

LEVY COUNTY DEVELOPMENT DEPARTMENT

PERMIT REQUIREMENT CHECK LIST 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 \$ 25, 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/builders.

3. **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 the property owner is going to do any portion of work (i.e.: construction, electrical, plumbing, or a/c...) 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. **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.

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 drive way connections, parking areas, interior traffic circulation, pedestrian walkways, potable watersupply, 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.**

Provide a to scale" site plan, depicting: all structures; the dimensions of all existing or proposed structures; the distances of all structures from all property lines; required off street parking and loading areas; location of all utilities; all drainage infrastructure; signage; pedestrian sidewalks, and connection to the public road system consistent with Chapter 50, Article IX, of the Land Development Regulations for county roads, and F.D.O.T. specifications for connection to state roads .

Please see attached check list (page 7) for the minimum details required to be shown on your site plan to enable it to be acceptable to the permit clerk and Zoning Officer.

8. **Zoning Approval within Municipalities (Inglis and Yankeetown)**

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,**

Provide 2 complete sets of engineer or architect signed and sealed plans (each page must bear signature and seal) for building construction consistent with the latest edition of the Florida Building Code, along with all other required, supporting documents such as, but not limited to: Wind Load Calculations; Truss Engineering, V-Zone Certificates; Flood Proofing Certification; Energy Forms. Plans must state the Design Wind Speed, and that the Design is in Compliance with the latest Edition of the Florida Building Code.

NOTE: **PLANS MUST BE BOUND IN SETS**

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 Certification:**

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 an 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. Disclaimer 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 and;

That flood insurance is mandatory for all 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; and

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 completed V-Zone Certificate are required if located in velocity zone (a.k.a.: 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-Zones); or 21 days after the placement of the lowest horizontal structural member (V-Zones). No inspections are permitted to be made for work done beyond this point of construction unless and until a completed (signed and sealed) copy is in the office file.

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

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

FEES

COMMERCIAL AR INDUSTRIAL FEEVARIABLE (see cost sheet)

OTHER APPLICABLE FEES

ZONING COMPLIANCE REVIEW.....VARIABLE (see cost sheet)

DRIVEWAY CONNECTION PERMIT.....\$250.00

INTERIM ASSESSMENT FEE.....VARIABLE

IMPACT FEEVARIABLE

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

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