



## **LEVY COUNTY DEVELOPMENT DEPARTMENT**

### **PERMIT REQUIREMENT CHECK LIST**

#### **“NEW CONSTRUCTION ADDITIONS”**

THE FOLLOWING **MUST** BE PROVIDED AT THE TIME OF APPLICATION FOR BUILDING PERMITS (BY EITHER THE PROPERTY OWNER, OWNER’S AGENT, OR LICENSED CONTRACTOR) TO ENABLE THE BUILDING PERMIT APPLICATION TO BE ACCEPTED BY THE 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.

**3. Owner’s Affidavit: (Regarding Notice of Commencement)**

A notice of commencements 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. You may wish to provide the Notice of Commencement at the time of permit application.

**NOTICE:** Consult your finance company or loaning institution prior to filing a notice of commencement if the project is being funded.

4. **3 copies of site plan.**

**Please see attached check list (page 5) for the minimum required details to be shown on your site plan to enable it to be acceptable to the Zoning Officer.**

5. **2 Complete Sets of Plans and Supporting Construction Documents,**

**All applications for new construction 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.**

**Plans must state the Design Wind Speed and that the Design is in Compliance with the \_\_\_\_ Edition (state what year) of the Florida Building Code.**

**Plans must be bound in separate sets or they will not be accepted by the permitting staff.**

**Notice: Any addition to commercial, industrial, public or multi-family structures require professional design (plans must be signed and sealed by a Florida registered architect or engineer)**

**Any structure in which there are no prescriptive compliance methods require architect or engineer sealed plans. ( such as but not limited to: log homes, metal buildings, Norwegian brick, mixed use of materials, etc.)**

6. **Verification of Existing Septic Tank from Department of Health:**

**This is a necessary requirement anytime you add habitable space (living area) to a dwelling or commercial structure, even if no plumbing is involved in your addition. You will be required to provide the building department verification of the review by the Department of Health before your building permit will be issued. You must provide documentation of final approval of any modifications to the existing system required by the Department of Health prior to final inspection.**

7. **Owner Builder Affidavit:**

**This affidavit is required by the same law that exempts property owners from the requirement to hold a valid contractors license. If property owners are going to do any portion of work (i.e. elec, plumbing, or a/c...) they are required to sign this document, stating they have read, understand and are accepting the same responsibilities as 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.**

8. **Disclaimer of Liability Due to Flooding and/or Unimproved Roads.**

**This document provides written notice that:**

**Levy County is not responsible for maintaining roads not currently in the maintenance system; and**

**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.**

9. **Notice to Owner.**

**This notice states that it is the sole responsibility of the applicant to assure that the information provided on the site plan, such as but not limited to: the dimensions of the property, distances of all structures to all property lines, and distances between structures are true and accurate.**

**The notice states that it is the applicant, contractor or property owner's responsibility to assure that all improvements will be in compliance with the approved site plan;**

**The notice states that the applicant, contractor or property owner must string at least two property lines to enable the building inspector to document compliance with set-backs shown on site plan on the first inspection, and that the applicant, contractor or property owner is responsible for true and accurate property lines shown to the inspector.**

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

- 10. 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.
- 11. 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 construction zone.
- 12.. An "Elevation Certificate" must be provided to the office within 21 days after finished floor is established (A-Zones); or 21 days after the placement of the lowest horizontal structural member (V-Zones).

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

1. Site plan
2. Foundation Plan
3. Size and location of all reinforcing steel
4. Elevation View of All Sides
5. Floor Plan, including wall thicknesses, window and door sizes
6. Electrical lay-out, including: service location, outlets, switches, lights, smoke detectors alarms, main panels, sub-panels
7. Plumbing fixture lay-out, including: water closets, sinks, washing machine, floor drains, water heaters, laundry tubs, showers, tubs.
8. Typical wall cross section, and any other necessary sectional views
9. Lintel schedule for masonry bearing walls
10. Nailing pattern for all structural panels (roof and wall sheathing)
11. Truss engineering, roof framing plan, floor framing plan, as applicable
12. Energy Efficiency Forms (A.S.H.R.A.E. Manual J & D)

## Levy County Site Plan Checklist for Zoning Approval

The following items must be on the site plan application or attached prior to receiving zoning approval:

- |     |  |     |                          |    |                          |
|-----|--|-----|--------------------------|----|--------------------------|
| 1.  | Show <b>shape</b> and <b>dimensions</b> of property to scale.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 2.  | If in a subdivision, and are using more than one lot, <b><u>all lots must be indicated with a dashed line</u></b>  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 3.  | Driveway must be shown on site   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 4.  | <b><u>Identify</u></b> all <b><u>existing</u></b> and <b><u>proposed</u></b> structures (i.e. m/h, house, barn, carport etc.)                                    | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 5.  | Show <b><u>all dimensions</u></b> of buildings ( <b><u>existing and proposed</u></b> ) and <b><u>all distances</u></b> from the buildings to all property lines. | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 6.  | <b><u>Show and Label</u></b> all streets and easements abutting property.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 7.  | Indicate, with a dashed line, any water or depressions ( <b><u>if applicable</u></b> )   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 8.  | Indicate <b><u>North</u></b> direction with arrow at top of the page.  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 9.  | Top portion of site plan must be completed. (i.e. property owner, parcel no., legal description and 911 address if assigned)                                     | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 10. | Flood zone data must be completed. (Performed in office by Permit Technician)  | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |
| 11. | Site plan must have signature of property owner.   | Yes | <input type="checkbox"/> | No | <input type="checkbox"/> |

## PRODUCT APPROVAL SPECIFICATION SHEET

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

Category/Subcategory	Manufacturer	Product Description	Approved Number (s)
<b>1. EXTERIOR DOORS</b>			
a. SWINGING			
b. SLIDING			
c. SECTIONAL/ROLL UP			
d. OTHER			
<b>2. WINDOWS</b>			
a. SINGLE/DOUBLE HUNG			
b. HORIZONTAL SLIDER			
c. CASEMENT			
d. FIXED			
e. MULLION			
f. SKYLIGHTS			
g. OTHER			
<b>3. PANEL WALL</b>			
a. SIDING			
b. SOFFITS			
c. STOREFRONTS			
d. GLASS BLOCK			
e. OTHER			
<b>4. ROOFING PRODUCTS</b>			
a. ASPHALT SHINGLES			
b. NON-STRUCT METAL			
c. ROOFING TILES			
d. SINGLE PLY ROOF			
e. OTHER			
<b>5. STRUCT COMPONENTS</b>			
a. WOOD CONNECTORS			
b. WOOD ANCHORS			
c. TRUSS PLATES			
d. INSULATION FORMS			
e. LINTELS			
f. OTHERS			
<b>6. NEW EXTERIOR</b>			
a. ENVELOPE PRODUCTS			

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

\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE