



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

ELECTRIC / PLUMBING / GAS / SOLAR / IRRIGATION / UTILITY PERMIT CHECKLIST

Contractors must be current with Flagler County Building Services for permitting.

- Permit Application**
- Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- Disclosure Statement** (owner is acting as his/her own contractor) FS 489.103
- Notice of Commencement** (required when value of labor and materials is over **\$5,000.00**)_Recorded and certified by the Flagler County Clerk of Court_FS sec 713.135
- Product Approval Information Form**
- 1 Set of Plans or Detailed Scope of Work**
- 1 Survey/Site Plans** (For Gas)

**Applicant must obtain all required inspections including the final inspection.
Failure to close out permits may result in additional fees and/or suspension of
permitting rights.**



CITY OF FLAGLER BEACH
BUILDING DEPARTMENT

FOR BUILDING USE ONLY
Permit # _____
Fee \$ _____

BUILDING PERMIT APPLICATION

1. Property Owners Name: _____

Mailing Address: _____ Phone Number: _____

2. Location/Job Address: _____

Parcel # _____ Block: _____ Lot: _____

3. Contractor / Installer: _____

Address: _____ State License _____

City/State/Zip Code _____ Phone # _____

Fax # _____ Cell # _____

E-mail _____

4. Description of Work: [] Commercial [] Residential

5. Construction Dumpster [] Contractor Owned [] Dumpster Company's Name: _____

6. Total Square Footage Under Roof (Square footage subject to state surcharge): _____
(Total square footage under roof - including but not limited to: new construction, carports, roofed screen rooms, modular buildings, boathouses, accessory structures) DCA Rule 9B-62.003

7. Type of Construction, Occupancy Classification and Area Totals:

Type of Construction (circle one): IA IB IIA IIB IIIA IIIB IV VA VB

Occupancy Classification (circle one): A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U

Living Area: _____ square feet Non Living: _____ square feet # of Rooms (total): _____

of Bedrooms: _____ # of Bathrooms: _____ # of Stories: _____ # of Habitable Floors: _____

Patio: _____ square feet Driveway: _____x_____ Pool Area (including deck): _____

Mobile Home: Make _____ Model _____ Year _____ Serial Number _____

Specify Single or Double Wide _____ Width _____x Length _____ (without hitch) = Sq Ft _____

Is this a replacement home? ___ YES or ___ NO (If yes provide proof)

8. Total Cost of Improvements: \$ _____

9. Sub Contractor Information

- **Electrical Contractor:** _____ License Holders Name _____
 State License # _____ Size of Electrical Service: Phase _____ Amps _____
- **Plumbing Contractor:** _____ License Holders Name _____
 State License # _____ # Bathrooms _____ # Fixtures, Drains & Traps _____
- **Mechanical Contractor:** _____ License Holders Name _____
 State License # _____ Total Cost of Mechanical \$ _____ Size of Unit _____ tons
- **Roofing Contractor:** _____ License Holders Name _____
 State License # _____ Total Cost of Roof \$ _____
 Type of Roof to be Installed _____ Square Footage of Structure _____
- **Aluminum Contractor:** _____ License Holders Name _____
 State License # _____ Total Cost of Aluminum Structure \$ _____
- **Gas Contractor:** _____ License Holders Name _____
 State License # _____ Total Number of Outlets _____

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.

*To qualify as an owner/builder, the owner of the property must personally appear at Flagler Beach Building Dept. and sign this application. (FS §489.103.7b)

“FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS”

(Signature)

(Printed Name)

(Check one)

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER*

STATE OF FLORIDA

COUNTY OF FLAGLER

The foregoing instrument acknowledged before me by means of physical presence or online notarization, this _____ day of _____, by _____, who signed with a mark in the presence of these witnesses:

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public) Personally

Known OR Produced Identification

Type of Identification Produced

Permit No. _____

Address: Tax Folio No. _____

Notice of Commencement

State of Florida
County of Flagler

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

1. **Description of Property:** _____

2. **General Description of Improvement:** _____

3. **Owner Information:** Name and address: _____
Interest in Property: _____
Name and address of fee simple titleholder: (If other than owner): _____

4. **Contractor Information:** Name and address: _____
Phone number: _____

5. **Surety Information:** Name and address: _____
Phone number: _____
Amount of bond: _____

6. **Lender Information:** Name and address: _____
Phone number: _____

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:**

Name and Address: _____
Phone Number: _____

8. **In addition to himself, owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.**

Name and Address: _____
Phone number: _____

9. Expiration date of Notice of Commencement (*the expiration date is 1 year from the date of recording unless a 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. 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.

Signature of Owner or Owners Authorized Office/Director /Partner/Manger

Signatory's Title/Office

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, by _____, who signed with a mark in the presence of these witnesses:

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced



CITY OF FLAGLER BEACH BUILDING DEPARTMENT OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes F.S.489.103(7) quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

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 all permit 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. If a building or residence that I have built or substantially improved myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
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 individual 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 ordinance.
7. I understand that it is frequent practices of unlicensed persons to have the property owner obtain owner-builder permits 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. I am aware of construction practices and I have access to the Florida Building Code.
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 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ 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 address listed below.
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 or in the permit application package.

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, the Department of Business and Professional Regulation and the building department 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.

ACKNOWLEDGMENT: I do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above. I agree to comply with all provisions of the City of Flagler Beach ordinances and codes pertinent to the building. In the event the corrections are required to be completed for code violations, I will assume responsibility to insure they are made and upon completion I will call for a re-inspection before proceeding with the building. I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department. I agree to pay any additional fees, including re-inspection fees in full prior to requesting a final inspection.

Property Address: _____

Signature of Owner-Builder

Print Name

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, by _____, who signed with a mark in the presence of these witnesses:

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced