



LEVY COUNTY DEVELOPMENT DEPARTMENT

PERMIT REQUIREMENT CHECK LIST

FOR REMODEL AND REPAIR PERMITS

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

This may be required for any application in which there is a concern that a legally installed and sufficient system is not present to providing waste water treatment for the project. All applicants may 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 remodel and repair work.**

5. **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.

- * No Building Permits may be issued for remodel and repair to property owners to improve structures on rental property, or structures that will be offered for sale or lease within one (1) year from the approval of the final inspection of the permit (Chapter 489 F.S.). To qualify for owner/builder building permits, the use of the structure must be for the personal use of the property owner.**

6. **Detail Description of the Work**

All applications for remodel and repair permits shall include a written description of the work in enough detail to determine:

- * **The necessary building permits;**
- * **If structural elements will be affected;**
- * **If plans will be necessary.**

REMODEL AND REPAIR PERMITS DO NOT INCLUDE PLUMBING, ELECTRIC, AND A/C PERMITS. SEPARATE PERMITS ARE REQUIRED IF BUILDING SYSTEMS ARE TO BE REPAIRED, ALTERED, UPGRADED OR ADDED.

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