



Building Permit Application

Gilchrist County Building Department
 209 South East First Street Trenton, FL 32693
 Phone: (352) 463-3173 Fax: (352) 463-3189

Owner's Name		
Address		
City, State Zip		
Phone number		
Project Address		
Contractor Name		
Company Name		
License Number		
Phone Number		
Parcel ID NO.		
Valuation of Project: \$		Square Feet:
Description of Work:		

2014 Florida Building Code & 2014 Florida Fire Prevention Code Apply Check All The Boxes That Apply To The Proposed Job:

Permit Type	Submittals
<input type="checkbox"/> Single Family Dwelling	See Attached Residential Requirements NEW, ADDITION, RENOVATION
<input type="checkbox"/> Commercial	See Attached Residential Requirements NEW, ADDITION, RENOVATION
<input type="checkbox"/> Modular Building	2-sets of the State Approved Plan, engineered foundation plan, energy gauge, right-J load, site plan, Notice of Commencement, Zoning Approval, Sewage Waste Permit
<input type="checkbox"/> Aluminum Structures	2-sets of the engineered plan, elevations, site plan, Notice of Commencement, Zoning Approval,
<input type="checkbox"/> Modular Building	2-sets of the State Approved Plan, engineered foundation plan, energy gauge, right-J load, site plan, Notice of Commencement, Zoning Approval, Sewage Waste Permit
<input type="checkbox"/> Foundation Only	Two sets of engineered foundation plan and Notice of Commencement
<input type="checkbox"/> Swimming Pool	Site Plan, Engineered Pool Plan, Electric, Plumbing, Affidavit for Swimming Pool Owners, Notice of Commencement
<input type="checkbox"/> Roofing	Florida Product Approval(s) & Product Installation Details, Manufactures' Installation Instructions, Notice of Commencement if applicable
<input type="checkbox"/> Mechanical HVAC New Construction	Required for Permitting Wright J-Load and Manual D and AHRI Certification for N/C Notice of Commencement if applicable
<input type="checkbox"/> Other Specify:	

Notes:

Approved: _____ Building Official

_____ Date

Owner or Contractor's Affidavit

Application is hereby made to obtain a permit to do work and installations as indicated. **I certify that no work or installation will be commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws. I also acknowledge that my failure to record a notice of commencement may result in me paying twice for improvements to my property, and that if I am intending to obtain financing, I should consult with my lender or my attorney before recording a notice of commencement.

Based on this information, I hereby acknowledge that I have been advised that I should research and be aware of any and all Deed Restrictions and/or Covenants on the use of the site associated with this permit application.

Owner _____ **Print Name** _____

Contractor/Agent _____ **Contractor** _____
Signature Print Name

STATE OF FLORIDA, COUNTY OF Gilchrist

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

by _____, who is personally known to me or has produced _____ as identification, and did not take an oath.

Notary Public, State of Florida _____ Stamp:

Date: _____

GILCHRIST COUNTY BUILDING & ZONING DEPT.

Wind Speed Design: Risk Category 1=120 MPH, Category 2=130 MPH, Category 3&4 140 MPH

You will need to submit two each of the plan and documents drawn to scale. All engineered components must be on the plan. In addition to the paper plan and documents an electronic copy is requested to be submitted in a PDF format, disc or email. tpowell@gilchrist.fl.us 2014 FL BUILDING CODE, 2014 FL FIRE PREVENTION CODE, 2011 NEC Numbers 1-5 required for all permits; 1-16 on new construction.

1. _____ Building Permit Application with complete owner/applicant information, **MUST BE COMPLETED, SIGNED and NOTARIZED BY OWNER OR CONTRACTOR.** If the property for which you are requesting an owner/builder permit is leased land or that of a family or friend, it will be necessary for you to provide a NOTARIZED LETTER from the owner granting you permission to pull any type of permit on his/her property along with a copy of photo ID. The property owner must sign and notarize all documents.

2. _____ Notice of Commencement---Certified and Recorded at Clerk of Court Office for projects of \$2,500 or more; \$7,500 or more for mechanical.

3. _____ Proof of Ownership--- Recorded Deed or an unrecorded deed accompanied by a recent closing statement or Property Card.

4. _____ Owner Builder Disclosure Statement and Affidavit, if applicable.

5. _____ Contractor and Sub-Contractor---license verification form must have original signature of license holders or a notarized authorization letter giving permission for an *employee only* to pull permit for them. All licenses, W/C and liability insurance must be current and on file with our office.

6. _____ Zoning Approval—Trenton, Fanning Springs and Bell provide their residents with zoning letter.

7. _____ Site Plan---2 copies. Must include all improvements, setbacks and proposed construction.

8. _____ Septic Tank Permit or Approval Letter

9. _____ Florida Energy Efficiency Form-Load calculations, Manual J and D for HVAC (2 copies). This must be signed by preparer, owner or contractor.

10. _____ 911 Address

11. _____ Driveway Permit

12. _____ Construction Plans--- wind analysis must be signed and sealed by a licensed engineer or Architect.

A. _____ Floor Plan

B. _____ Electric Layout

C. _____ Plumbing Layout

D. _____ Mechanical Layout

E. _____ LP Gas Layout

F. _____ Wall Sections- Headers, Beams, Girders, Lintels and etc- Tables and Fastener requirements

G. _____ Elevations

13. _____ Truss/Rafter Engineering/Roof Framing Plan---2 copies

14. _____ Florida Product Approval Forms---Material suppliers provide product approval numbers.

15. _____ Manufacturer's Wind Load and installation instructions- Windows, Doors, Garage Doors and Roofing Materials

16. _____ Engineered Foundation Plan- Concrete or Wood Floor Systems- joist layout and fastening.

17. _____ Fire Prevention/Life Safety Review/Fire Inspection/ Accessibility-----Commercial Only----- *(When applicable)*

18. _____ LP Gas Certification----- *(When applicable)*

19. _____ Swimming Pool Requirement Notice----- *(When applicable)*

20. _____ Flood Elevation Survey- Substantial Improvement/Damage Application---Required if any part of property is in an "A zone" or "AE zone", also required on 1st floor and Final inspection.-----*(When applicable)*

21. _____ Soil Report sealed by engineer *(When Applicable)*

22. _____ Permits or Authorization from other Agencies.

PRODUCT APPROVAL SPECIFICATION SHEET

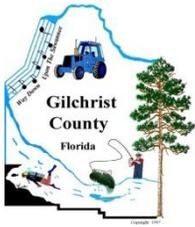
As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online 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. Shingle/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-Structural Metal			
c. Roofing Tiles			
d. Single Ply Roof			
e. Other			
5. Structural Components			
a. Wood Connectors			
b. Wood Anchors			
c. Truss Plates			
d. Insulation Forms			
e. Lintels			
f. Other			
6. New Exterior Envelope Products			
A.			

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 manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Applicant Signature

Date



Gilchrist County Building Department
Inspection Request Line: (352) 463-4171

SUBCONTRACTOR VERIFICATION

Gilchrist County issues combination permits. One permit will cover all trades done work at that site. It is necessary that we have documentation of the subcontractors who actually did the trade specific work under the general contractor's permit. This MUST be signed by the licensed contractor. It shall be the responsibility of the general contractor to make sure that the subcontractors are licensed with the Gilchrist County Building Department. If this should change prior to completion of the project, it is your responsibility to have a corrected form submitted to our office.

Subcontractor verification form must be submitted prior to issuance of permit
ORIGINAL SIGNATURES REQUIRED (No faxes or emails of signatures)

General Contractor

Qualifier	
Company Name	
License Number	
Signature	

Electrical Contractor

Qualifier	
Company Name	
License Number	
Signature	

HVAC

Qualifier	
Company Name	
License Number	
Signature	

Plumbing

Qualifier	
Company Name	
License Number	
Signature	

Fuel/Gas Installation

Qualifier	
Company Name	
License Number	
Signature	

Termite Certificate: Received NA

Owner Builder Affidavit

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

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DIVISION TO SIGN THIS DOCUMENT

BY SIGNING THIS STATEMENT, I ATTEST THAT: *(Initial to the left of each statement)*

	I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
	I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permits and contracts.
	I Understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
	I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county ordinance.
	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.
	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee.</u> I understand that my failure to follow these laws may subject me to serious financial risk.
	I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
	I am aware of construction practices and I have access to the Florida Building Code.
	I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
	I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Property Address: _____

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

Signature of Owner-Builder

Date

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

Personally Known

Form of ID: _____

Notary Signature

Notary Stamp:

NOTICE OF COMMENCEMENT

State of Florida County of _____

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.

Legal Description of property (include the street address, if available)

General Description of

Improvements _____

Owner _____

Address _____

Contractor _____

Address _____

Surety _____

Address _____ Amount of Bond \$ _____

Any person making a loan for the construction of the improvements:

Name _____

Address _____

Person within the State of Florida designated by owner upon who notices or other documents may be served as

Provided by Section 713.13(1) (a) 7. Florida Statutes.

Name _____

Address _____

In addition to himself, owner

designee _____

of _____

To receive a copy of the Lien or Notice as provided in Section 713.13(1) (b), Florida Statutes.

Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording unless different date is specified).

Signature of Owner

Printed Name of Owner

Notary Stamp Seal Sworn to and subscribed before me this _____ day of _____, 20____

Affiant is personally known to me _____ or

Affiant provided the following type of Identification: _____

Notary Seal:

Notary Signature