Bradford County
Building, Zoning & Planning
945-F North Temple Ave.
Starke, FL 32091
Phone: 904-966-6223
Fax: 904-966-6220

COMMERCIAL CONSTRUCTION PERMIT INFORMATION

1. Prior to Permitting you MUST SUBMIT a Site Plan and application that has been approved, by Suwannee River Water Management District or St. Johns River Water Management and Florida Department of Transportation. (if applicable)

2. You MUST PROVIDE a parcel number. This can be found on your tax bill or on Property Appraisers website.

3. If not connected to municipal water and sewer, a septic tank permit must be obtained from the **B.C. Environmental Health Department, (904)-964-7732**. The Health Department **MUST** initial by "Septic Number" on the application before the permit will be issued:

4. Road Department **MUST** verify the condition of existing culvert or install a new culvert and initial by "Culvert Number" on application before permit will be issued. **Road Dept. (904) 966-6243.**

5. **DOCUMENTS REQUIRED:**

   - **Copy of the contract between the owner and contractor.**
   - **Subcontractor verification list with notarized Sub Contractor's signatures.**
   - **The Owner or Contractor will pull ALL permits at the same time.**
   - **Survey showing Flood Zone verification and site plan. ($25 fee) Building and Zoning Dept. This can be done when you drop off your application.** ***(If located in a designated flood zone an Elevation Certificate must be provided from a State Certified Engineer or Surveyor before the Certificate of Occupancy can be issued.)***
   - **Min. of 2 set engineered plans to include a typical wall section from foundation to roof line.**
   - **Wind load calculations, completed EPA display card, and state approved energy efficiency calculations.**
   - **Recorded Notice of Commencement sign and notarized by owner of any project over $2,500.00. This is done at the Clerk of Court ($10fee)**
   - **Warranty Deed showing ownership.**
   - **Must have a 911/site address at time of permitting. Address must be posted with 6in. #'s that contrast from their background.**
     911/Site Addressing Dept: (904)-966-6179
   - **Property lines must be clearly marked prior to 1st inspection:**
   - **Complete set of shop drawings for all sub contractors/trades when applicable.**
   - **Properly sized PORT-A-LET must be on site before 1st inspection if construction is longer than 1day.**

6. For new electrical service or transfer of electrical service an application must be submitted through your electrical service provider. **FPL 1-800-462-0561 CLAY ELECTRIC - 352-473-8000 EXT 8356**

NOTE: It may take up to 7-10 business days to review your application. We will call you when it's ready.

PERMIT APPLICATION BRADFORD COUNTY, FLORIDA

PERMIT #_____ **PERMIT TYPE**: (circle appropriate)

PARCEL#_____ Electrical/ Mechanical/ Plumbing/ Building/Roof

Other _____

PROPERTY OWNER_____ **Contractor Name**:_____

MAILING ADDRESS:_____ **Business name** _____

_____ **Contractor Phone**:_____

PHONE #:_____ **Cell:**_____ ***Admin Review: Y/N***

Cell:_____

911/SITE ADDRESS:_____ **Septic #**:(see Health Dept)_____

_____ **Culvert #**:(See Road Dept)_____

Total Sq Ft._____ **Estimated Cost**:_____ **Power Company**:_____

Description of Work:_____

_____

Direction to Job(if new construction)_____

_____

Application is herby made to obtain a permit to do the work and installation as indicated. I certify that no work or installation has 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 understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, and air cond. etc

Owners/Contractor Affidavit: ***I certify that all the foregoing information is accurate and true, and that all work will be done in compliance with all applicable laws regulating construction, contractor licensing and zoning. I am responsible for the supervision and completion of the construction.***

Printed Name:_____ ***Date:***_____

Owner/Contractor Sig:_____

Sworn to and subscribed before me this _____day of _____20____

Personally known or Produced ID, type of ID_____

Notary Signature_____**Date:**_____

OFFICE USE ONLY PLANNING/ZONING INFORMATION

Parcel #:_____ Land Use/Zoning Classification:_____

Minimum Lot Size:_____ Lot Width:_____ Set Backs: Front_____

Side:_____Rear:_____

FEMA Flood Zone:_____ BFE:_____

Zoning Comments:_____

Reviewed By:_____ Date:_____

ADDITIONAL REQUIREMENTS FOR PLANS

- Two (2) Complete Sets of Plans and Specifications. To Include:

  Mono-slab or stem wall.
  Anchor bolts and spacing.
  Any interior footings for bearing wall and required anchors.
  Smoke Detector & C.O. Detector locations
  Egress Window locations and Sizes.
  Location of Electrical Service.

  Clearly indicate stud size, grade and spacing: sheathing material, thickness and nailing schedule, any bracing requirements and location:

  All required shear walls and anchors for same.
  Roof framing plan and either engineered truss details showing uplift and required anchors or conventional framing details, along with uplift and required anchors.
  Any other requirements to meet wind loads per F.B.C. 2010 Edition.

- Florida Building Code 2010 106.3.1.5. Minimum Plan Review Criteria

- Florida Energy forms.

Note: Items 1 thru 4 must be placed on the cover sheet or front page of plans

1. Name and Address of owner.
2. Square footage heated and cooled.
3. Square footage under roof.
4. Wind load specifications FBC Section 1609
   a. Wind load 3 second gust = 100 mph
   b. Wind importance factor = (!) residential
   c. Wind Exposure = B_____
   d. The applicable internal pressure coef. _____

SUBCONTRACTOR VERIFICATION FORM

***ALL PERMITS WILL BE ISSUED AT ONE TIME ALL CONTRACTOR'S MUST HAVE THEIR SIGNATURES NOTARIZED.* IT IS THE RESPONSIBILITY OF ALL CONTRACTOR'S TO INFORM BRADFORD COUNTY BUILDING DEPARTMENT IN WRITING IF YOU WILL BE REMOVED FROM THIS PROJECT: ALL CONTRACTOR'S MUST HAVE CURRENT LICENSE AND INSURANCE WITH THIS OFFICE PRIOR TO ISSUANCE OF PERMIT.**

Updated: Y/N
Contractor Company Name:_____

Signature:_____Phone:_____
Contract Value *Minus* Subs/Trades:_____

State of Florida County of _____
Sworn to and subscribed before me this _____ day of _____A.D. 20____

Notary Public

Updated: Y/N
Electric Contractor Company Name:_____

Signature:_____Phone:_____
Contract Value:_____

State of Florida County of _____
Sworn to and subscribed before me this _____ day of _____ A.D. 20_____

Notary Public

Updated: Y/N
Plumbing Contractor Company Name:_____

Signature:_____Phone:_____
Contract Value:_____

State of Florida County of _____
Sworn to and subscribed before me this _____ day of _____ A.D. 20_____

Notary Public

Updated: Y/N
HVAC Contractor Company Name:_____

Signature:_____Phone:_____
Contract value:_____

State of Florida County of _____
Sworn to and subscribed before me this _____ day of _____ A.D. 20_____

Notary Public

Conditions of the Permit.

105.3 Application for permit.
To obtain a permit, the applicant shall first file an application therefore in writing on a form furnished by the building department for that purpose. Permit application forms shall be in the format prescribed by a local administrative board, if applicable, and must comply with the requirements of Section 713.135(5) and (6), *Florida Statutes*.
Each application shall be inscribed with the date of application, and the code in effect as of that date. For a building permit for which an application is submitted prior to the effective date of the *Florida Building Code*, the state minimum building code in effect in the permitting jurisdiction on the date of the application governs the permitted work for the life of the permit and any extension granted to the permit
105.3.2 Time limitation of application.
An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.
105.3.3 MANDATORY "NOTICE"
An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification, repair or addition unless the permit either includes on its face or there is attached to the permit the following statement
"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."
105.3.4
A building permit for a single-family residential dwelling must be issued within 30 working days of application therefore unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the *Florida Building Code* or the enforcing agency's laws or ordinances.
105.4.1 Permit intent.
A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.
105.4.1.1
If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.
105.4.1.2
If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.
105.4.1.3
Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.
105.4.1.4
The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

NOTICE TO OWNER

Florida Statute 489.103(7)(a)

(7)(a)Owners of property when acting as their own contractor and providing direct, onsite supervision themselves of all work not performed by licensed contractors:
1.When building or improving farm outbuildings or one-family or two-family residences on such property for the occupancy or use of such owners and not offered for sale or lease, or building or improving commercial buildings, at a cost not to exceed $75,000, on such property for the occupancy or use of such owners and not offered for sale or lease. In an action brought under this part, proof of the sale or lease, or offering for sale or lease, of any such structure by the owner-builder within 1 year after completion of same creates a presumption that the construction was undertaken for purposes of sale or lease.

2.When repairing or replacing wood shakes or asphalt or fiberglass shingles on one-family, two-family, or three-family residences for the occupancy or use of such owner or tenant of the owner and not offered for sale within 1 year after completion of the work and when the property has been damaged by natural causes from an event recognized as an emergency situation designated by executive order issued by the Governor declaring the existence of a state of emergency as a result and consequence of a serious threat posed to the public health, safety, and property in this state.

3.When installing, uninstalling, or replacing solar panels on one-family, two-family, or three-family residences, and the local permitting agency's county or municipal government is participating in a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant. However, an owner must utilize a licensed electrical contractor to effectuate the wiring of the solar panels, including any interconnection to the customer's residential electrical wiring. The limitations of this exemption shall be expressly stated in the building permit approved and issued by the permitting agency for such project.

(b)This subsection does not exempt any person who is employed by or has a contract with such owner and who acts in the capacity of a contractor. The owner may not delegate the owner's responsibility to directly supervise all work to any other person unless that person is registered or certified under this part and the work being performed is within the scope of that person's license. For the purposes of this subsection, the term "owners of property" includes the owner of a mobile home situated on a leased lot.

(c)To qualify for exemption under this subsection, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. However, for purposes of implementing a "United States Department of Energy SunShot Initiative: Rooftop Solar Challenge" grant and the participation of county and municipal governments, including local permitting agencies under the jurisdiction of such county and municipal governments, an owner's notarized signature or personal appearance to sign the permit application is not required for a solar project, as described in subparagraph (a)3., if the building permit application is submitted electronically to the permitting agency and the owner certifies the application and disclosure statement using the permitting agency's electronic confirmation system. If any person violates the requirements of this subsection, the local permitting agency 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. *The local permitting agency shall provide the person with a disclosure statement in substantially the following form:*

DISCLOSURE STATEMENT

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 homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this 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 at **850-487-1395** or http://www.myfloridalicense.com/contactus/ for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following 911/onsite address:_____

12. I agree to notify The Bradford County Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of 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.

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. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature of Property Owner:_____

Date:_____
Sworn to and subscribed before me this _____day of _____, 20___
personally known _____or produced identification. Type of identification produced Driver's License Number _____

Owners Printed Name: _____ Signature:_____

Address: _____

Notary Public Signature

_____ Date:_____

My Commission Expires:

NOTICE OF COMMENCEMENT

RETURN TO:

THIS INSTRUMENT PREPARED BY:

PROPERTY APPRAISER'S PARCEL ID NUMBER:

SPACE ABOVE THIS LINE FOR RECORDING DATA

STATE OF FLORIDA, COUNTY OF BRADFORD

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.

PARCEL ID NUMBER

Street address of property:

Description of improvements:

Property Owner Name:

Property Owner s Address:

Owners Interest in property:

Fee Simple Title Holder Name:

Title Holder Address:

Contractor Name:

Contractor Mailing Address:

Surety Name:

Surety Mailing

Address: Lender Name:

Lender Mailing Address:

Person within the State of Florida designated by Owner upon which notices and other documents may be served as provided by Section 713.13 (1) (a) 7, Florida Statutes.

Name:

Address:

In addition to himself, the Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (a)7., Florida Statutes

Name:

Address:

Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording)

Signature of Owner

Printed Signature of Owner

APPLY NOTARY SEAL HERE

I have relied on the following identification of the Affiant:

Sworn to and subscribed before me this

day _____ of _____ 20__

Notary Signature

Printed Notary Signature