



LEVY COUNTY DEVELOPMENT DEPARTMENT

PERMIT REQUIREMENT CHECK LIST FOR NEW CONSTRUCTION RESIDENCE

THE FOLLOWING **MUST** BE PROVIDED BY EITHER THE PROPERTY OWNER, OWNER'S AGENT, OR CONTRACTOR **BEFORE** 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.

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 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.

5. **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.

6. **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.

More specific plan requirements are detailed on page 6 of this check list.

*** Plans must state the Design Wind Speed, and that the Design is in Compliance with the latest Edition of the Florida Building Code.**

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

Notice: Any plans for a single family dwelling constructed in a “Wind Bourne Debris Region” (A. K. A. located in a 120 mph or greater wind zone) or a “Coastal High Hazard Zone” (A. K. A. Velocity Zone, or V-Zone) require professional design (plans must be signed and sealed by a Florida registered architect or engineer) and must provide a V-Zone Certificate. V-zone Certificate forms are available from the Building Department.

7. **Energy Compliance Form**

All applications for the construction of dwellings are required to document compliance with the “State of Florida Energy Efficiency Code for Building Construction”. All applications must submit two (2) completed and signed copies of form 600A or 600B demonstrating compliance with “Chapter 6: Residential Building Compliance Methods”.

8. **Heat, Vent and Air-Conditioning Sizing Calculations:**

In accordance with the “State of Florida Energy Efficiency Code for Building Construction”, all applications for the construction of dwellings are required by Section 601.1ABC.1 Equipment Sizing, to document that the heating, venting, or air conditioning equipment has been sized according to code. The standards used for sizing H, V, & A/C equipment is ACCA (Air Conditioning Contractors of America) Manual J ; or with ASHRAE (American Society of Heating, Refrigerating and Air-Conditioning Engineers) Cooling and Heating Load Calculation Manual, Second Edition; or with an equivalent computation procedure.

Air Distribution System:

All applications for the construction of dwellings must include two (2) copies of a duct plan designed consistent with ACCA, Manual D, or with an applicable ASHRAE computation procedure. The plans must include a return air duct plan; or show the means in which the builder intends to meet the requirement for balanced return air.

9. **Driveway Connection Permits**

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. You may contact the maintenance office located near Chiefland on Alt. 27, or the District office in Lake City.

* You may request applications for driveway connection permits at any time.

* No final inspections shall be made without written approval of the driveway connection from FDOT for projects that access state roads, so

be sure to call them prior to scheduling a final inspection with the building department.

10. Verification of Onsite Sewage Disposal System from the Department of Health:

This is a necessary requirement anytime plumbing is involved in your project. You will be required to provide the building department with a copy of a valid permit for the attendant onsite sewage disposal system, issued by the Department of Health, before your building permit may be issued.

You must provide documentation of the final approval by the Department of Health for all newly installed systems, or for any modifications to an existing system that may have been required for the project, prior to requesting final inspection of the dwelling unit.

11. 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.

12. 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)

13. **Unimproved Roads:**

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

14. **Replacement Affidavits:**

Replacement Affidavit are only necessary if the new home is being built to replace a existing dwelling. The affiant agrees to remove the existing dwelling unit within 30 days of the approval of the final inspection of the new home.

15. **Notice to Owner. (regarding compliance with the approved site plan)**

This document provides written notice 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 also advises all applicants 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; and

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

- 16. 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.
- 17. Professional design plans (architect or engineer signed and sealed) and a V-Zone Certificate are required if located in a Coastal High Hazard Zone (A. K. A. Velocity Zone or V-Zone).
- 18. 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).

NEW CONSTRUCTION PERMIT FEEVARIABLE(see cost sheet)

OTHER APPLICABLE FEES

ZONING COMPLIANCE REVIEW.....\$25.00

DRIVEWAY CONNECTION PERMIT.....\$50.00

INTERIM ASSESSMENT FEEVARIABLE

IMPACT FEEVARIABLE

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

- 1. Site plan.**
- 2. Foundation Plan.**
- 3. Size and location of all reinforcing steel.**
- 4. Size and location of all anchor bolts, go-bolts, pro-bolts, implants, straps or other devises to be set in concrete to be used for the main wind resistance system.**
- 5. Elevation View of All Sides.**
- 6. Floor Plan, including room dimensions, wall thicknesses, window and door sizes.**
- 7. Electrical lay-out, including: service location, outlets, switches, lights, smoke detectors alarms, main panels, sub-panels (if included).**
- 8. Plumbing fixture lay-out, including: water closets, sinks, washing machine, floor drains, water heaters, laundry tubs, showers, tubs (if included).**
- 9. Typical wall section, typical shearwall section, and any other necessary sectional views or details.**
- 10. Manufacturer's specifications for installation of window and door frames.**
- 11. Lentil schedule for masonry bearing walls (if applicable).**
- 12. Nailing pattern for all structural panels (floor, roof and wall sheathing).**
- 13. Location and length of all shearwalls, interior or exterior.**
- 14. Truss engineering, roof framing plan, floor framing plan, as applicable.**
- 15. Manufacturer and model number of all hurricane hardware to be used for the main wind resistant system.**
- 16. Energy Efficiency Compliance Forms (Including A.S.H.R.A.E. Manual J & D) (When applicable).**

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 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 (i.e. M/H, house, barn, carport etc.) 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. Top portion of site plan must be completed. (i.e. property owner, parcel no., legal description and 911 address if assigned) Yes No
10. Flood zone data must be completed. (Performed in office by Permit Technician) Yes No
11. Site plan must have signature of property owner. Yes No

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 (a)
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