



CITY OF BELLEVIEW

City with Small Town Charm

www.belleviewfl.org

Development Services

5525 SE 119th St.

Belleview, FL 34420

Office: 352-245-7021

Email: DSStaff@belleviewfl.org

MASTER BUILDING PERMIT APPLICATION CHECKLIST

(To be used for single-family or two-family dwellings or townhomes only)

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 Florida Statutes, Belleview City Code, and Florida Building 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. ☐ **MASTER BUILDING PERMIT APPLICATION**
2. ☐ **A SIGNED & SEALED GENERAL CONSTRUCTION PLAN THAT COMPLIES WITH F.S. 553.794 (4)**
3. ☐ **ALL GENERAL CONSTRUCTION PLAN PAGES, DOCUMENTS, AND DRAWINGS, INCLUDING STRUCTURAL CALCULATIONS**
4. ☐ **A WRITTEN ACKNOWLEDGMENT FROM THE DESIGN PROFESSIONAL THAT THE PLAN PAGES, DOCUMENTS, AND DRAWINGS CONTAINED WITHIN WILL BE USED FOR FUTURE SITE-SPECIFIC BUILDING PERMIT APPLICATIONS.** The design professional of record must be a licensed engineer or architect.
5. ☐ **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS** (Signed and sealed by a truss design engineer)
6. ☐ **ENERGY PERFORMANCE CALCULATIONS FOR ALL BUILDING ORIENTATIONS** (Must consider worst-case scenarios and must include component and cladding product approvals as required by F.S. 553.794 (3)(e).)

ONCE APPROVED AND ISSUED, MASTER BUILDING PERMITS REMAIN VALID UNTIL THE FLORIDA BUILDING CODE IS UPDATED AS PROVIDED IN F.S. 553.73.

SITE SPECIFIC PERMITS MUST REFERENCE THE MASTER BUILDING PERMIT NUMBER AND IDENTIFY THE MODEL DESIGN TO BE BUILT, INCLUDING ELEVATION AND GARAGE STYLE.



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MASTER BUILDING PERMIT APPLICATION

CURRENT CODE IN EFFECT: 2023 FLORIDA BUILDING CODE, 8TH EDITION

Applicant Information:

Qualifier Name: _____ State License No.: _____

Company Name: _____ Phone Number: _____

Address: _____ City: _____ State: _____ Zip Code: _____

Email Address: _____

Architect Name: _____ Email: _____

Architect's Address: _____ City: _____ State: _____ Zip Code: _____

Engineer: _____ Email: _____

Engineer's Address: _____ City: _____ State: _____ Zip Code: _____

Project Information:

☐ Residential ☐ Commercial Type of Construction: _____

☐ City Wide Permitting or ☐ Subdivision Specific: _____

Model Name: _____ (Subdivision Name)
Elevation: _____

Sq. Footage: _____ Sq. Ft under roof: _____ Orientation: ☐ Left ☐ Right

CONTRACTOR'S AFFIDAVIT: I CERTIFY ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING. I UNDERSTAND THAT THIS APPLICATION AND ITS SUPPORTING DOCUMENTATION WILL **NOT** BE REVIEWED FOR USE APPROVAL, DESIGN REVIEW, FLOOD ZONE REGULATIONS, SETBACKS, ORIENTATION OR LOCATION ON ANY PARTICULAR SITE WHETHER REFERENCED IN THE PLANS OR NOT, NOR ANY OTHER DESIGN REVIEW OR CODE COMPLIANCE REGULATIONS OTHER THAN BUILDING CODE COMPLIANCE. **APPROVAL OF A MASTER DRAWING DOES NOT GUARANTEE ISSUANCE OF A PERMIT. APPROVAL OF A MASTER DRAWING DOES NOT AUTHORIZE ANY CONSTRUCTION.** I UNDERSTAND THAT A CONSTRUCTION PERMIT IS REQUIRED PRIOR TO COMMENCEMENT OF ANY CONSTRUCTION.

Contractor's Signature: _____ 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 _____

Personally known to me _____ or has produced _____ as identification.

Notary Public Signature

(Notary Seal)