

# LEVY COUNTY DEVELOPMENT DEPARTMENT PERMIT REQUIREMENTS CHECKLIST FOR COMMERCIAL AND/OR INDUSTRIAL BUILDING PERMITS

THE FOLLOWING **MUST** BE PROVIDED BY EITHER THE CONTRACTOR, PROPERTY OWNER, OR CONTRACTOR OR PROPERTY OWNER'S REPRESENTATIVE **BEFORE** A BUILDING PERMIT APPLICATION WILL BE ACCEPTED BY PERMIT CLERK.

1. **Proof of ownership of land:** The applicant must provide a contract for deed, warranty deed, or tax statement, inclusive of a complete legal description or parcel identification number.
2. **Letter of Authorization:** If applicant is not the owner of the property or a licensed contractor, the applicant must have a site specific, signed and notarized, letter of authorization giving the owner's agent permission to obtain the necessary building permits for the project.

Notice: Any improvements with a market value of \$75,000 or more require a minimum Class B contractor (Building Contractor) to obtain the building permit, and no sub-contractor permits may be issued to owner/builder

3. **Owner Builder Affidavit:** The same law that exempts property owners from the requirements to hold a valid contractor's license requires this affidavit. If the property owner is going to do any portion of work (i.e. construction, electrical, plumbing) they are required to sign this document, stating they have read, understand and are accepting the same responsibilities contractors bear for that portion of the work the owner builder permit covers. Some of these responsibilities include federal income tax, social security taxes, and worker's compensation insurance requirements for any employees.

4. **Notice of Commencement:** A notice of commencement is required for any improvement to real property having a market value of \$2,500 dollars or more. By providing this document, you are duly notified that you are required by law to provide this office a copy of your certified notice of commencement before the first inspection can be performed on your project. Must be recorded in Clerk's Office and a copy brought to our office.
5. **Signed and Sealed Professional Boundary Survey:** Provide a signed and sealed professional boundary survey.
6. **Civil Engineering:** Provide plans for all infrastructure supporting the project, inclusive of driveway connections, parking areas, interior traffic circulation, pedestrian walkways, potable water supply, sewage collection, electrical supply and the storm water management system. Provide a surface water management permit from the appropriate Water Management District; or provide a letter of exemption for the storm water management permit from the appropriate Water Management District.
7. **3 Copies of Site Plan:** Be sure to follow instructions on the site plan form.
8. **Zoning Approval within Municipalities (Otter Creek):** For property located within the boundary of a municipality, applicable evidence of municipal approval must be provided before the Levy County Development Department can process the permit application.
9. **2 Complete Sets of Plans and Supporting Construction Documents:** ALL applications for new construction of single family dwellings must include truss engineering or roof framing plans, be drawn to scale and provide enough details to demonstrate compliance with one of the approved prescriptive compliance methods, or provide plans designed by a registered professional architect or engineer.

Plans must state the Design Wind Speed, and that the design complies with the Latest Edition of the Florida Building Code.

Plans consisting of multiple pages must be bound in separate sets or the permitting staff will not accept them.

10. **Americans with Disability Act:** All Plans must show compliance with Accessibility Requirements Consistent with the Florida Accessibility Code For Building Construction”
11. **Fire Safety:** All commercial or industrial plans must be reviewed for fire safety and signed by a certified Fire Safety Inspector or Fire Marshall before permit will be issued. All plans shall include the specifications for fire protection consistent with NFPA 101, and state that the drawings meet the requirements of NFPA 101.
12. **Energy Compliance Form:** Provide Energy Compliance Certification Form consistent with the “Florida Energy Efficiency Code for Building Construction”. Signature and Seal by a Registered Architect as required by code.  
**Note:** Small commercial projects or additions less than 2500 sq. ft. may use Florida Residential Compliance Method. All applicants must provide a minimum of two signed copies.
13. **Waste Water Permit Required:** Provide and Onsite Sewage Treatment Disposal System Permit (Septic Tank) from the Department of Health, Environmental Health Division; or provide construction plans and D.E.P. permit for package treatment plant; or letter of commitment from a “Special District” or Municipality to provide central services to the project site. Provide Industrial Waste Permit or Environmental Resource Permit as applicable.  
**Note:** You must provide documentation of the final approval by the Department of Health for any modifications to an existing system, or of the final inspection of a newly installed system that was required for the project, prior to the request for final inspection.

**14. Potable Water Approval:** The proposed potable water source must be approved by the Health Department or the D.E.P. prior to requesting the final inspection.

**Exception:** When a letter of commitment to provide services is provided by a Municipality or Special District.

**15. Driveway/Connection Permit:** Driveway/Connection Permits for connection to the county road system are obtained through the Development Department. Connection to the state road system are obtained from the Florida Department of Transportation

**16. Disclaimers of Liability Due to Flooding and Mandatory Flood Insurance Purchase:** This document indicates that although Levy County has a flood prevention ordinance there are no assurances implied that compliance with the ordinance is a guarantee that you will never flood. That flood insurance is mandatory for the federal or federally related financially assisted buildings that are located within a Special flood Hazard Area. (SFHA)

**17. Unimproved Roads:** This document provides written notice that Levy County is not responsible for maintaining roads not currently in the maintenance system.

**THE FOLLOWING ARE ADDITIONAL REQUIREMENTS IF THE PROJECT IS LOCATED  
WITHIN A FLOOD ZONE.**

18. If your property is located in the regulatory flood way, or the 100-year flood plain adjacent to the Suwannee River, you will need to acquire an Environmental Resource Permit from the Suwannee River Water management District prior to issuance of building permits.
19. Professional design (architect or engineer sealed) plans and a V-Zone Certificate are required if located in velocity zone V-Zone or Coastal High Hazard Zone.
20. Elevation Certificate Required: An "Elevation Certificate" must be provided to the office within 21 days after finished floor is established (A-Zone) or 21 days after the placement of the lowest horizontal structural member (V-Zone). Then one before final inspection.

NOTE: It is well advised to call the project engineer or surveyor to document of concrete slabs, or completely decking wood floors. The certification of elevation should be done as early as possible to avoid costly corrective measures.

## Levy County Site Plan Checklist for Zoning Compliance Review

The following items are the minimum required to be on the site plan for commercial or industrial projects:

1. Show shape and dimensions of property to scale. Yes  No
2. If in a subdivision, and are using more than one lot, all lots must be indicated with a dashed line Yes  No
3. Driveway must be shown at correct location on site plan. Yes  No
4. Identify all existing and proposed structures Yes  No
5. Show all dimensions of buildings (existing and proposed) and all distances from the buildings to all property lines. Yes  No
6. Show and Label all streets and easements abutting property. Yes  No
7. Indicate, with a dashed line, any water or depressions (if applicable) Yes  No
8. Indicate North direction with arrow at top of the page. Yes  No
9. Flood zone data must be complete. (Will be checked in office by Permit Technician) Yes  No
10. Show all surface water management structures. Yes  No
11. Site plan must be signed and sealed by the project engineer. Yes  No
12. Location of all utilities. Yes  No

**\*\*\*ALL BUILDING PLANS MUST INCLUDE THE FOLLOWING\*\*\***

- 1. Site plan.**
- 2. Foundation Plan.**
- 3. Elevation View of All Sides.**
- 4. Floor Plan, including wall thicknesses, window and door sizes, room dimensions.**
- 5. Typical wall cross section, and any other necessary sectional views.**
- 6. Lintel schedule for masonry bearing walls (if applicable).**
- 7. Header schedule for wood bearing walls (if applicable).**
- 8. Sufficient structural details, including size and location of all reinforcing steel.**
- 9. Nailing or screwing pattern for all structural panels (floors, walls and roof sheathing or coverings).**
- 10. Truss engineering, roof framing plan, floor framing plan, as applicable.**
- 11. Electrical lay-out, including: service location, outlets, switches, lights, smoke detectors and alarms, main panels, sub-panels (if included).**
- 12. Detail of electrical service, including load calculations and grounding.**
- 13. Plumbing fixture lay-out, including: water closets, sinks, washing machines, floor drains, water heaters, laundry tubs, showers, tubs showers, water coolers, drinking fountains, eye washes, and similar fixtures (if included).**
- 14. Piping diagram, including potable water distribution and drain, waste and vent.**
- 15. Duct plans for supply air, return air, and fresh air make-up consistent with A.S.H.R.A.E. Manual D, and A.S.H.R.A.E. 62.**

**LEVY COUNTY DEVELOPMENT DEPARTMENT**

**APPLICATION FOR PERMIT**

**P.O. BOX 672, BRONSON, FL. 32621 352-486-5198, 352-486-5200, 352-486-5202**

TAX FOLIO NO: (PARCEL#)	DATE:
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OWNERS NAME	OWNERS ADDRESS
	City _____

PHONE #	State _____ Zip _____
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CONTRACTOR'S/INSTALLER'S NAME (NOT BUSINESS NAME)	CONTRACTOR'S ADDRESS
	CITY _____

PHONE #	STATE _____ ZIP _____
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JOB NAME	JOB ADDRESS
	CITY _____ COUNTY - LEVY _____

LEGAL DESCRIPTION

SUBDIVISION _____	LOT _____	BLK _____	
UNIT _____	PHASE _____	SECTION _____	TOWNSHIP _____ RANGE _____

TYPE OF CONSTRUCTION: RESIDENCE \_\_\_\_\_ NEW MOBILE HOME \_\_\_\_\_ USED MOBILE HOME \_\_\_\_\_

ADDITION \_\_\_\_\_ POOL \_\_\_\_\_ REMODEL/REPAIR \_\_\_\_\_ DEMO \_\_\_\_\_ PREINSPECTION \_\_\_\_\_

OTHER \_\_\_\_\_

DRIVING DIRECTIONS TO JOB SITE:

TOTAL COST OF IMPROVEMENTS _____	TOTAL SQ FT. _____
TOTAL LAND AREA _____	NUMBER OF STORIES _____ WALL TYPE _____
NUMBER OF BATHROOMS-FULL _____	PARTIAL _____ SQ FT HEATED _____ UNHEATED _____

<b>For Office Use Only</b> ZONING: _____ SEPTIC PERMIT # _____ FLOOD ZONE: _____ ELEVATION _____ MIN. FINISH FLOOR ELVATION _____	<b>For Office Use Only</b> PERMIT FEE _____
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Application is hereby made to obtain a permit to do the 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 will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**OWNER'S AFFIDAVIT:** 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.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT 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.**



\_\_\_\_\_  
Signature of Owner

\_\_\_\_\_  
Signature of Owner

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Print

(SEAL)

Personally Known \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

\_\_\_\_\_  
Signature of Contractor/ Installer

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Print

(SEAL)

Personally Known \_\_\_\_\_  
Type of Identification Produced \_\_\_\_\_

County Competency Card # \_\_\_\_\_

Contractor's State Certification No. \_\_\_\_\_ or Registration No. \_\_\_\_\_

Installer's State License # \_\_\_\_\_

(OFFICE USE ONLY)

Application Approved by	_____	_____
	Permit Officer	Date
Zoning Approved By :	_____	_____
	Building Official or Zoning Signature	Date
Zoning Denied By:	_____	_____
	Building Official or Zoning Signature	Date
Plans Reviewed By:	_____	_____
	Plans Examiner Signature	Date

# LEVY COUNTY RESIDENTIAL SITE PLAN

Levy County Building Department  
P.O. BOX 672, Bronson, Fl. 32621 (352) 486-5198

Clerk \_\_\_\_\_  
Date \_\_\_\_\_

Property Owner Information:	
Name: _____	Parcel I.D.# _____
Subdivision: _____	Lot(s) _____ Block _____ Unit _____ Phase _____
Section _____ Township _____ Range _____	911 Address _____

- The following items must be on Site Plan to be complete:**
1. Indicate North direction with arrow. **North should be at the top of the site plan page.**
  2. Show symmetrical shape and dimensions of property.
  3. Show and identify all existing and proposed buildings.
  4. Show dimensions of all existing and proposed buildings and distances of all existing and proposed buildings to all property lines.
  5. Show all streets and easements abutting property.
  6. Identify proposed driveway.
  7. Indicate, with a dashed line, any water or depressions.
  8. Identify all contiguous public owned lands and other natural reservations

### REQUIRED SETBACKS

**NOTE: Setbacks for parcels contiguous to Natural Reservations \_ Minimum 100 ft.**

#### R-Residential - Zoning

Front 25 ft.  
Sides 10 ft.  
Rear 25 ft.

#### RR-Rural Residential - Zoning

Front 50 ft.  
Sides 10 ft.  
Rear 50 ft.

#### A/RR - Agriculture/Rural Residential

Front 50 ft.  
Sides 10 ft.  
Rear 50 ft.

#### F/RR - Forestry/Rural Residential

Front 50 ft.  
Sides 10 ft.  
Rear 75 ft.

#### Accessory Structures

Sides 10 ft.  
Rear 10 ft.

Front - same as current zoning/land use designation.

**Notice: Side street and corner lot same setback as front.**

Zoning Officer:
This Building Site: IS _____ IS NOT _____ within a flood prone area
Community/Panel No. _____ Flood Zone _____ Elevation _____ Finished Floor _____



I certify that I am the owner of the property, that the information provided on these forms and this Site Plan (or attached Site Plan) and other exhibits is accurate, and that I am aware of my responsibilities under the Levy County Code of Ordinances.

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Signature of Property Owner

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Date

# LEVY COUNTY E911 DATABASE MANAGEMENT APPLICATION FOR 911 ADDRESS

PHONE#: (352) 486-5214

B&Z CLERK: _____	DATE: _____
SEC/TWP/RGE/PARCEL#: _____ _____/_____/_____/_____	
ACREAGE: _____ (not needed for subdivision lots)	
SUBDIVISION: _____	BLOCK: _____ LOT: _____
PROPERTY OWNER: _____	CONTACT#: _____
RESIDENT: _____ (If different than property owner)	CONTACT#: _____

**CHECK ALL THAT APPLY:**

- |   |  |
|---|--|
| <input type="checkbox"/> NEW RESIDENCE                        | <input type="checkbox"/> CHANGE OF ADDRESS   |
| <input type="checkbox"/> REPLACEMENT                          | <input type="checkbox"/> VERIFICATION OF EXISTING ADDRESS<br>(Existing address, no home currently on property) |
| <input type="checkbox"/> ADDITIONAL RESIDENCE                 | <input type="checkbox"/> HARDSHIP VARIANCE   |
| <input type="checkbox"/> COMMUNICATION TOWER<br>Carrier _____ | <input type="checkbox"/> BUSINESS<br><input type="checkbox"/> Agricultural <input type="checkbox"/> commercial |

**INCLUDE THE FOLLOWING FOR ALL ADDRESS APPLICATIONS:**

- \* NUMBER OF HOMES ON PROPERTY, NOT INCLUDING PROPOSED: \_\_\_\_\_
- \* SHOW LOCATIONS OF ALL STRUCTURES & LABEL USE
- \* LABEL ANY EXISTING HOME/BUSINESS WITH ADDRESS
- \* SHOW ACCURATE LOCATION OF DRIVEWAY(S)-distance in feet from property lines (for residences permitted on more than one lot in a subdivision, you must indicate on which lot the driveway will enter, then distance from property lines)

**\*WILL SAME DRIVE BE USED FOR ALL HOMES/OFFICES?  YES  NO**

**\*SHOW LOCATION AND NAME OR NUMBER OF ALL ROADS ABUTTING PROPERTY**

**COMPLETE THE FOLLOWING IF IT APPLIES TO YOU:**

**SPLIT FROM A LARGER PARCEL** (must check this box and include the following if the split is recent and has not been recorded in the Levy County Records.)

**\*IS THIS A HOMESTEAD DENSITY EXCEPTION?  YES  NO**

**\*PARENT PARCEL ACREAGE: \_\_\_\_\_**

**\*INDICATE LOCATION OF SPLIT WITHIN PARENT PARCEL**

**\*INDICATE ANY EXISTING HOMES OR DRIVEWAYS LOCATED ON PARENT PARCEL. INCLUDE ADDRESSES FOR EXISTING HOMES**

**PLEASE NOTE:**

**-ADDRESSES WILL BE ISSUED ONLY WHEN A COMPLETE PERMIT APPLICATION HAS BEEN APPROVED**

**-THIS FORM MUST BE COMPLETED ENTIRELY FOR ALL ADDRESS APPLICATIONS**

**-AN INCOMPLETE ADDRESS APPLICATION WILL BE REJECTED AND RETURNED, WHICH MAY CAUSE DELAYS IN THE ADDRESSING PROCEDURE**

**-YOUR ADDRESS IS BASED ON THE INFORMATION YOU PROVIDED TO OUR DEPARTMENT. WE CANNOT ISSUE A PROPER ADDRESS IF THERE IS MISSING OR INCORRECT INFORMATION**

**-AN INCORRECT ADDRESS CAN CAUSE DELAYS IN EMERGENCY SERVICE**

**-THE LEVY COUNTY 9-1-1 DATABASE MANAGEMENT OFFICE RESERVES THE RIGHT TO CORRECT OR CHANGE YOUR ADDRESS WHEN NECESSARY**

**-IT IS YOUR RESPONSIBILITY TO OBTAIN A COPY OF YOUR ADDRESS AND HOUSE NUMBER POSTING REQUIREMENTS WHEN YOUR PERMIT IS ISSUED**

**THE INFORMATION I HAVE PROVIDED IN THIS APPLICATION IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE. I UNDERSTAND ALL INFORMATION DISCLOSED IN THIS APPLICATION.**

\_\_\_\_\_  
**PROPERTY OWNER**

**LEVY COUNTY DEVELOPMENT DEPARTMENT**  
**Application for Flood and Zoning Compliance Review**  
**Chapter 50, Land Development Code**

\*\*\*\*\*

**Please Print or Type**

**Instructions to the applicant:** Complete Items I. A. thru I. E.

**I. General Information:**

**A. Legal Description, Parcel I.D. Number(s), House Number and Street Name:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Parcel I.D. Number(s) \_\_\_\_\_

**B. Names, Addresses and Telephone Numbers of All Owners:**

1.) _____	2.) _____
_____	_____
( ) _____	( ) _____
3.) _____	4.) _____
_____	_____
( ) _____	( ) _____

I certify that I am the owner of the property, that the information provided on these forms and the attached Site Plan and other exhibits is accurate, and that I am aware of my responsibilities under the Levy County Code of Ordinances; or, I do certify that I am the designated agent for the owner, that the information is accurate, and that I have informed, or shall inform the owner of his / her / their responsibilities as stated above.

\_\_\_\_\_  
Signature Date

If applicant or signer is a person other than the owner of the property, show relationship (Contractor, Architect, Engineer, Agent, etc.), name, address and phone number below (Please Print Clearly).

Relationship: \_\_\_\_\_ Name: \_\_\_\_\_  
Address: \_\_\_\_\_ Telephone # ( ) \_\_\_\_\_

**C. REQUIRED DOCUMENTATION:**

All applicants must provide a deed, contract for deed, tax bill or certificate of title with their application to prove ownership and confirm legal description.

**D. PROPERTY USE(S)**

- 1.) Existing Use(s) of Property: \_\_\_\_\_
- 2.) Proposed Use(s): \_\_\_\_\_

[i.e. single family, multi-family, commercial, industrial, agribusiness, planned development, etc.]

**E. SITE PLAN REQUIRED:**

The submitted site plan must show the following applicable information and/or data, shall be submitted in duplicate, and include a minimum of one set of construction plans of the improvement, or a floor plan of a pre-manufactured structure (for flood and zoning review only), to enable the reviewer to examine for compliance regarding type of occupancy, lot coverage and building height. All submittals for building permits must provide two complete sets of construction documents.

CHECK

- 1. Show shape and dimensions of entire property owned and to be developed.. \_\_\_\_\_
- 2. Show all existing and proposed improvements, including: their dimensions, distances of structures to property lines and distances to other structures located on the property. \_\_\_\_\_
- 3. Proposed first habitable floor elevation and the elevation of the existing ground level at all corners of all site built structures. \_\_\_\_\_
- 4. Total building height; relative to ground level for non-flood zones; relative to base flood elevation for structures located in special flood hazard areas. \_\_\_\_\_
- 5. Location of all trees 16" in diameter @ 4.5 feet above ground. \_\_\_\_\_
- 6. Location of all water bodies, wetlands, sinkholes, or depressions. \_\_\_\_\_
- 7. Location of all existing or proposed onsite sewage disposal systems. \_\_\_\_\_
- 8. Location of potable water well(s). \_\_\_\_\_



- 9. Locate excavation and/or fill areas: describe any proposed modifications of existing natural grade (outside of building footprint) on site plan. \_\_\_\_\_
- 10. Minimum of one set of construction plans, including floor plan and elevation views. \_\_\_\_\_
- 11. Show all abutting or interior streets or easements (i.e. ingress and egress easements; utility easements; drainage easements; swales or water retention areas). \_\_\_\_\_
- 12. Indicate North direction with a prominent arrow. \_\_\_\_\_

**NOTICE:**

In addition to the requirements of the Levy County Land Development Code there may be additional requirements or restrictions applicable to the property that may be found in the Public Records of Levy County, such as but not limited to: deed restrictions, covenants, mineral rights, and timber rights. There may be additional permits required from other governmental agencies such as the appropriate Water Management District, State Agencies or Federal Agencies.

I have read and understand this notice:

\_\_\_\_\_

Applicant's Signature

LEVY COUNTY DEVELOPMENT DEPARTMENT

“NOTICE TO ALL APPLICANTS FOR BUILDING PERMENT”

**PART I:**

**WARNINGS AND DISCLAIMER OF LIABILITY DUE TO FLOODING**

The degree of flood protection required by the Flood Prevention Ordinance is considered reasonable for regulatory purposes and is based on scientific and engineering considerations. Larger floods can and will occur on rare occasions. Flood heights may be increased by manmade or natural causes. This ordinance does not imply that land outside the areas of special flood hazard or uses permitted within such areas will be free from flooding or flood damages. This article of the land development code shall not create liability on the part of the county or by any officer or employee thereof for any flood damages that result from reliance on the flood damage prevention ordinance or an administrative decision lawfully made thereof.

**PART II:**

**MANDATORY PURCHASE REQUIREMENT**

The mandatory purchase requirement applies to all forms of federal or federally related financial assistance for buildings located in a Special Flood Hazard Area (SFHA). This requirement affects loans and grants for the purchase, construction, repair, or improvement of any publicly or privately owned building in the SFHA, including machinery, equipment, fixtures, and furnishings contained in such buildings.

**PART III:**

**CONSTRUCTION PERMITTING IN SUBDIVISIONS WITH “UNIMPROVED ROADS”**

Levy County is not responsible for the repair, maintenance, stabilization or any other improvements to any roadways not with in the established maintenance system. The unplatted roads or easements will not be considered for acceptance into the maintenance system until such time as the establishment of an Municipal services Taxing Unit to cover the cost of maintenance and the improvement of the road to applicable specifications of the Levy County Subdivision Regulations.

I have read and understand the written “Notice” regarding unimproved roads and road maintenance.

\_\_\_\_\_  
Property Owner Printed Name

\_\_\_\_\_  
Parcel ID or 911 Address

\_\_\_\_\_  
Property Owner Signature

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
Date



**LEVY COUNTY DEVELOPMENT DEPARTMENT**

P.O. BOX 672, BRONSON FL. 32621

352-486-5198

**“NOTICE TO PROPERTY OWNERS”**

**LEVY COUNTY LAND DEVELOPMENT REGULATIONS**

**DIVISION 4. DISTRICT REGULATIONS**

**LOT, YARD AND HEIGHT REGULATIONS**

It is the responsibility of the landowner to establish the true boundaries of the property, to enable the development department to confirm compliance with the setback requirements.

On smaller parcels of 3 acres or less, this is Mandatory and required by **FIRST INSPECTION**.

On parcels of 3 acres or more, when there are questions to the compliance of setbacks are found, the building official or building inspector may require a licensed professional surveyor to locate the foundation.

This may be accomplished by staking out the building foundation by a licensed surveyor. The survey to be at the landowner’s expense.

I \_\_\_\_\_, have read and understand the above notice.

Property owner Print

\_\_\_\_\_  
Property owner sign

\_\_\_\_\_  
Date



**LEVY COUNTY DEVELOPMENT DEPARTMENT**

**OWNER/BUILDER AFFIDAVIT**

**EXEMPTION FOR ELECTRICAL LICENSING**

**DISCLOSURE STATEMENT FS 489.503 (6) PART II,  
F.S.**

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 out building or a single-family or duplex residence. You may install electrical wiring in a commercial building where the aggregate construction cost of which is under \$25,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. 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 un-licensed 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.

I acknowledge that as an owner/builder, I \_\_\_\_\_ am  
Printed Name, First Name First

responsible to actually physically do the work for which I have requested the electrical permit. I understand that if I am not physically doing the work or physically supervising free labor from friends or relatives, that I must hire a licensed contractor (i.e. Certified or Registered Electrical Contractor). I further understand that the violation of not physically doing the work, not being present and supervising the electrical work, or the use of un-licensed contractors at the construction site, will cause the project to be shut down by the inspection staff of the Levy County Building Department and the revocation of the electrical permit.

I hereby assume full responsibility as the owner/builder contractor, and will personally perform or supervise all work covered by the electrical permit requested under the license exemption.

Property Owner's Address: \_\_\_\_\_

Permit Address: \_\_\_\_\_

Telephone # (\_\_\_\_\_) \_\_\_\_\_ Personally known \_\_\_ or ID \_\_\_\_\_

I hereby acknowledge that I have read and understand the above Disclosure Statement on this  
\_\_\_\_\_ Day, of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Owner/Builder Signature

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Public Printed

My Commission Expires: \_\_\_\_\_

# LEVY COUNTY DEVELOPMENT DEPARTMENT

## OWNER/BUILDER AFFIDAVIT FOR CONSTRUCTION, ROOFING AND PLUMBING

### DISCLOSURE STATEMENT CONSISTENT WITH FS 489.103(7)

I understand that state law requires construction to be done by a licensed contractor and I 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 below, may act as my own contractor with certain restrictions even though I do not have a license.

I understand that building permits are not required to be signed by the property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

I understand that, as an owner/builder, I am the responsible party of record on the 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 the permit and contracts.

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 at a cost not to exceed \$75,000.00. 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 one(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 license exemption.

I understand that, as the owner/builder, I must provide direct, onsite supervision of the construction.

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 license required by law and by county or municipal ordinance.

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.

I understand that I may not delegate the responsibility for supervising work to 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 worker's compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

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 understand that I may obtain more information regarding my obligations as an employer for the Internal Revenue service, the United States Small Business Administration, the Florida Department of Financial Service, 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 [www.myflorida.com/dbpr/pre/cilb/](http://www.myflorida.com/dbpr/pre/cilb/) for more information about licensed contractors.

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: \_\_\_\_\_

I agree to notify the **Levy County Development 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 compliant. 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 contractors' general liability and worker's compensation insurance coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and submitted to the local permitting agency responsible for issuing the building 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.

I hereby acknowledge that I have read and understand the above Disclosure Statement on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Owner/Builder's Printed Name

\_\_\_\_\_  
Owner/Builder's Signature

\_\_\_\_\_  
Notary Public's Signature

--NOTARY SEAL--

\_\_\_\_\_  
Notary Public's Printed Name