



## **Bradford County Building, Zoning & Planning**

**945-F North Temple Ave.  
Starke, FL 32091  
Phone: 904-966-6223  
Fax: 904-966-6220**



### **POOL CONSTRUCTION PERMIT INFORMATION**

1. You **MUST PROVIDE** your parcel number (this identifies the Parcel of land in which the construction will take place) This can be found on your tax bill or on the Property Appraisers website.
2. The Zoning Department will issue a Zoning Certification and Flood Zone Designation Map (\$25 each) on your property. **Must have a survey of parcel for certification.**
3. **Documents required:**
  - **The Owner Builder or Contractor will pull all permits at once.**
  - **Survey showing Flood Zone verification and setbacks from property line. *If located in a designated flood zone an Elevation Certificate must be provided from a State Certified Engineer or Surveyor before the Final inspection can be approved.***
  - **Min. 2 sets of Engineered Blueprints and a copy of the contract between owner and contractor.**
  - **Recorded Notice of Commencement for any project over \$2,500.00. (\$10 fee) This is recorded at the Clerk of Court.**
  - **Warranty Deed showing ownership.**
  - **Site plan showing set-backs.**

**Pool Barrier must be in place within 30 days after completion of pool.**

**NOTE: It may take up to 7-10 business days to review on your application.**  
**We will call you when its ready.**



**PERMIT APPLICATION BRADFORD COUNTY, FLORIDA**

PERMIT # \_\_\_\_\_

PARCEL# \_\_\_\_\_

PROPERTY OWNER \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

PHONE #: \_\_\_\_\_

Cell: \_\_\_\_\_

911/SITE ADDRESS: \_\_\_\_\_

\_\_\_\_\_

PERMIT TYPE: (circle appropriate)

Electrical/Plumbing/ Pool

Other \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Business name \_\_\_\_\_

Contractor Phone: \_\_\_\_\_

Cell: \_\_\_\_\_ ***Admin Review: Y/N***

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 hereby 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.*

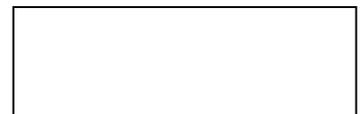
Printed Name: \_\_\_\_\_ Date: \_\_\_\_\_

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: \_\_\_\_\_

# 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

**Electrical Contractor**

**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.

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## **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.



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**945 N Temple Ave Starke, Fl. 32091**  
**Phone: 904-966-6223 Fax 904-966-6220**

**Residential Swimming Pool, Spa, or Hot Tub Safety Act**

I acknowledge that a new swimming pool, spa, or hot tub will be constructed or installed at \_\_\_\_\_, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes.  
 (Please initial methods to be used for your pool)

\_\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statutes 515.29.

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard performances Specifications for safety covers and swimming pools, Spas, and hot tubs).

\_\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 ft.

\_\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self-closing, self-latching devices with release mechanisms place no lower than 54" above the floor or deck.

**I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or up to 60 days in jail as established in Chapter 775:**

ALL SIGNATURES MUST BE NOTARIZED

\_\_\_\_\_  
 Contractor's Signature

\_\_\_\_\_  
 Owner's Signature

\_\_\_\_\_  
 Contractor's Name & Date

\_\_\_\_\_  
 Owner's Name & Date

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ A.D. 20 \_\_\_\_\_

Notary \_\_\_\_\_

# 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 \_\_\_\_\_