



**COLUMBIA COUNTY BUILDING DEPARTMENT**

135 NE Hernando Ave., Suite B-21  
Lake City, FL 32055  
Office: 386-758-1008 Fax: 386-758-2160

***CHECKLIST FOR PERMITTING***

Revised (3/15/12)

**Completed Permit Application with *OWNER'S SIGNATURE* & notarized contractor's signature + \$15.00**

*Notes:*

**Completed Subcontractors Verification Form, Submitted prior to permit issuance.**

*Notes:*

**If an Owner Builder, Notarized Disclosure Statement (Owner Builders must sign for the Permit)**

*Notes:*

**Recorded Deed or Property Appraiser printout or a Notarized Affidavit**

*Notes:*

**Approved and Signed Site Plan from Environmental Health on the septic 386-758-1058**

*Notes:*

**Site plan with actual distances of the structure to each property line**

*Notes:*

**911 Address form, Phone 386-758-1125 #3 ALL CONSTRUCTION REQUIRES VERIFICATION**

*Notes:*

**Residential or Commercial Checklist completed including specs on Product Approval Code sheets.**

*Notes:*

**Driving directions including all road names. From a major HWY then to the site, not internet map**

*Notes:*

**Well letter from the well driller; or if on City Water get a release from Environmental Health; or Ellisville Water System, if the property is in the Ellisville area contact 386-719-7565 for review.**

*Notes:*

**Before the 1<sup>st</sup> inspection Recorded (Clerks Office) Notice of Commencement signed by the owner.**

*Notes:*

**2 sets of plans (blueprints) folded to 9 x 12 size with Signed & Sealed Engineering**

*Notes:*

**2 sets of Signed & Sealed truss engineering**

*Notes:*

**2 sets of energy code & manual J forms**

*Notes:*

**There are two pages to the Building Permit Application that must be submitted with the required signatures for the Owner and the Notarized Contractor's signature.**

**Application Fee is \$15.00. Make checks payable to BCC or Board of County Commissioners.**

Columbia County Building Permit Application

**For Office Use Only** Application # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_ Permit # \_\_\_\_\_  
 Zoning Official \_\_\_\_\_ Date \_\_\_\_\_ Flood Zone \_\_\_\_\_ Land Use \_\_\_\_\_ Zoning \_\_\_\_\_  
 FEMA Map # \_\_\_\_\_ Elevation \_\_\_\_\_ MFE \_\_\_\_\_ River \_\_\_\_\_ Plans Examiner \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
 NOC  EH  Deed or PA  Site Plan  State Road Info  Well letter  911 Sheet  Parent Parcel # \_\_\_\_\_  
 Dev Permit # \_\_\_\_\_  In Floodway  Letter of Auth. from Contractor  F W Comp. letter  
 IMPACT FEES: EMS \_\_\_\_\_ Fire \_\_\_\_\_ Corr \_\_\_\_\_  Sub VF Form  
 Road/Code \_\_\_\_\_ School \_\_\_\_\_ = TOTAL (Suspended)  Ellisville Water  App Fee Paid

Septic Permit No. \_\_\_\_\_ Fax \_\_\_\_\_

Name Authorized Person Signing Permit \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone \_\_\_\_\_

911 Address \_\_\_\_\_

Contractors Name \_\_\_\_\_ Phone \_\_\_\_\_

Address \_\_\_\_\_

Fee Simple Owner Name & Address \_\_\_\_\_

Bonding Co. Name & Address \_\_\_\_\_

Architect/Engineer Name & Address \_\_\_\_\_

Mortgage Lenders Name & Address \_\_\_\_\_

Circle the correct power company – FL Power & Light – Clay Elec. – Suwannee Valley Elec. – Progress Energy

Property ID Number \_\_\_\_\_ Estimated Cost of Construction \_\_\_\_\_

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_ Phase \_\_\_\_\_

Driving Directions \_\_\_\_\_

\_\_\_\_\_ Number of Existing Dwellings on Property \_\_\_\_\_

Construction of \_\_\_\_\_ Total Acreage \_\_\_\_\_ Lot Size \_\_\_\_\_

Do you need a - Culvert Permit or Culvert Waiver or Have an Existing Drive Total Building Height \_\_\_\_\_

Actual Distance of Structure from Property Lines - Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Number of Stories \_\_\_\_\_ Heated Floor Area \_\_\_\_\_ Total Floor Area \_\_\_\_\_ Roof Pitch \_\_\_\_\_

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction. **CODE: Florida Building Code 2010 and the 2008 National Electrical Code.**  
 Page 1 of 2 (Both Pages must be submitted together.) Revised 3-15-12

**Columbia County Building Permit Application**

**TIME LIMITATIONS OF APPLICATION :** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

**TIME LIMITATIONS OF PERMITS:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

**FLORIDA'S CONSTRUCTION LIEN LAW: Protect Yourself and Your Investment:** According to Florida Law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

**NOTICE OF RESPONSIBILITY TO BUILDING PERMITEE:** **YOU ARE HEREBY NOTIFIED** as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

**OWNERS CERTIFICATION:** I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

**NOTICE TO OWNER:** There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

**(Owners Must Sign All Applications Before Permit Issuance.)**

\_\_\_\_\_  
Owners Signature

**\*\*OWNER BUILDERS MUST PERSONALLY APPEAR AND SIGN THE BUILDING PERMIT.**

**CONTRACTORS AFFIDAVIT:** By my signature I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.

\_\_\_\_\_  
Contractor's Signature (Permitee)

Contractor's License Number \_\_\_\_\_  
Columbia County  
Competency Card Number \_\_\_\_\_

Affirmed under penalty of perjury to by the Contractor and subscribed before me this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.  
Personally known \_\_\_\_\_ or Produced Identification \_\_\_\_\_

SEAL:

\_\_\_\_\_  
State of Florida Notary Signature (For the Contractor)

**SUBCONTRACTOR VERIFICATION FORM**

APPLICATION NUMBER \_\_\_\_\_ CONTRACTOR \_\_\_\_\_ PHONE \_\_\_\_\_

**THIS FORM MUST BE SUBMITTED PRIOR TO THE ISSUANCE OF A PERMIT**

In Columbia County one permit will cover all trades doing work at the permitted site. It is REQUIRED that we have records of the subcontractors who actually did the trade specific work under the permit. Per Florida Statute 440 and Ordinance 89-6, a contractor shall require all subcontractors to provide evidence of workers' compensation or exemption, general liability insurance and a valid Certificate of Competency license in Columbia County.

***Any changes, the permitted contractor is responsible for the corrected form being submitted to this office prior to the start of that subcontractor beginning any work. Violations will result in stop work orders and/or fines.***

<b>ELECTRICAL</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>MECHANICAL/ A/C _____</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>PLUMBING/ GAS</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>ROOFING</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>SHEET METAL</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>FIRE SYSTEM/ SPRINKLER</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____
<b>SOLAR</b>	Print Name _____ License #: _____	Signature _____ Phone #: _____

Specialty License	License Number	Sub-Contractors Printed Name	Sub-Contractors Signature
MASON			
CONCRETE FINISHER			
FRAMING			
INSULATION			
STUCCO			
DRYWALL			
PLASTER			
CABINET INSTALLER			
PAINTING			
ACOUSTICAL CEILING			
GLASS			
CERAMIC TILE			
FLOOR COVERING			
ALUM/VINYL SIDING			
GARAGE DOOR			
METAL BLDG ERECTOR			

**F. S. 440.103 Building permits; identification of minimum premium policy.**--Every employer shall, as a condition to applying for and receiving a building permit, show proof and certify to the permit issuer that it has secured compensation for its employees under this chapter as provided in ss. 440.10 and 440.38, and shall be presented each time the employer applies for a building permit.



# COLUMBIA COUNTY 911 ADDRESSING / GIS DEPARTMENT



P. O. Box 1787, Lake City, FL 32056-1787  
263 NW Lake City Ave., Lake City, FL 32055  
Telephone: (386) 758-1125 \* Fax: (386) 758-1365 \* Email: ron\_croft@columbiacountyfla.com

## Application for 911 Address Assignment Form

**NOTE: ADDRESS ASSIGNMENT MAY REQUIRE UP TO 10 WORKING DAYS. IF THE ADDRESSING DEPARTMENT NEEDS TO CONDUCT ON SITE GPS LOCATION IDENTIFICATION OR OTHER ACTIONS, ADDITIONAL TIME MAY BE REQUIRED.**

Date of Request: \_\_\_\_\_

Requester Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

(Cell Phone Number if Provided): \_\_\_\_\_

Requested for Self:  or Requested for Company:   
(check one)

If Address is Requested by a Company, Provide Name of Requesting Company:

\_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If in Subdivision, Provide Name Of Subdivision:

\_\_\_\_\_

Phase or Unit Number (if any): \_\_\_\_\_ Block Number (if any): \_\_\_\_\_

Lot Number: \_\_\_\_\_

**Attach Site Plan or you may use back of Request Form for Site Plan:  
Requirements for Site Plan Are Listed on Back of Request Form:  
(NOTE: Site Plan Does NOT have to be a survey or to scale; FURTHER a  
Environmental Health Dept. Site Plan showing only a 210 by 210 cutout of a  
property will NOT suffice for Addressing Requirements.)**

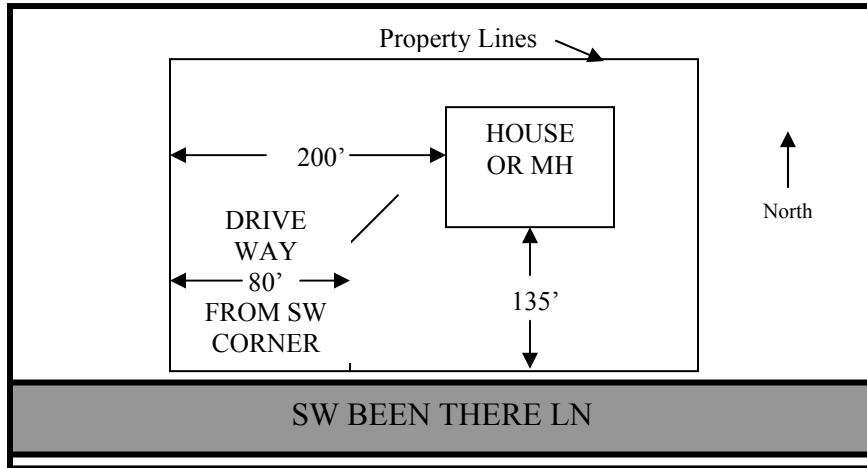
*Addressing / GIS Department Use Only:*

Date Received: \_\_\_\_\_ Date Assigned: \_\_\_\_\_

ID Number: \_\_\_\_\_

1. A PLAT, PLAN, OR DRAWING SHOWING THE PROPERTY LINES OF THE PARCEL.
2. LOCATION OF PLANNED RESIDENT OR BUSINESS STRUCTURE ON THE PROPERTY WITH DISTANCES FROM AT LEAST TWO OF THE PROPERTY LINES TO THE STRUCTURE (SEE SAMPLE BELOW).
3. LOCATION OF THE ACCESS POINT (DRIVEWAY, ETC.) ON THE ROADWAY FROM WHICH LOCATION IS TO BE ADDRESSED WITH A DISTANCE FROM A PARALLEL PROPERTY LINE AND OR PROPERTY CORNER (SEE SAMPLE BELOW).
4. TRAVEL OF THE DRIVEWAY FROM THE ACCESS POINT TO THE STRUCTURE (SEE SAMPLE BELOW).

**SAMPLE:**



**SITE PLAN BOX:**







# Columbia County

## BUILDING DEPARTMENT

Revised 3/15/12

**MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2010 FLORIDA BUILDING CODE, FLORIDA PLUMBING CODE, FLORIDA MECHANICAL CODE, FLORIDA FUEL AND GAS CODE 2010 EFFECTIVE 15 MARCH 2012 AND 2008 NATIONAL ELECTRICAL**

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

**COMMERCIAL MINIMUM PLAN REQUIREMENTS AND CHECKLIST**

**ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWING SHALL PROVIDED CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION.**

**FOR DESIGN PURPOSES THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609-A THROUGH 1609-C ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES**

GENERAL REQUIREMENTS:		Items to Include- Each Box shall be Circled as Applicable		
1	All drawings must be clear, concise and drawn to scale, details that are not used shall be marked void.	YES	NO	N/A
2	If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided for in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal to said drawings, specifications and accompanying data, as required by Florida Statute.	YES	NO	N/A
3	The design professional signature shall be affixed to the plans	YES	NO	N/A
4	Two (2) complete sets of plans with the architecture or engineer signature and the date the affix embossed official seal was placed on the plans	YES	NO	N/A

**Two (2) complete sets of plans containing the following information:**



Building Site Plan Requirements		Items to Include- Each Box shall be Circled as Applicable		
4	Parking, including provision Florida Building Code Accessibility Code	Yes	No	N/A
5	Fire access, showing all drive way which will be accessible for emergency vehicles	Yes	No	N/A
6	Driving/turning radius of parking lots	Yes	No	N/A
7	Vehicle loading include truck dock loading or rail site loading	Yes	No	N/A
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	Yes	No	N/A
9	Set back of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines	Yes	No	N/A
10	Location of specific tanks(above or under grown ,water lines and sewer lines and septic tank and drain fields	Yes	No	N/A
11	All structures exterior views include finished floor elevation	Yes	No	N/A
12	Total height of structure(s) form established grade	Yes	No	N/A
<b>Review required by the Columbia County Fire Department Items 13<sup>Th</sup> 43</b>				

Occupancy group use circle all uses:	Group A	Group B	Group E	Group F	Group H	Group I	Group M	Group R	Group S	Group U D	
13	Special occupancy requirements.								Yes	No	N/A
14	Incidental use areas (total square footage for each room of use area)								Yes	No	N/A
15	Mixed occupancies								Yes	No	N/A
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.9								Yes	No	N/A
<b>Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602</b>											
17	Type I	Type II	Type III	Type IV	Type V						

Fire-resistant construction requirements shall be shown, include the following components						
18	Fire-resistant separations			Yes	No	N/A
19	Fire-resistant protection for type of construction			Yes	No	N/A
20	Protection of openings and penetrations of rated walls			Yes	No	N/A
21	Protection of corridors and penetrations of rated walls			Yes	No	N/A
22	Fire blocking and draftstopping and calculated fire resistance			Yes	No	N/A
Fire suppression systems shall be shown include:						
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes			Yes	No	N/A
24	Standpipes			Yes	No	N/A
25	Pre-engineered systems			Yes	No	N/A
26	Riser diagram			Yes	No	N/A
Life safety systems shall be shown include the following requirements:						
27	Occupant load and egress capacities			Yes	No	N/A
28	Early warning			Yes	No	N/A
29	Smoke control			Yes	No	N/A
30	Stair pressurization			Yes	No	N/A
31	Systems schematic			Yes	No	N/A
Occupancy load/egress requirements shall be shown include:						
32	Occupancy load			Yes	No	N/A
33	Gross occupancy load			Yes	No	N/A
34	Net occupancy load			Yes	No	N/A
35	Means of egress			Yes	No	N/A
36	Exit access			Yes	No	N/A
37	Exit discharge			Yes	No	N/A
38	Stairs construction/geometry and protection			Yes	No	N/A
39	Doors			Yes	No	N/A
40	Emergency lighting and exit signs			Yes	No	N/A
41	Specific occupancy requirements			Yes	No	N/A
42	Construction requirements			Yes	No	N/A
43	Horizontal exits/exit passageways			Yes	No	N/A

**Items to Include-  
Each Box shall  
be Circled as  
Applicable**

<b>Structural requirements shall be shown include:</b>				
44	Soil conditions/analysis	Yes	No	N/A
45	Termite protection	Yes	No	N/A
46	Design loads	Yes	No	N/A
47	Wind requirements	Yes	No	N/A
48	Building envelope	Yes	No	N/A
49	Structural calculations (if required)	Yes	No	N/A
50	Foundation <b>For</b> structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A
51	Wall systems	Yes	No	N/A
52	Floor systems	Yes	No	N/A
53	Roof systems	Yes	No	N/A
54	Threshold inspection plan	Yes	No	N/A
55	Stair systems	Yes	No	N/A
<b>Materials shall be shown include the following</b>				
56	Wood	Yes	No	N/A
57	Steel	Yes	No	N/A
58	Aluminum	Yes	No	N/A
59	Concrete	Yes	No	N/A
60	Plastic	Yes	No	N/A
61	Glass	Yes	No	N/A
62	Masonry	Yes	No	N/A
63	Gypsum board and plaster	Yes	No	N/A
64	Insulating (mechanical)	Yes	No	N/A
65	Roofing	Yes	No	N/A
66	Insulation	Yes	No	N/A
<b>Accessibility requirements shall be shown include the following</b>				
67	Site requirements	Yes	No	N/A
68	Accessible route	Yes	No	N/A
69	Vertical accessibility	Yes	No	N/A
70	Toilet and bathing facilities	Yes	No	N/A
71	Drinking fountains	Yes	No	N/A
72	Equipment	Yes	No	N/A
73	Special occupancy requirements	Yes	No	N/A
74	Fair housing requirements	Yes	No	N/A
<b>Interior requirements shall include the following</b>				
75	<b>Review required by the Columbia County Fire Department Items 75<sup>th</sup> 80</b>  Interior finishes (flame spread/smoke development)	Yes	No	N/A
76	Light and ventilation	Yes	No	N/A
77	Sanitation	Yes	No	N/A
<b>Special systems</b>				
78	Elevators	Yes	No	N/A
79	Escalators	Yes	No	N/A
80	Lifts	Yes	No	N/A
<b>Swimming pools</b>				
81	Barrier requirements	Yes	No	N/A
82	Spas and Wading pools	Yes	No	N/A
83	Access required per Florida Building Code 424.1.2.5.6	Yes	No	N/A

<b>Items to Include-Each Box shall be Circled as Applicable</b>				
<b>Electrical</b>				
<b>84</b>	Wiring	Yes	No	N/A
<b>85</b>	Services <b>For</b> structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A
<b>86</b>	Feeders and branch circuits	Yes	No	N/A
<b>87</b>	Overcurrent protection	Yes	No	N/A
<b>88</b>	Grounding	Yes	No	N/A
<b>89</b>	Wiring methods and materials	Yes	No	N/A
<b>90</b>	GFCIs	Yes	No	N/A
<b>91</b>	Equipment	Yes	No	N/A
<b>92</b>	Special occupancies	Yes	No	N/A
<b>93</b>	Emergency systems	Yes	No	N/A
<b>94</b>	Communication systems	Yes	No	N/A
<b>95</b>	Low voltage	Yes	No	N/A
<b>96</b>	Load calculations	Yes	No	N/A
<b>Plumbing</b>				
<b>97</b>	Minimum plumbing facilities	Yes	No	N/A
<b>98</b>	Fixture requirements	Yes	No	N/A
<b>99</b>	Water supply piping	Yes	No	N/A
<b>100</b>	Sanitary drainage	Yes	No	N/A
<b>101</b>	Water heaters	Yes	No	N/A
<b>102</b>	Vents	Yes	No	N/A
<b>103</b>	Roof drainage	Yes	No	N/A
<b>104</b>	Back flow prevention	Yes	No	N/A
<b>105</b>	Irrigation	Yes	No	N/A
<b>106</b>	Location of water supply line	Yes	No	N/A
<b>107</b>	Grease traps	Yes	No	N/A
<b>108</b>	Environmental requirements	Yes	No	N/A
<b>109</b>	Plumbing riser	Yes	No	N/A
<b>Mechanical</b>				
<b>110</b>	Energy calculations	Yes	No	N/A
<b>111</b>	<b>Review required by the Columbia County Fire Department Items 111<sup>Th</sup> 114</b> Exhaust systems	Yes	No	N/A
<b>112</b>	Clothes dryer exhaust	Yes	No	N/A
<b>113</b>	Kitchen equipment exhaust	Yes	No	N/A
<b>114</b>	Specialty exhaust systems	Yes	No	N/A
<b>Equipment location</b>				
<b>115</b>	Make-up air	Yes	No	N/A
<b>116</b>	Roof-mounted equipment	Yes	No	N/A
<b>117</b>	Duct systems	Yes	No	N/A
<b>118</b>	Ventilation	Yes	No	N/A
<b>119</b>	Laboratory	Yes	No	N/A
<b>120</b>	Combustion air	Yes	No	N/A
<b>121</b>	Chimneys, fireplaces and vents	Yes	No	N/A
<b>122</b>	Appliances	Yes	No	N/A
<b>123</b>	Boilers	Yes	No	N/A
<b>124</b>	Refrigeration	Yes	No	N/A
<b>125</b>	Bathroom ventilation	Yes	No	N/A
				<b>Items to Include- Each Box shall be Circled as Applicable</b>
<b>Gas</b>				
<b>126</b>	<b>Review required by the Columbia County Fire Department Items 126<sup>Th</sup> 134</b> Gas piping	Yes	No	N/A
<b>127</b>	Venting	Yes	No	N/A

128	Combustion air	Yes	No	N/A
129	Chimneys and vents	Yes	No	N/A
130	Appliances	Yes	No	N/A
131	Type of gas	Yes	No	N/A
132	Fireplaces	Yes	No	N/A
133	LP tank location	Yes	No	N/A
134	Riser diagram/shutoffs	Yes	No	N/A
<b>Notice of Commencement</b>				
135	A recorded (in the Columbia County Clerk Office) notice of commencement is required to be on file with the building department . <i>Before Any Inspections Will Be Done</i>	Yes	No	N/A
<b>Disclosure Statement for Owner Builders</b>				
		Yes	No	N/A

<b>Private Potable Water</b>					
136	Horse power of pump motor	Well letter provided from the well driller	Yes	No	N/A
137	Capacity of pressure tank		Yes	No	N/A
138	Cycle stop valve if used		Yes	No	N/A

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS**

139	<b>Building Permit Application</b>	A current On-Line Building Permit Application <a href="http://www.ccpermit.com">www.ccpermit.com</a> is to be completed by following the checklist all supporting documents must be submitted. There is a \$15.00 application fee.	Yes	No	N/A
140	<b>Parcel Number</b>	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also requested. (386) 758-1084	Yes	No	N/A
141	<b>Environmental Health Permit or Sewer Tap Approval</b>	A copy of an approved Environmental Health (386) 758-1058 waste water disposal permit or an approved City of Lake City(386) 752-2031 sewer tap is required before a building permit can be issued.  <b>Toilet facilities shall be provided for construction workers</b>	Yes	No	N/A
142	<b>Driveway Connection</b>	If the property does not have an existing access to a public road, then an application for a culvert permit must be made ( <b>\$25.00</b> ). County Public Works Dept. determines the size and length of every culvert before instillation and completes a final inspection before permanent power is granted. Culvert installation for commercial, industrial and other uses shall <b>conform to the approved site plan or to the specifications of a registered engineer. Use or joint use of driveways will comply with Florida Department of Transportation specifications.</b> If the project is to be located on an F.D.O.T. maintained road, then an F.D.O.T. access permit is required.	Yes	No	N/A
143	<b>Suwannee River Water Management District Approval</b>	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.	Yes	No	N/A
144	<b>Flood Management</b>	All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting application to this office. Any project located within a flood zone where the base flood elevation (100 year flood) <b>has been</b> established shall meet the requirements of section 8.8 of the Columbia County Land Development Regulations. Any project that is located within a flood zone where the base flood elevation (100 year flood) <b>has not been</b> established shall meet the requirements of section 8.7 of Columbia County Land Development Regulations. A development permit will also be required. <b>The development permit cost is \$50.00</b>	Yes	No	N/A

145	<b>Flood Management</b>	A CERTIFIED FINISHED FLOOR ELEVATIONS WILL BE REQUIRED ON ANY PROJECT WHERE THE BASE FLOOD ELEVATION (100 YEAR FLOOD) HAS BEEN ESTABLISHED.	Yes	No	N/A
146	<b>911 Address</b>	An application for a 911 address must be applied for and <b>received</b> through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125 Ext. 3	Yes	No	N/A

Pursuant to Chapter one (administration) section R101.2.1 of the Florida Building Code: Section 105.3.2 **Time limitation of application.** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Pursuant to Chapter one (administration) section R101.2.1 of the Florida Building Code: Section 105.4.1 **Permit intent.** A permit issued shall be constructed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

Section 105.4.1.1: If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

Section 105.4.1.2: If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

Section 105.4.1.3: Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.

Section 105.4.1.4: The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

**When the submitted application is approved for permitting the applicant will be notified by phone as to the date and time a building permit will be prepared and issued by the Columbia County Building & Zoning Department.**



COLUMBIA COUNTY BUILDING DEPARTMENT  
 135 NE Hernando Ave, Suite B-21, Lake City, FL 32055  
 Phone: 386-758-1008 Fax: 386-758-2160

LETTER OF AUTHORIZATION TO SIGN FOR PERMITS

I, \_\_\_\_\_(license holder name), licensed qualifier  
 for \_\_\_\_\_(company name), do certify that  
 the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly or through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Person Authorized	Signature of Authorized Person
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

\_\_\_\_\_  
 License Holders Signature (Notarized)                      License Number                      Date

NOTARY INFORMATION:

STATE OF: Florida COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_,  
 personally appeared before me and is known by me or has produced identification  
 (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
 NOTARY'S SIGNATURE

(Seal/Stamp)

# NOTICE OF COMMENCEMENT

Clerk's Office Stamp

Tax Parcel Identification Number:

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. Description of property (*legal description*): \_\_\_\_\_  
a) Street (*job*) Address: \_\_\_\_\_
2. General description of improvements: \_\_\_\_\_
3. Owner Information
  - a) Name and address: \_\_\_\_\_
  - b) Name and address of fee simple titleholder (if other than owner) \_\_\_\_\_
  - c) Interest in property \_\_\_\_\_
4. Contractor Information
  - a) Name and address: \_\_\_\_\_
  - b) Telephone No.: \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
5. Surety Information
  - a) Name and address: \_\_\_\_\_
  - b) Amount of Bond: \_\_\_\_\_
  - c) Telephone No.: \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
6. Lender
  - a) Name and address: \_\_\_\_\_
  - b) Phone No. \_\_\_\_\_
7. Identity of person within the State of Florida designated by owner upon whom notices or other documents may be served:
  - a) Name and address: \_\_\_\_\_
  - b) Telephone No.: \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(l)(b), Florida Statutes:
  - a) Name and address: \_\_\_\_\_
  - b) Telephone No.: \_\_\_\_\_ Fax No. (Opt.) \_\_\_\_\_
9. Expiration date of Notice of Commencement (**the expiration date is one 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 I, 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

STATE OF FLORIDA  
COUNTY OF COLUMBIA

10. \_\_\_\_\_  
Signature of Owner or Owner's Authorized Office/Director/Partner/Manager  
\_\_\_\_\_  
Printed Name

The foregoing instrument was acknowledged before me, a Florida Notary, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_, by:  
\_\_\_\_\_ as \_\_\_\_\_ (**type of authority, e.g. officer, trustee, attorney fact**) for \_\_\_\_\_ (**name of party on behalf of whom instrument was executed**).

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type \_\_\_\_\_

Notary Signature \_\_\_\_\_ Notary Stamp or Seal:

**---AND---**

11. 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 Natural Person Signing (in line #10 above.)