



CITY OF BELLEVIEW

"City with Small Town Charm"

DEVELOPMENT SERVICES DEPARTMENT

5525 SE 119th St., Belleview, Florida 34420

www.belleviewfl.org Email: DSSstaff@belleviewfl.org

Telephone: (352) 245-7021 Fax: (352) 307-7708

BASIC PERMIT CHECKLIST

(Roof, Electric, Plumbing, Gas)

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 and Florida Building Code. They must be included and completely filled out for the application package to be considered complete. If something does not apply please mark as such. 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
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 A 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.
 - Drainage flow
6. **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS** (Roof replacement w/trusses)
7. **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT**
8. **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more)
NOC MUST BE PRESENTED WITH COMPLETED APPLICATION OR BEFORE FIRST INSPECTION.
9. **PRODUCT APPROVAL FORM**
10. **PROVIDE COPY OF APPLICABLE STATE AND LOCAL LICENSES, PROOF OF 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: _____

BUILDING PERMIT APPLICATION

CURRENT CODE IN EFFECT: 2020 FLORIDA BUILDING CODE, 7TH EDITION

Permit Type:

Building Roof Electrical Mechanical Plumbing Gas Shed Fence Pool Demo Alarm 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: _____

Construction Dumpster Provider: _____

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.

NOTE TO HVAC CONTRACTOR: *FLORIDA BUILDING CODE - ENERGY EFFICIENCY*, ON replacement HVAC systems; contractor must provide certification that all ductwork has been inspected and all necessary repairs/taping have been completed.

Owner's Signature: _____ and/or

Contractor's Signature: _____

Date: _____

Date: _____

State of _____

State of _____

County 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



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SITE PLAN

[Empty site plan drawing area]

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 _____

Reviewed by: _____, City of Belleview Development Services Department



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PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide-approved products are listed online @ www.floridabuilding.org.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional/roll up			
D. Other			
2. Windows			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
3. Panel Wall			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Non-struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Underlayment			
F. Other			
5. Struct Components			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Other			
6. New Exterior Envelope Products			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics, which the product was tested, and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

Applicant Signature

Date



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**2021 FLORIDA STATUTES – CHAPTER 489.103 (7C) AND 489.503
 OWNER-BUILDER DISCLOSURE STATEMENT**

To qualify for this exemption, the property 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 this 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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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.

FS 489.503 – Electrical Disclosure Statement

State law requires electrical contracting to be done by licensed electrical 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 electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 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 electrical contractor. Your construction shall be done according to building codes and zoning regulations. 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.

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.**

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/DBPR/> 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 address:
_____.
12. I agree to notify the City of Belleview 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 which 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.

Owner's Signature: _____ Printed Name & Date: _____

STATE OF FLORIDA, 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 _____