



## CITY OF BELLEVIEW

"City with Small Town Charm"

DEVELOPMENT SERVICES DEPARTMENT

5525 SE 119<sup>th</sup> St., Belleview, Florida 34420

[www.belleviewfl.org](http://www.belleviewfl.org) Email: DSStaff@belleviewfl.org

Telephone: (352) 245-7021 Fax: (352) 245-6532

### LIFE SAFETY PERMIT CHECKLIST

(Fire Alarm, Sprinkler, Suppression System, Radio Repeater, Fire Lines/Hydrants)

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity, the making of any material change in the use, or change in appearance of any structure.

#### **INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

The following items are among those required by the Belleview City Code, Florida Building Code, AND Florida Fire Prevention Code. All applicable items must be included and forms completely filled out for the application package to be considered complete. If something does not apply please mark as such. **Payment of permitting fees is required at submittal.** If your application is found to be incomplete, City staff will contact you within 3 full working days from the received date.

#### **Check off all items that have been included in your application package:**

1.  **BUILDING PERMIT APPLICATION** - Indicate the Electric Utility Company if known
2.  **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED**  
Required if any part of property is in an A zone or AE zone (also required at final inspection)
3.  **LEGAL DESCRIPTION** - Section, Township, Range, Lot, and Block, Parcel # and Subdivision name
4.  **PROOF OF OWNERSHIP** (Tax notice, Homestead Exemption Notice, Certificate of Title, or recorded Deed)
5.  **THREE (3) COPIES OF PRODUCT SPECIFICATIONS AND SITE PLAN (If applicable) : DRAWN TO SCALE (1"=30')**  
(one inch equals thirty feet, not to exceed 1" = 60') using site plan or survey with the following information showing:
  - Dimensions of the property.
  - Location of all existing and proposed structures.
  - Setbacks from all property lines to existing and proposed structures.
  - Location of all roads and right-of-ways (including center lines) in relation to the property.
  - A directional arrow indicating North.
  - The scale used for the site plan (such as 1" = 30', not to exceed 1" = 60')
  - Location of all natural and manmade surface waters (i.e., lakes streams, canals, wetlands, etc.).
  - Location of proposed and/or existing water lines and meters.
  - Location of driveways and sidewalks.
  - Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition
  - Sources, i.e. air conditioner.
  - Calculated percentage of coverage on property.
6.  **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** (If the property owner is submitting the application as Owner/Builder)
7.  **RECORDED NOTICE OF COMMENCEMENT** (Required for projects valued at \$2,500 or more)  
**MUST BE PRESENTED WITH COMPLETED APPLICATION OR BEFORE FIRST INSPECTION.**
8.  **PRODUCT APPROVAL FORM (If applicable)**
9.  **PROVIDE COPY OF APPLICABLE STATE AND LOCAL LICENSE(S), PROOF OF GENERAL LIABILITY AND WORKERS COMPENSATION INSURANCE OR EXEMPTION** (for contractor and all subcontractors; see Permit Application)



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Permit #: _____
Received by: _____
Application Date: _____
Fees Rec'd: _____

**LIFE SAFETY PERMIT APPLICATION**

**CURRENT CODE IN EFFECT: 2020 FLORIDA BUILDING CODE, 7<sup>TH</sup> EDITION & FLORIDA FIRE PREVENTION CODE, 7<sup>TH</sup> EDITION**

**Permit Type:**

Fire Alarm  Fire Sprinkler  Kitchen Hood Suppression/Ansul System  Radio Repeater  Fire Lines/Fire Hydrant  Other

**Owner Information:**  
 Owner's Name: \_\_\_\_\_ Phone: \_\_\_\_\_  
 Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Owner's Email Address: \_\_\_\_\_  
 Fee Simple Titleholder's Name: (If other than owner) \_\_\_\_\_  
 Fee Simple Titleholder's Address: (If other than the owner) \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Mortgage Company Name: \_\_\_\_\_ Contact Person: \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Project Location Information:**  
 Parcel number: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Unit: \_\_\_\_\_ Sec: \_\_\_\_\_ Twp: \_\_\_\_\_ Rge: \_\_\_\_\_  
 Site Address\*: \_\_\_\_\_  
 \*New construction/unit: The City will submit an address request to Marion County 9-1-1 Management for assignment of address.  
 Subdivision: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Power Company: \_\_\_\_\_

**Project Information:**  
 Residential  Commercial  New  Repair  Alteration  Addition  Revision  
 Contract Price/Value (excluding lot): \$ \_\_\_\_\_ Sq. Footage: \_\_\_\_\_ Sq. Ft under roof: \_\_\_\_\_  
 Proposed project description/scope: \_\_\_\_\_  
 \_\_\_\_\_  
 Architect Name: \_\_\_\_\_ Email: \_\_\_\_\_  
 Architect's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
 Engineer: \_\_\_\_\_ Email: \_\_\_\_\_  
 Engineer's Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Contractor Information:**

Qualifier's Name: \_\_\_\_\_ State License No.: \_\_\_\_\_

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

Contact Name: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Bonding Company Name: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_ Zip: \_\_\_\_\_

**Subcontractor Information:**

Contractors: Please complete information and sign below. By signing, I hereby swear that I am in compliance with Florida's worker's compensation law and that I have secured coverage or have a valid certificate of exemption.

Plumber: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Electrician: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Mechanical: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Roofer: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Gas: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Irrigation: \_\_\_\_\_ Lic. #: \_\_\_\_\_ Signature: \_\_\_\_\_

Other: \_\_\_\_\_ Lic.#: \_\_\_\_\_ Signature: \_\_\_\_\_

**NOTICE**

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work 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 may be required for ELECTRICAL, PLUMBING, SIGNS, IRRIGATION WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

**OWNER'S AFFIDAVIT:** I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

It is agreed that in all respects, the work will be performed & completed in accordance with the permitted and applicable codes of the local jurisdiction. This permit may be revoked at any time upon violation of any of the provisions of said laws, ordinances, or rules & regulations, or upon any unauthorized change in the original approved plans. This permit becomes invalid if an inspection for permanent construction is not requested and approved within 180 days or more than 6 months has elapsed between inspections.

**WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT WITH MARION COUNTY CLERK OF THE COURTS 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 COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT: F.S.713.135**

**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 government entities, such as water management districts, state agencies, or federal agencies.

I \_\_\_\_\_ (applicant name) understand that the City of Belleview has regulations regarding Zoning and development activities including: setbacks, lot coverage, and site plans and that I have attended a Site Plan Committee meeting (for commercial projects) or I have read and understand all regulations pertaining to my proposed project and the attached application and submittal package is complete.

**Owner's Signature:**

and/or

**Contractor's Signature:**

\_\_\_\_\_  
Date: \_\_\_\_\_

\_\_\_\_\_  
Date: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, By \_\_\_\_\_ Personally known to me \_\_\_\_\_ or has produced \_\_\_\_\_ as identification.

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, By \_\_\_\_\_ Personally known to me \_\_\_\_\_ or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Print, type, or stamp commissioned name of Notary Public

\_\_\_\_\_  
Print, type, or stamp commissioned name of Notary Public

Notary Seal

Notary Seal

**Pursuant to Florida Statute 713.135(7) all signatures must be notarized.**

**Notice: The City of Belleview follows Marion County's fee schedule for all fire-related permits.**

**Fees will be assessed according to Marion County Resolution No. 04-R-99.**



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Received by: \_\_\_\_\_

Application Date: \_\_\_\_\_

Fees Rec'd: \_\_\_\_\_

**SITE PLAN**

[Large empty rectangular box for drawing the site plan]

**Structures/Improvements**

House SQFT \_\_\_\_\_

Driveway \_\_\_\_\_

Walkways \_\_\_\_\_

Entry \_\_\_\_\_

Patio \_\_\_\_\_

Other \_\_\_\_\_

Total Coverage \_\_\_\_\_ (divided by) Lot Size \_\_\_\_\_ (equals) \_\_\_\_\_% of lot coverage

**ALL CHANGES MUST BE APPROVED BY THE DEVELOPMENT SERVICES DEPARTMENT**

*Note: Signature indicates that you are certifying the information provided on this site plan is true and accurate.*

Site plan submitted by: \_\_\_\_\_  
Signature Title

Plan Approved \_\_\_\_\_ Not Approved \_\_\_\_\_ Date \_\_\_\_\_

Approved by: \_\_\_\_\_, City of Belleview Development Services Department



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### 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.

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

**FLORIDA BUILDING CODE 2020, 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.**

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 \_\_\_\_\_**

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 DBPR 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.

I, the undersigned, have read the preceding and understand the responsibility of acting as my own contractor, and having been notified 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.

\_\_\_\_\_  
SIGNATURE OF OWNER/BUILDER AND DATE

STATE OF \_\_\_\_\_ COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is personally known to me \_\_\_\_\_ or has produced \_\_\_\_\_ as identification.

(Seal)

\_\_\_\_\_  
NOTARY PUBLIC SIGNATURE



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**Notice of Commencement**

Permit #: \_\_\_\_\_

Tax Folio/Parcel Id#: \_\_\_\_\_ State \_\_\_\_\_ County \_\_\_\_\_

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

1. Description of property (legal description, lot, block and street address if available):

\_\_\_\_\_

2. General description of improvement:

\_\_\_\_\_

3a. Owner name/address:

3b. Interest in property:

3c. Name and address of fee simple title holder (if other than owner):

\_\_\_\_\_

4. Contractor – Qualifier Name and Address:

\_\_\_\_\_

5. Surety – Name and Address:

\_\_\_\_\_

Amount of bond: \$ \_\_\_\_\_

6. Lender – Name and Address:

\_\_\_\_\_

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:

\_\_\_\_\_

8. In addition to him/herself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713(1)(b), Florida Statutes (Provide Name/Mailing Address):

\_\_\_\_\_

9. NOC expiration date (one full year from the date of recording unless different date is specified):

\_\_\_\_\_

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. 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 NOTICE OF COMMENCEMENT.

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 Owner/A Natural Person  
(or Owner's Authorized Officer/Director/Partner/Manager)

\_\_\_\_\_ Date

State of Florida  
County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ (print 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).

\_\_\_\_\_  
Notary Public (Seal)

Personally Known \_\_\_\_\_ or Produced Identification \_\_\_\_\_