposed Use: _____

Property Owner _____ Address _____

Owner Phone _____ Owner email address _____

Contractor _____ Co. Name _____ License No. _____

Contractor Phone(s) _____ Email address _____

Architect/Engineer's Name (if applicable) _____ Address _____

Architect/Engineer's Phone _____ Email address _____

Description of Work: ___ According to submitted Plans; OR, as described here (attach separate sheet(s) as necessary to furnish a complete description of work) _____

Valuation of work submitted \$ _____. Valuation as approved by B.O. for permitting purposes \$ _____

If this application is for the Owner of the property applying for a permit when acting as their own contractor (an Owner/Builder permit), request the owner as contractor disclosure form from the building department. Execute and attach the required owner/builder disclosure statement, or execute and attach the required owner/electrician disclosure statement.

NOTICE: The Building Official may revoke the permit or remove/terminate electrical service, in case there has been any false statement or misrepresentation as to any material fact in the application or plans, on which a permit is based.

NOTICE: A separate permit must be secured for various other trades, including but not limited to; electrical work, plumbing, signs, roofing, pools/spas, furnaces, boilers, heaters, tanks, air conditioning, gas, etc..

Application is hereby made to obtain a permit to do the work and installation(s) as indicated. I certify that no work or installation has commenced, or will be commenced, prior to the issuance of a permit; ___ (initial if no work has commenced or will be commenced prior to issuance of a permit) ___ (initial if work has commenced). By signing below, I certify that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

NOTICE: If this job involves the installation of any natural gas lines, a permit (separate from the building department permit) may be required by the municipality; contact the municipality's gas department for determination.

_____ Date _____
Authorized Signature (see note) Printed Name

_____ Printed Name
Signature of Witness

NOTE: Owner's signature if Owner is acting as Owner/Builder, OR Contractor's signature, OR Authorized agent signature.

Plan/Job Review Fee (50% of Dev. Fee) _____; DCA Fee _____; DBPR Fee _____; Dev. Fee _____

TOTAL BUILDING DEPT. FEE _____ (If the job has commenced prior to issuance of this permit, the fee has been increased)

Paid by _____; Cash _____; Check # _____

This application is approved for permit issuance by, and the foregoing fees approved by, _____, Building Official

jameswgrant@outlook.com . Cell phone 850-526-8367

Date: _____

The issued permit number associated with this application: _____

CONSTRUCTION PERMIT APPLICATION INFORMATION

The application review process by the Building Department is to ensure that all code requirements are met. A completed application package is required prior to review and issuance of a permit.

All work that requires permits must be permitted prior to any work being done. There are penalties for proceeding without a permit.

- 1) Development Order. If required for your project, a development order is required to be obtained prior to the issuance of a construction permit. The City Planning Department will advise whether or not a development order is required.
- 2) Do I need a permit? A permit is required when an owner, authorized agent, or contractor intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy/use of a building or structure. You can, when/if have questions, contact the Building Official, James Grant, at 850-526-8367, or email @ jamesvgrant@outlook.com, with a general description of the work you intend to do, for information pertaining to permit requirements.
- 3) Can an owner perform the work without a Contractor's license? Yes, within the bounds of Florida statutes. Permits are required. Upon permit application by an Owner who plans to do the work himself/herself, the Building Official will advise the applicant whether or not the permit can be issued.
- 4) Building Plans. Please submit your drawn plans, if any, with your permit application. If none are submitted, the Building Official will contact you if drawn plans are required.
- 5) Notice of Commencement. a) If the work is not HVAC (air conditioning/heating), then a Notice of Commencement (NOC) is required to be filed (at the county clerk of courts office) if the cost of the work is over \$2500.00. b) If the work is HVAC work, then a NOC is required to be filed if the cost of the work is over \$7500.00. c) If the work is a part of a larger project, then the NOC requirement has already been met, so you will not be required to file another NOC. The NOC form will be furnished by the Building Department when it is required to be filed for your project.
- 6) Roofing Affidavit. If the application is for roofing work, then an "Affidavit of Code Compliance For Roofing And/Or Reroofing" is required to be submitted with the permit application. The Building Department will furnish the form upon request.
- 7) National Flood Insurance Program. If your project is in a flood zone, the Building Official will contact you regarding submission requirements.
- 8) Fire Marshall Review. The Planning Department and/or the Building Department will advise you if your intended project is required to have Fire Marshall review.
- 9) Construction Project by Owner. An executed "Owners Disclosure Statement" is required to be submitted with the permit application. The Building Department will furnish the form upon request.
- 10) Electrical Project by Owner. An executed "Owners Electrical Disclosure Statement" is required to be submitted with the permit application. The Building Department will furnish the form upon request.
- 11) Swimming Pool/Spa Project. a) The owner is required, for a residential pool/spa, to submit an "Affidavit for Swimming Pool/Spa Owners". The Building Department will furnish the form. b) The Building Department will furnish, for a residential pool/spa, a "Residential Pool/Spa Building Permit General Information".
- 12) General Requirements for Single and Two Family Residential work. New building or structure, building or structure addition, accessory structures and pools/spas require submission of three (3) sets of plans, site plan, and plan review before permit(s) can be issued. Renovation and/or remodel may not require plans. Applicant is encouraged to consult with Building Official to determine if plans are required.
- 13) General Requirements for other than Single and Two Family work. New building or structure, building or structure addition, accessory structures and pools/spas require submission of three (3) sets of plans, site plan, and plan review before permit(s) can be issued. a) If the value of the work exceeds \$75,000.00, an Owner is not exempt from Florida Licensing requirements to qualify for permit issuance. b) If the value of the work exceeds \$25,000.00, the plans are required to be prepared by a Florida Licensed Architect or Engineer. Renovation and/or remodel, with a value of the work under \$25,000.00, may not require plans. Applicant is encouraged to consult with Building Official to determine if plans are required.
- 14) Building Valuation for Permitting Purposes. The construction valuation, to arrive at permit fees, will be calculated using the most current valuation table developed by the International Code Council, or the Building Official may, upon determining such valuation submission to be reasonable, accept the valuation submitted (if any) by the permit applicant.
- 15) Manufactured/Mobile Home Set Up Permit. a) If in a Flood Hazard Zone, and/or in the absence of the original manufacturer's installation instructions, the anchoring system shall be designed by a Florida licensed architect or engineer, indicating compliance with Manufactured Home Installation in Flood Hazard Areas, FEMA 85/September 1985. The foundation and piers shall comply with the requirements in Rule 15C-1.0102 and 15C-1.0103. b) If the intended use is other than single family residential, submit a fully dimensioned floor plan (including door sizes), and drawings of porch(s), deck(s), step(s), and ramp(s), with details indicating compliance with accessibility for handicapped.

NOTICE: The Building Official may revoke the permit and/or remove service, in the case where there has been any false statement or misrepresentation as to any material fact in the application or plans on which the permit is based.

(RESIDENTIAL POOL / SPA) BUILDING PERMIT GENERAL INFORMATION

- Fill out the "Application for Building Permit" attached, filling out the form as to the lines listed that pertain to your intended work.
- File a Notice of Commencement if the work is over \$2500, and is not a part of a larger project.
- If the Owner of the property intends to perform the work, sign the DISCLOSURE STATEMENT
- "Swimming pool" means any structure, located in a residential area, that is intended for swimming or recreational bathing and contains water over 24 inches deep, including, but not limited to, in-ground, aboveground, and on-ground swimming pools; hot tubs; and nonportable spas. *This Definition is contained in Florida Statute, section 515.25(11).*
- Project must be in compliance with City's Land Development Code and Florida Statutes
- The 2000 legislature has amended Florida Statutes to require that, IN ADDITION TO OTHER REQUIREMENTS OF LAW, effective October 1, 2000, local jurisdictions cannot approve a final pool inspection for a residential swimming pool over 24 inches deep unless it meets at least one of the following pool safety feature requirements:
 - The pool must be isolated from access to the home by a barrier at least 4 feet high installed around the perimeter of the pool. The barrier shall not have any gaps or openings that can allow a child to crawl under, squeeze through, or climb over the barrier, and must be placed sufficiently from the waters edge to prevent a person from immediately falling into the pool when the barrier is breached. Gates located in the barrier must open outwards away from the pool and be self-closing and self-latching. The barrier must be separate from any fence, wall, or other enclosure surrounding the yard unless the fence, wall, or other enclosure or portion thereof is situated on the perimeter of the pool and meets the pool barrier requirements.
 - The pool must be equipped with a safety cover complying with the specifications of American Society for Testing and Materials (ASTM) standard F-1346-91.
 - All doors and windows providing direct access from the home to the pool must be equipped with an exit alarm.
 - All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device located at least 54 inches above the floor.
- Pool enclosures may require a separate permit; consult with Building Official
- An electrical permit must be secured before any inspections will be made.
- The following inspections, at a minimum, must be performed, it is your responsibility to obtain inspections and not to proceed until required inspections are performed.
 - Rough wall.
 - Electrical.
 - Final.
- Florida Law requires that no work or installation shall be commenced prior to the issuance of a permit. Starting the work prior to obtaining a permit will result in an increase of the normal permit fee, in accordance with Florida Law.
- The Building Official may revoke the permit or remove service, in the case where there has been any false statement or misrepresentation as to any material fact in the application or plans on which the permit is based
- REQUIRED SUBMITTALS
 - Development Order from the City.
 - Site Plan, showing all pertinent information, including fences
 - Specifications for the type of pool to be installed
 - Specifications on fence and/or barrier and/or approved pool cover
 - Provide a copy of any contract.
 - List of pool safety feature requirements

AFFIDAVIT OF CODE COMPLIANCE FOR ROOFING AND/OR REROOFING

The undersigned Affiant, _____ (affiant's printed name), whose mailing Address is _____, hereby deposes and says as follows:

- 1) The Affiant is over the age of 18 years.
- 2) The Affiant has personal knowledge of the facts contained herein.
- 3) The Affiant is the person obtaining a roofing/reroofing permit, and who is the person responsible for the work, and that if the Affiant is a roofing contractor duly licensed in the State of Florida, his/her Florida License # is _____.
- 4) That _____ is the manufacturer of the roof covering material that will be or has been installed in/for this project and that _____ is the applicable Florida Product Approval Number.
- 5) That, if this project is roofing/reroofing a single or two family residence, the work will be or has been done in compliance with Florida Building Code Residential Chapter 9 (Roof Assemblies), Florida Building Code Existing Buildings Section 708 (Reroofing), including installation of all roof covering materials in compliance with the manufacturers installation instructions, and re-nailing the roof decking when required by code in accordance with code requirements.
- 6) That, if this project is roofing/reroofing a building/structure other than a one or two family residence, the work will be or has been done in compliance with Florida Building Code Building Chapter 15 (Roof Assemblies and Rooftop Structures), Florida Building Code Existing Buildings Section 708 (Reroofing), including installation of all roof covering materials in compliance with the manufacturers installation instructions.

FURTHER AFFIANT SAYETH NOUGHT.

Affiant's Signature Affiant's Printed Name Date: _____

Witness Signature Witness Printed Name Date: _____

Permit # associated with this affidavit is _____

AFFIDAVIT FOR SWIMMING POOL/SPA OWNERS

I, _____, as owner, residing at _____
_____, hereby request that a permit
be issued to build a swimming pool at the foregoing address, to be
constructed by _____ (contractor's
name/company).

I have been informed by my contractor that prior to use of my pool, all required (and approved) inspections and fencing required in accordance with applicable state regulations will have been accomplished, AND

The 2000 legislature has amended Florida Statutes to require that, effective October 1, 2000, local jurisdictions cannot approve a final pool inspection for a residential swimming pool over 24 inches deep unless it meets at least one of the following pool safety feature requirements.

- 1) The pool must be isolated from access to the home by a barrier at least 4 feet high installed around the perimeter of the pool. The barrier shall not have any gaps or openings that can allow a child to crawl under, squeeze through, or climb over the barrier, and must be placed sufficiently away from the waters edge to prevent a person from immediately falling into the pool when the barrier is breached. Gates located in the barrier must open outwards away from the pool and be self-closing and self-latching. The barrier must be separate from any fence, wall, or other enclosure surrounding the yard unless the fence, wall, or other enclosure or portion thereof is situated on the perimeter of the pool and meets the pool barrier requirements.
- 2) The pool must be equipped with a safety cover complying with the specifications of American Society for Testing and Materials (ASTM) standard F-1346-91.
- 3) All doors and windows providing direct access from the home to the pool must be equipped with an exit alarm.
- 4) All doors providing direct access from the home to the pool must be equipped with a self-closing, self-latching device located at least 54 inches above the floor.

I am informed and understand that according to Florida Statutes, failure to comply with these requirements is a misdemeanor of the second degree, punishable by imprisonment for up to 60 days and/or a fine of up to \$500, except that no penalty shall be imposed if within 45 days after arrest or issuance of a summons or notice to appear, the pool is equipped with at least one of the aforementioned safety features and the responsible person attends a drowning prevention education program developed by the Florida Department of Health.

This affidavit executed by:

(Signature of Owner) (Printed Name) Date: _____

(Witness Signature) (Printed Name) Date: _____

**DISCLOSURE STATEMENT – CONSTRUCTION PERMIT
-Owner Acting as Owner-Builder Contractor-**

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. 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 or his or her employees while working on my property. My home-owner'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 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.
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 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 address indicated on the application for building permit.
12. I agree to notify the Building Inspection Department issuing the building permit immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.
13. I understand that licensed contractors are regulated by laws designed to protect the public. If I 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 me with any financial loss that I sustain as a result of a complaint. My only remedy against an unlicensed contractor may be in civil court. It is also important for me to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on my property, I may be held liable for damages. If I obtain an owner-builder permit and wish to hire a licensed contractor, I will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.
14. I understand and agree that before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit.

Signature of property owner

Printed Name

Date

Witness Signature

Printed Name

Date

DISCLOSURE STATEMENT TO BE SIGNED BY OWNER WHEN OWNER IS PERFORMING ELECTRICAL WORK

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 in a farm outbuilding, or for or in a building which is 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. 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 electrical work shall be done according to state electrical codes and zoning regulations. 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.

Signature of property owner (owner-builder)

Printed Name

Date

Witness

Printed Name

Date

AFTER RECORDING RETURN TO:

PERMIT NUMBER:

NOTICE OF COMMENCEMENT

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

1. **DESCRIPTION OF PROPERTY:** (Legal description & street address, if available) **TAX FOLIO NO:** _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. **OWNER INFORMATION:** a. Name _____

b. Address _____ c. Interest in property _____

d. Name and address of fee simple titleholder (if other than Owner) _____

4. **CONTRACTOR'S NAME, ADDRESS AND PHONE NUMBER:** _____

5. **SURETY'S NAME, ADDRESS AND PHONE NUMBER AND BOND AMOUNT:** _____

6. **LENDER'S NAME, ADDRESS AND PHONE NUMBER:** _____

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 AND PHONE NUMBER:** _____

8. In addition to himself or herself, Owner designates the following to receive a copy of the Lienor's Notice as provided in Section 713.13 (1)(b), Florida Statutes: **NAME, ADDRESS AND PHONE NUMBER:** _____

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____, 20____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

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

Print Name and Provide Signatory's Title Office

State of Florida, County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____ By _____, as
(name of person)

For _____
(type of authority, e.g. Officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

_____ Personally known or _____ produced the following type of identification: _____

(Signature of Notary Public)

Under Penalties of perjury, I declare that I have read the foregoing and that the facts in it are true to the best of my knowledge and belief (Section 92.525, Florida Statutes)

Signature(s) of Owner(s) or Owner(s)' Authorized Officer / Director / Partner / Manager who signed above:

By _____ By _____