

### Owner-Builder Information

Only a licensed contractor or the legal property owner can obtain a building permit. If an applicant applies as an owner/builder, the building must be for their own use and occupancy. It may not be for sale or lease. If an owner/builder sells or leases the building within one year after construction is completed, the law will presume that it was built for sale or lease, which is a violation of Florida State Statute 489.103 (7).

It is the owner/builder's responsibility to make sure the employees working for them have the required licenses from the state, county, or municipality. Any person working on the building who is not licensed must work under the owner/builder's direct supervision and must be employed by them. The owner/ builder must provide worker's compensation as prescribed by Florida law as well as comply with the IRS requirements concerning FICA and withholding taxes.

A signed, notarized Owner/Builder Disclosure Statement must be included with the permit application.

### Forms

Permitting forms and Permit Application Checklists are available at the City of Belleview website [www.Belleviewfl.org](http://www.Belleviewfl.org). From the City's webpage under 'Departments', click Development Services. Forms and applications are located on the left side of the page.

Examples of permit forms which may be downloaded from the website, are:

- Trades (Roofing, Electric and Plumbing) Permit Application
- Mechanical HVAC Permit
- New, Addition and Renovation Permit
- Residential Swimming Pool
- Shed Permit Application
- Fence Permit Application (Repair/Replacement and New)
- Contractor Registration Form
- Life Safety Permit
- Site Plan Form
- Notice of Commencement Form
- Owner Builder Affidavit
- Cancellation of Permit Form
- Temporary Sign Permit Form
- Seasonal Tent Sales and Special Events Permit Application
- Product Approval Specification Sheet
- Chicken and 4H/FFA Farm Animal Permit
- Change of Tenant Permit Application
- Business Tax Receipt Application

# City of Belleview Development Services

### Building Division Location:

Dennis Monroe Public Works Complex  
5525 SE 119<sup>th</sup> St.  
Belleview, FL 34420

Shawna Chancey, Development Services Director  
352-245-7021 ext. 2107

Kelley O'Neill, Zoning & Code Enforcement Technician  
352-245-7021 ext. 2106

Becky Susterka, Permit & Licensing Specialist  
352-245-7021 ext. 2125

Nicole Earwood, Development Services Tech  
352-245-7021 ext. 2105

Jimmy Strickland, Building Official



**Welcome to the City of Belleview**

**City with Small Town Charm**

While only 3.76 square miles in size, we are the hub of south Marion County, with six major thoroughfares intersecting our city. We have many small businesses, restaurants, churches, schools, a library, and governmental agencies, including the Marion County Fire Department and the Tax Collector's office located in Belleview. We also have a variety of recreational parks, both passive and active, for our citizens to enjoy. We invite you to visit, spend some time in our area and become a part of our community. We know that you will enjoy it as much as we do!

### To Obtain a Building Permit

To begin the permitting process, submit a completed permit application package to the Building Department for review. For guidance in completing the package, see the checklist at the beginning of each permit application or the forms section of the City of Belleview website at [www.Belleviewfl.org](http://www.Belleviewfl.org).

Permits expire 180 days from date of issue and may be extended with a request received in writing by the Building Department prior to expiration date.

Each permit is reviewed to comply with local land use designation and ordinances, Florida Building Code, National Electrical Codes, and the National Fire Prevention Code.

**Development Services Review, Site Plan Review & Public Works Review** must be completed by city staff before the Building Department can proceed with review of a building permit application. Information on Public Works and city utilities may be found at [www.Belleviewfl.org](http://www.Belleviewfl.org). Click on the "Public Works" department.

### Current Codes Enforced

- 2020 Florida Building, Plumbing, Mechanical, Gas, Residential & Existing Building Codes
- 2020 National Electrical Code
- Abatement of Unsafe Building Code
- National Fire Prevention Code
- City ordinances or State statutes which affect building and development

### Projects Which Require a Permit

- New Construction, Additions/Renovations, Signs
- Exterior Doors, Garage Doors, Windows
- Swimming Pools with Filter Systems
- Driveways, Addition of NEW concrete, Demolition
- Fences, Re-Roofs, Air Conditioner Replacements, Water Heaters, Sheds

Note: this list is not all-inclusive, and does not preclude any local or State laws or Ordinances

### Flood Zone Construction

The City of Belleview participates in the National Flood Insurance Program and requires elevation certificates on all new construction in Flood Zones within the city limits. Consult a local surveyor to determine the required elevation of new construction prior to having building plans prepared.

### To Schedule an Inspection

Please contact the Building Department at 352-245-7021 ext. 2105 and provide permit #, project address, type of inspection, and your contact information. All inspections will be scheduled for the next business day. Keep in mind, we are closed on Friday, therefore Monday inspections must be called in by Thursday at 3 pm.

Be sure the inspection record card, Product Approval Specifications (if applicable), and building plans (if applicable) are posted on-site in a manner accessible to the inspector.

### Permit Fees

For information on Building, Zoning & Public Works fees visit [www.Belleviewfl.org](http://www.Belleviewfl.org).

### Notice of Commencement

A signed, notarized Notice of Commencement must be recorded at the Marion County Clerk of the Court's office for building projects which exceed \$2,500 cost of construction (\$15,000 for mechanical/air conditioning). A copy must be provided to the Building Department prior to the first inspection.

### Unpermitted Work

When unpermitted work is discovered, a Stop Work Order is issued and a permit application is required before work can continue. Double permitting fees and a code enforcement fee are assessed according to the laws of the State of Florida and the City of Belleview.

### Contractor Information

Contractors must register with the City of Belleview prior to applying for a permit. A copy of their state or local license (as applicable), proof of worker's compensation or worker's compensation exemption, and liability insurance are required to register.

### Unlicensed Contractors

A Stop Work Order will be issued when an unlicensed contractor is discovered to be on a project and Florida DPBR will be contacted to initiate possible disciplinary action.



**Do not hire an unlicensed contractor.** Homeowners who hire unlicensed contractors can face costly penalties. The Department of Business and Professional Regulation can issue an order to stop construction and can levy a \$5,000 fine for aiding/abetting unlicensed contractors.