



**Levy County Development Department**  
**Requirements for Inground Pool**

- 1. Proof of ownership of land (*contract/warranty deed or tax statement*)
- 2. Notice of Commencement
- 3. Site Plan (*3 copies*)
- 4. 2 Complete sets of plans (*sealed copy must be provided*)
- 5. Disclaimer of liability due to flooding and/or unimproved roads.  
(*Property owner must sign*)
- 6. Notice to Property Owners and Contractors: RE Property line marking req.  
(*Property owner must sign*)

All requirements of Section 105.3 of the Standard Swimming Pool Code must be met before a building permit can be issued. Such information shall include:

- A.) Plot plans with site grades, dimensions, and drawn to a scale of not less than one eighth (1/8) inches per foot, (mm per m) and showing at least the following (2 complete sets required):
  - 1. Property line, easements, right of way of record and overhead utilities adjacent to pool area or over the property.
  - 2. Existing structures, fencing, retaining walls, and other relevant characteristics adjacent to pool area.
  - 3. The proposed pool shape, dimensions, and location to show setbacks, side yards, and clearance from existing structures adjacent to pool area.
  - 4. The proposed mechanical equipment pad, dimensions and location as to setbacks and side yards.
  - 5. All deck equipment items, if included.
  - 6. The proposed deckwork configuration, showing its anticipated drainage.
  - 7. The anticipated overall drainage of the pool site.
- B.) A structural plan showing at least the following (2 complete sets required):
  - 1. The type of construction, weather gunite, poured concrete, prefabricated or other
  - 2. The pool dimensions, including the depth, and adequate cross-sections drawn to scale.
  - 3. Computations, stress diagrams, and other data sufficient to show the correctness of the plans; including the reinforcing steel schedule and detail.
  - 4. A statement by the applicant concerning the anticipated nature of the soil under and around the pool structure.
  - 5. The interior finish details.
- C.) A mechanical plan showing at least the following (2 copies sets required)
  - 1. The volume, system flow rate in gallons per minute, and turnover in hours
  - 2. The type and size of filtration systems and means of waste disposal.
  - 3. The type and size of pool heater, if included, including the method of venting and provisions for combustion air.
  - 4. The pool piping layout with all sizes shown and types of material to be used, and showing the location of the main outlet, surface skimmers, and inlets.
  - 5. The rated capacity of the pool pump in G.P.M at the design head with the size and type of motor indicated and identified as self-priming or straight centrifugal.
  - 6. The means of adding makeup water.
  - 7. The size, length from source to heater and routing of the gas line.

# Residential Swimming Pool, Spa and Hot Tub Safety Act

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at \_\_\_\_\_, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes.

\_\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statute 515.29 and shall meet the requirements of the 2007 Florida building code with 2009 supplements section 424.

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs.)

\_\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that complies with the 2007 Florida Building Code with 2009 supplements Swimming Pool Code, Section 424.4.17.1.9.

\_\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self closing, self latching devices with release mechanisms placed no lower than 54" above the floor or deck; and shall meet the requirements of the 2007 Florida Building Code with 2009 supplements Section 424.

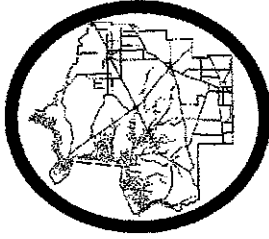
I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F. S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or up to sixty (60) days in jail as established in Chapter 775, F. S.

\_\_\_\_\_  
Contractor's Signature and Date

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Contractor's Name (print)

\_\_\_\_\_  
Owner's Name (print)



**LEVY COUNTY DEVELOPMENT DEPARTMENT**  
**PERMIT REQUIREMENTS FOR AN ABOVE GROUND POOL**

1. Proof of ownership of land (*contract/warranty deed or tax statement*)

**If not you are not the property owner or a licensed contractor you must provide a notarized letter of authorization from the property owner to obtain any permits.**

2. Owner's Affidavit (*Regarding Notice of Commencement*)
3. Site plan to scale showing the following:
  - a. Property lines, easement, right-of-way of record and overhead utilities adjacent to pool area or over the property.
  - b. Existing structures, fencing retaining walls, and other relevant characteristics adjacent to pool area.
  - c. The proposed pool shape, dimensioned and located to show setbacks, side yards, and clearance from existing structures adjacent to pool area.
  - d. All deck equipment items, if included.
  - e. The proposed mechanical equipment pad, dimensions and location as to set backs and side yards

**The pool is required to have a fold-up or removable ladder**

**-or-**

**4 ft. fence position around the pool area for safety**

4. A structural plans of the construction of pool (*engineered or manufacturer set-up*).
5. Owner/builder affidavit, unless permit pulled by contractor.
6. Disclaimer of liability due to flooding and/or unimproved roads.  
(*Property owner must sign*)
7. Notice to Owner  
(*Property owner must sign*)

# Residential Swimming Pool, Spa and Hot Tub Safety Act

I (We) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at \_\_\_\_\_, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes.

\_\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statute 515.29 and shall meet the requirements of the 2004 Florida building code section 424.

\_\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs.)

\_\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that complies with the 2004 Florida Building Code Swimming Pool Code, Section 424.4.17.1.9.

\_\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self closing, self latching devices with release mechanisms placed no lower than 54" above the floor or deck; and shall meet the requirements of the 2004 Florida Building Code Section 424.

I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F. S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or up to sixty (60) days in jail as established in Chapter 775, F. S.

\_\_\_\_\_  
Contractor's Signature and Date

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Contractor's Name (print)

\_\_\_\_\_  
Owner's Name (print)

**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 _____
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PHONE #	State _____ Zip _____
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CONTRACTOR'S/INSTALLER'S NAME (NOT BUSINESS NAME)	CONTRACTOR'S ADDRESS _____ CITY _____
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PHONE #	STATE _____ ZIP _____
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JOB NAME	JOB ADDRESS _____ CITY _____ COUNTY - LEVY _____
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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>	<b>For Office Use Only</b>
ZONING: _____ SEPTIC PERMIT # _____	PERMIT FEE _____
FLOOD ZONE: _____	
ELEVATION _____ MIN. FINISH FLOOR ELVATION _____	

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



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

**Property Owner Information:**

Name: \_\_\_\_\_ Parcel I.D. \_\_\_\_\_  
 Subdivision: \_\_\_\_\_ Unit \_\_\_\_\_ Phase \_\_\_\_\_ Lot (s) \_\_\_\_\_ Block \_\_\_\_\_  
 Section (s) \_\_\_\_\_ Township \_\_\_\_\_ South Range \_\_\_\_\_ East  
 911 Address: \_\_\_\_\_  
 City/Town \_\_\_\_\_

**The following items must be on Site Plan to be complete:**

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

**REQUIRED SETBACKS**  
 (\* Future Land Use Designation)

**Note:** Setback for parcels contiguous to Natural Reservations - Minimum 100 ft.

**R-Residential - Zoning**

\* HDR (Urban High Density Residential)

(12 dwelling unit per acre)

Front	25 FT.
Sides	10FT.
Rear	25FT.

**RR-Rural Residential - Zoning**

\* LDR (Urban Low Density Residential)

( 1 dwelling unit per acre)

Front	50FT
Sides	10FT
Rear	50FT

**A/RR (Agriculture/Rural Residential)**

(1 dwelling unit per 10 acres)

Front	50FT
Sides	10FT
Rear	50FT

**Accessory Structures**

Sides	10FT
Rear	10FT

Front- same as current zoning/land use designation

**R-Residential - Zoning**

\* MDR (Urban Medium Density Residential)

(5 dwelling unit per acre)

Front	25 FT
Sides	10FT
Rear	25FT

**RR (Rural Low Density Residential)**

(1 dwelling unit per 3 acres)

Front	50 FT
Sides	10FT
Rear	50FT

**F/RR (Forestry/Rural Residential)**

(1 dwelling unit per 20 acres)

Front	50FT
Sides	10FT
Rear	75FT

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





# SITE PLAN

Zoning Officer:

This Building Site: IS \_\_\_\_\_ IS NOT \_\_\_\_\_ within a flood prone area

Community/Panel No. \_\_\_\_\_ Flood Zone \_\_\_\_\_ Elevation \_\_\_\_\_ Finished Floor \_\_\_\_\_

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

\_\_\_\_\_  
Date

**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 PERMITS



LEVY COUNTY DEVELOPMENT DEPARTMENT

“NOTICE” TO ALL APPLICANTS FOR  
BUILDING PERMITS

**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.

I have read and understand the written “Disclaimer of Liability Due to Flooding” and written “Mandatory Purchase Requirement”.

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

\_\_\_\_\_  
P.A. No. or 911 Address

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

\_\_\_\_\_  
Date

**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 within the established maintenance system, and 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

\_\_\_\_\_  
P.A. No. 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. THIS MAY BE ACCOMPLISHED BY THE USE OF STRING OR WIRE BETWEEN 3 (THREE) CORNERS OF THE PROPERTY, OR BY THE STAKING OUT OF THE BUILDING FOUNDATION BY A LICENSED SURVEYOR. REGARDLESS OF THE SIZE OF THE PARCEL, WHEN THERE REMAINS QUESTIONS AS TO THE COMPLIANCE OF SET-BACKS, THE BUILDING OFFICIAL OR BUILDING INSPECTOR MAY REQUIRE A LICENSED PROFESSIONAL SURVEYOR TO LOCATE THE FOUNDATION ON A SURVEY MAP AND PROVIDE IT TO THE OFFICE OF THE BUILDING OFFICIAL. THE SURVEY TO BE AT THE LANDOWNER’S EXPENSE.

THE BUILDING DEPARTMENT STRONGLY RECOMMENDS THAT ALL APPLICANTS FOR BUILDING PERMITS HAVE THE PROPERTY SURVEYED AND PROVIDE A TO SCALE SITE PLAN PREPARED BY A LICENSED PROFESSIONAL.

I \_\_\_\_\_, HAVE READ AND UNDERSTAND THE ABOVE NOTICE.

\_\_\_\_\_  
PROPERTY OWNER PRINT

\_\_\_\_\_  
PROPERTY OWNER SIGN

\_\_\_\_\_  
DATE

LEVY COUNTY DEVELOPMENT DEPARTMENT

NOTICE TO OWNER OF REQUIREMENT TO FILE  
A NOTICE OF COMMENCEMENT

Date: / /

Month Day Year

PROPERTY OWNER'S SIGNATURE

STATE OF: \_\_\_\_\_

COUNTY OF: \_\_\_\_\_

SWORN TO AND SCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_

TYPE OF IDENTIFICATION: PERSONALLY KNOWN TO ME  
DRIVERS LICENSE# \_\_\_\_\_

NOTARY PUBLIC SIGNATURE

SEAL

NOTARY PUBLIC PRINTED

PROPERTY OWNER'S NAME: \_\_\_\_\_ PROPERTY OWNER'S ADDRESS \_\_\_\_\_

(Printed Name) \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_ Zip Code \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_ Section: \_\_\_\_\_ Tws: \_\_\_\_\_ So. Rge: \_\_\_\_\_ East \_\_\_\_\_

Metes and Bounds Description \_\_\_\_\_

Lot \_\_\_\_\_ / \_\_\_\_\_ Block \_\_\_\_\_ Name of Subdivision \_\_\_\_\_

The undersigned, being first duly sworn by me, an officer authorized to take oaths and make acknowledgments in the State of Florida, acknowledges the following:

NOTICE TO PROPERTY OWNER:  
PRIOR TO THE FILING OF A NOTICE OF COMMENCEMENT, IT IS IMPORTANT TO CONSULT AN ATTORNEY OR ANY LENDING INSTITUTION THAT YOU MAY HAVE APPLIED FOR A MORTGAGE OR CONSTRUCTION LOAN TO FINANCE THE IMPROVEMENTS TO YOUR PROPERTY  
\* THE NOTICE OF COMMENCEMENT SHOULD NOT BE FILED BEFORE THE MORTGAGE OR CONSTRUCTION LOAN IS CLOSED.

\* FAILURE TO COMPLY WITH THE MECHANICS' LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR BUILDING IMPROVEMENTS\*.

\* NOTICE OF COMMENCEMENT MUST BE FILED WITH THE CLERK OF COURT AND A COPY PROVIDED TO THE BUILDING DEPARTMENT PRIOR TO THE FIRST INSPECTION.

**LEVY COUNTY DEVELOPMENT DEPARTMENT  
OWNER/BUILDER AFFIDAVIT FOR CONSTRUCTION, ROOFING,  
PLUMBING, MECHANICAL & FUEL GAS**

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 a 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 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 www.myflorida.com/dbpr/pro/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 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 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\_\_\_\_\_.

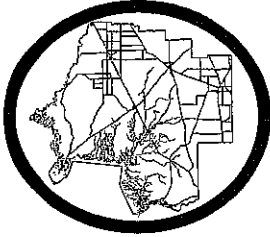
\_\_\_\_\_  
Owner/Builder's Printed Name

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

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

\_\_\_\_ NOTARY SEAL \_\_\_\_

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



**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: \_\_\_\_\_