



1-B East Jefferson Street/ Post Office Box1799, Quincy, FL 32353
Phone# 850-875-8665 Fax: 850-875-7280

Addition Building Permit Application

Owner's Name(s) _____

Address _____ City _____ ST _____ Zip _____

Home Ph. _____ Cell Ph. _____ Fax _____

Email _____

911 Address (Job Site) _____ City _____ ST _____ Zip _____

Parcel ID _____ Lot _____ Block _____

Occupancy _____ Valuation of Project \$ _____

Description of work _____

Fee Simple Titleholder, Bonding Company, and Mortgage Lender's Information will be on Notice of Commencement.

CONTRACTOR INFORMATION

CONTRACTOR NAME	LICENSE NO.	ADDRESS	PHONE	EMAIL ADDRESS
Principal				
Electrical				
Plumbing				
Mechanical (must have licensed cont.)				
Gas (must have licensed cont.)				
Architect/Engineer				
Other				

DISCLOSURE STATEMENT OWNER CONTRACTOR AND/OR ASBESTOS ABATEMENT PERMIT
FLORIDA STATUTES 489.103/469.002 & FLORIDA BUILDING CODE 104.4.4

F. S. 489.103

STATE LAW REQUIRES CONSTRUCTION TO BE DONE BY LICENSED CONTRACTOR. YOU HAVE APPLIED FOR A PERMIT UNDER AN EXEMPTION TO THAT LAW. THE EXEMPTION ALLOWS YOU AS, OWNER OF YOUR PROPERTY, TO ACT AS YOUR OWN CONTRACTOR EVEN THOUGH YOU DON'T HAVE A LICENSE. **YOU MUST SUPERVISE THE CONSTRUCTION YOURSELF.** YOU MAY BUILD OR IMPROVE A ONE OR TWO-FAMILY HOME RESIDENCE OR A FARM BUILDING. **THE BUILDING MUST BE FOR YOUR OWN USE AND OCCUPANCY. IT MAY NOT BE BUILT FOR SALE OR LEASE.** IF YOU SALE OR LEASE MORE THAN ONE BUILDING YOU HAVE BUILT WITHIN ONE YEAR AFTER THE CONSTRUCTION IS COMPLETE, THE LAW PRESUMES THAT YOU HAVE BUILT IT FOR SALE OR LEASE, WHICH IS A VIOLATION OF THIS EXEMPTION. YOU MAY NOT HIRE AN UNLICENSED PERSON AS YOUR CONTRACTOR. IT'S YOUR RESPONSIBILITY TO MAKE SURE THE PEOPLE EMPLOYED BY YOU HAVE LICENSES REQUIRED BY THE STATE LAW AND COUNTY LICENSING ORDINANCES. ANY PERSON WORKING ON YOUR BUILDING WHO ISN'T LICENSED MUST WORK UNDER YOUR SUPERVISION AND MUST BE EMPLOYED BY YOU, WHICH MEANS THAT YOU MUST DEDUCT FICA AND WITHHOLDING TAXES AND PROVIDE WORKERS COMPENSATION FOR THAT EMPLOYEE, AS PRESCRIBED BY LAW, YOUR CONSTRUCTION MUST COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, BUILDING CODES, AND ZONING REGULATIONS. OWNERS MUST PROVIDE DIRECT, ONSITE SUPERVISION THEMSELVES OF ALL WORK NOT PERFORMED BY LICENSE CONTRACTORS, THAT DUTY CANNOT BE DELEGATED.

F.S. 469.002 & FLORIDA BUILDING CODE 104.4.4

STATE LAW REQUIRES ASBESTOS ABATEMENT TO BE DONE BY LICENSED 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 ASBESTOS ABATEMENT CONTRACTOR EVEN THOUGH YOU DO NOT HAVE A LICENSE. YOU MUST SUPERVISE THE CONSTRUCTION YOURSELF. YOU MAY MOVE, REMOVE, OR DISPOSE OF ASBESTOS-CONTAINING MATERIALS ON A RESIDENTIAL BUILDING WHERE YOU OCCUPY THE BUILDING AND THE BUILDING IS NOT FOR SALE OR LEASE, OR THE BUILDING IS A FARM OUTBUILDING ON YOUR PROPERTY. IF YOU SELL OR LEASE SUCH BUILDING WITHIN ONE YEAR AFTER THE ASBESTOS ABATEMENT IS COMPLETE, THE LAW WILL PRESUME THAT YOU INTENDED TO SELL OR LEASE THE PROPERTY AT THE TIME THE WORK WAS DONE, WHICH IS A VIOLATION OF THIS EXEMPTION. YOU MAY NOT HIRE AN UNLICENSED PERSON AS YOUR CONTRACTOR. YOUR WORK MUST BE DONE ACCORDING TO ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS WHICH APPLY TO ASBESTOS ABATEMENT PROJECTS. 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 CERTIFY BY MY SIGNATURE THAT I HAVE READ AND UNDERSTAND THIS DISCLOSURE STATEMENT AND THAT I SHALL COMPLY WITH ALL THE REQUIREMENTS FOR ISSUANCE OF AN **OWNER/BUILDER PERMIT.**

SIGNATURE OF PROPERTY OWNER

DATE

MINIMUM PROPERTY SET-BACK REQUIREMENTS

The structure shall be set back as follows:

Front Setback: **35'** from a dedicated or maintained right-of-ways or a minimum of **65'** from centerline, whichever is greater.

Side Setbacks: **10'** on one side and **15'** on other. Corner lots require a **20'** setback. Rear Setback: **10'**

The septic tank and drain field, building overhang, well and any other structure located on the property must meet these minimum setbacks.

No structure can be placed on any public right-of-way, i.e. mailbox, covert retaining wall, fence. Please call Public Works at 875-8672.

I have read the above setback requirements and agree not to erect setup or place any structure, well, drain field in those dedicated areas. If I violate the required minimum setbacks I understand that I will be required to abate the setback violations at my expense.

Owner/ Authorized Agent _____

SIGNATURE

OWNER'S AFFIDAVIT

Application is hereby made to obtain a permit(s) to do work and installations as indicated. I certify that no work or installation 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 permit must be secured for Electrical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks and Air Conditioners, ETC. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws. If applicant is not owner, the applicant shall certify to be acting as owner's authorized agent. I also acknowledge that my failure to record a notice of commencement may result in my paying twice for improvements to my property and that if I am intending to obtain financing, I should consult with my lender or my attorney before recording a notice of commencement.

Owner/Agent _____

SIGNATURE

Contractor _____

SIGNATURE

STATE OF FLORIDA, COUNTY OF GADSDEN

The foregoing information was sworn to, subscribed and acknowledged before me this _____ day of _____, 20____

by _____, who is personally known to me or has produced _____ as identification.

Notary Public, State of Florida _____

Commission Number: _____

My Commission Expires: _____

REQUIRED PLANS - WIND LOAD DESIGN 120 MPH

***Note:** Failure of the contractor/owner builder to submit ALL the required documents will delay the issuance of this permit until the application is complete.

SUBMIT: **Two copies of the following must be included**

- ☐ PLANS- specifications and drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work.
- ☐ One additional floor plan (only)
- ☐ ENGINEERED WIND LOAD ANALYSIS- Sealed & Signed: as per Chapter 16 Florida Building Code. (120 MPH)
- ☐ FOUNDATION
- ☐ SITE PLAN: (** setback dimensions, septic location, lot dimensions, easements, existing buildings)
- ☐ MECHANICAL EQUIPMENT LOCATION/ENERGY FORM/EPI & MANUAL-J FORM ** (signed, see mechanical contractor or engineer)
- ☐ ROOF TRUSS PLAN
- ☐ FLOOR PLAN, EMERGENCY EGRESS, i.e. window size & location, stairs, accessible bath, fire blocking & draft stopping, smoke detector(s) location.

Each plan must also include the following:

- ☐ 1. Wall section(s) from the foundation through the roof.
 - ☐ 2. Shear wall(s) and /or segments external and internal.
 - ☐ 3. Roof decking & nailing requirements.
 - ☐ 4. Fasteners i.e. bolts screws, nails, etc.
 - ☐ 5. Special uplift areas i.e. girder trusses, columns, vaulted ceiling wall(s), common frame ridge beams, etc.
 - ☐ 6. Connectors: Hurricane clips, straps, uplift tie-down apparatuses.
 - ☐ 7. Any area that is deemed to be part of the structural integrity of the building.
- ☐ GARAGE DOOR & WINDOW WIND LOAD CERTIFICATION AND INSTALLATION INSTRUCTIONS (see supplier)
 - ☐ SOIL TEST IF OVER 400 SQ. FT (IF PIPE CLAY OR HIGH WATER TABLE IS PRESENT ON THE SOIL TEST, A SEALED ENGINEERED FOUNDATION PLAN WILL BE REQUIRED). **
 - ☐ SEPTIC TANK PERMIT OR WAIVER ** (Gadsden Environmental Health, (850-875-7200 ext. 6,1) Return Red Stamped Copy
 - ☐ ELEVATION CERTIFICATE ** (if your property touches any body of water or is deemed to be in a flood prone area: see surveyor or engineer)
 - ☐ NOTICE OF COMMENCEMENT (if valuation is over \$2,500) (File at the Gadsden County Courthouse – Room 102) Return original
 - ☐ PRODUCT APPROVAL SPECIFICATION SHEET (Submit with permit)
 - ☐ PLANNING AND ZONING APPROVAL

PRIVATE PROVIDER CHECKLIST FORMS

(If you are using a Private Provider submit the following)

- ☐ Notice to Building Official of Use of Private Provider
- ☐ Private Provider Plan Compliance Affidavit
- ☐ Private Provider Contract
- ☐ Insurance

LETTER OF AUTHORIZATION

This letter serves as notice on this date I, _____ hereby give authorization to, _____ to obtain all necessary permits for me in Gadsden County at the property, located at the following Physical Address _____ Parcel ID _____

Property Owners Signature _____ Date _____

Sworn and subscribed this _____ day of _____, 20_____.

Notary _____ for State of Florida. _____ Personally Known _____ Produced Identification

SIGNATURE

Driver's License or Identification Number _____ SEAL

Expiration Date:

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as Water Management districts, State Agencies, or Federal Agencies. By signing this permit you are stating that you are aware of these additional restrictions/permits.

Owner/Agent Signature (All other signatures require a notarized Letter of Authorization) **Date**

*To request an inspection please Email us at inspections@gadsdencountyfl.gov
If you cannot email please call the front office at [\(850\)875-8665](tel:(850)875-8665)*



Fact Sheet

Federal Insurance and Mitigation Administration

***REFERENCE FBC R322.2.1 YOUR FINISHED FLOOD SHALL BE BFE +1 FOOT**

Elevation Certificates: Who Needs Them and Why

If your home or business is in a high-risk area, your insurance agent will likely need an Elevation Certificate (EC) to determine your flood insurance premium. Floods mean rising water. Knowing your building's elevation compared to the estimated height floodwaters will reach in a major flood helps determine your flood risk and the cost of your flood insurance. An EC documents the elevation of your building for the floodplain managers enforcing local building ordinance, and for insurance rating purposes.

How an EC Is Used

If your building is in a high-risk area—a zone indicated with the letters A or V on a Flood Insurance Rate Map (FIRM)—the EC includes important information that is needed for determining a risk-based premium rate for a flood insurance policy. For example, the EC shows the location of the building, Lowest Floor Elevation, building characteristics, and flood zone.

Your insurance agent will use the EC to compare your building's elevation to the Base Flood Elevation (BFE) shown on the map being used for rating and

The BFE is the elevation that floodwaters are estimated determine the cost to cover your flood risk.

to have a 1 percent chance of reaching or exceeding in any given year. The higher your lowest floor is above the BFE, the lower the risk of flooding. Lower risk typically means lower flood insurance premiums.

Who Needs an EC

For certain high-risk structures, an EC is required by an insurer as a condition for issuing flood coverage. There are exceptions. For example, if your building was constructed before your community's first FIRM became effective (known as pre-FIRM) and you are eligible for a subsidized rate, you do not need an EC to purchase coverage. However, subsidized rates for pre-FIRM buildings are being phased out through annual premium increases. Your full-risk rate is specific to the property, and an EC will be needed to calculate the property-specific full-risk rate. Depending on your elevation, the full-risk rate could already be lower than the subsidized rate.

Where to Get an Elevation Certificate for Your Building

1. Ask your local floodplain manager. One might already be on file. Every National Flood Insurance Program (NFIP)—participating community has a floodplain manager, but that person might have a different title or serve in multiple capacities.
2. Ask the sellers. When buying a property, ask the sellers to give you their EC. If they don't have an EC, ask if they can provide one before settlement.
3. Ask the developer or builder. In a high-risk area, the developer or builder might have been required to get an EC at the time of construction.
4. Check the property deed. ECs sometimes are included with the property deed.
5. Hire a licensed land surveyor, professional engineer, or certified architect who is authorized by law to certify elevation information. For a fee, these professionals can complete an EC for you. To find a professional surveyor:
 - Check with your State professional association for land surveyors.
 - Ask your State NFIP coordinator.
 - Talk to your local building permit office.

ECs are not required and are not used for rating in moderate- to low-risk areas (Zones X, B, and C), undetermined risk areas (Zone D), or certain high-risk areas eligible for other subsidies (e.g., Zones AR and A99). If you need to document that your building is in one of these zones, you can simply provide a copy of the current FIRM that marks the building's location or obtain a letter signed and dated by a community official listing the building's address and flood zone. The property will remain eligible for the NFIP grandfather procedure if continuous coverage is maintained.

When You Need a New EC

If you make substantial changes to your building in a high-risk area—for example, you make an addition to your home or convert the garage to living space—you likely need a new EC to reflect the new building characteristics and Lowest Floor Elevation.

When You Do Not Need a New EC

As long as the structure information on your EC is accurate, you do not need a new one. If you get an EC from the previous property owner or have a copy of the one on file with your community, your insurance agent can use the EC to rate your policy.

If your community adopted new FIRMs and your building has not changed, your insurance agent can rate your policy using the information on the old EC and the FIRM used to rate your policy. However, you might need to provide additional information, such as new photographs of your home or business.

Plan for the Future

Building code requirements might change over time as flood risk changes and maps are updated. If you are remodeling or rebuilding, consider elevating to lower your flood risk, which, in turn, can lower your flood insurance rates and reduce the financial impact of the next flood.

USEFUL TERMS

- **Base Flood:** The flood having a 1 percent chance of being equaled or exceeded in any given year.
- **Base Flood Elevation (BFE):** The water surface elevation, expressed as an elevation above sea level, of the base flood. This is the minimum elevation a community must adopt for building standards.
- **Flood Insurance Rate Map (FIRM):** A map issued by the Federal Emergency Management Agency (FEMA) showing flood hazard areas, BFEs, and risk premium zones.
- **Pre-FIRM:** Buildings constructed before the community's first FIRM. Communities might not have elevation information on file for these properties.
- **Post-FIRM:** A building constructed on or after the date of the initial FIRM for your community. FIRM effective dates can be found at [FEMA.gov/FEMA/csb.shtm](https://www.fema.gov/FEMA/csb.shtm).

Resources:

For flood insurance information and to find an agent: [FloodSmart.gov](https://www.floodsmart.gov)

Find your flood zone: [msc.FEMA.gov](https://www.msc.fema.gov)

Locate your State floodplain manager: [floods.org](https://www.floods.org)

Contact a surveyor from your National Society of Professional Surveyors state affiliate: [nsps.us.com](https://www.nsps.us.com)

Download a copy of the Elevation Certificate: [FEMA.gov/media-library/assets/documents/160](https://www.fema.gov/media-library/assets/documents/160)

R322.2.1 Elevation Requirements.

1. Buildings and structures in flood hazard areas including flood hazard areas designated as Coastal A Zones, shall have the lowest floors elevated to or above the base floor elevation plus 1 foot (305mm), or the design flood elevation, whichever is higher.
2. In areas of shallow flooding (AO Zones), buildings and structures shall have the lowest floor (including basement) elevated to a height above the highest adjacent grade of not less than the depth number specified in feet (mm) on the FIRM plus 1 foot (305mm), or not less than 3 feet (915mm) if a depth is not specified.
3. Basement floors that are below grade on all sides shall be elevated to or above base flood elevation plus 1 foot (305mm), or the design flood elevation, whichever is higher.

Exception: Enclosed areas below the design flood elevation, including basements with floors that are not below grade on all sides, shall meet the requirements of section 322.2.2.

NOTICE OF COMMENCEMENT

The undersigned hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property

Legal Description _____

Street Address _____ City _____ FL. Zip _____

2. General description of improvement _____

3. Owner information

A. Name _____

B. Address _____ City _____ St FL Zip _____

C. Interest in Property _____

D. Name & Address of Fee Simple Title Holder
(Other than Owner) _____

4. Contractor Name and Address

5. Surety Name

Bond amount: \$ _____

6. Lender's Name and Address

7. Person within the State of Florida designated by owner upon whom notices or other documents may be served as provided in Section 713.13(1)(a)7 of the Florida Statutes.

8. In addition to self, the Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b) of the Florida Statutes. Give name and address.

9. Expiration date of Notice of Commencement. The expiration date is one (1) year from the date of recording unless a different date is specified.

Signature of Owner/ Agent: _____

This foregoing instrument was acknowledged, sworn to and subscribed before me this _____ day of _____, 20____.

PREPARED BY:

State of: _____

County of: _____

Notary Signature: _____

Printed Name: _____

Known personally/ /ID shown: _____

Notary Seal

PRODUCT APPROVAL SPECIFICATION SHEET

Project Number _____ Bldg #/Location _____

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide information and product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying. Your supplier should have product approval numbers and information. More information about statewide product approval can be obtained at: www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
A. EXTERIOR DOORS			
1. Swinging			
2. Sliding			
3. Sectional			
4. Roll up			
5. Automatic			
6. Other			
B. WINDOWS			
1. Single hung			
2. Horizontal Slider			
3. Casement			
4. Double Hung			
5. Fixed			
6. Mullion			
7. Wind Breaker			
8. Dual Action			
9. Other			
C. PANEL WALL			
1. Siding			
2. Soffit			
3. EIFS			
4. Storefronts			
5. Curtain walls			
6. Wall louver			
7. Glass block			
8. Membrane			
9. Greenhouse			
10. Other			
D. ROOFING PRODUCTS			
1. Asphalt Shingles			
2. Underlayment			
3. Roofing Fasteners			
4. Non-structural Metal Rf			
5. Built-Up Roofing			
6. Modified Bitumen			
7. Single Ply Roofing Sys			
8. Roofing Tiles			
9. Roofing Insulation			
10. Waterproofing			
11. Roof Tile Adhesive			
12. Liquid Applied Roof Sys			
13. Other			
Category/Subcategory (cont.)	Manufacturer	Product Description	Approval Number(s)

E. SHUTTERS			
1. Accordion			
2. Storm Panels			
3. Colonial			
4. Roll-up			
5. Equipment			
6. Other			
F. SKYLIGHTS			
1. Skylight			
2. Other			
G. STRUCTURAL COMPONENTS			
1. Wood connector/anchor			
2. Truss plates			
3. Engineered lumber			
4. Railing			
5. Coolers-freezers			
6. Material			
7. Insulation Forms			
8. Plastics			
9. Deck-Roof			
10. Wall			
11. Sheds			
12. Other			
H. NEW EXTERIOR ENVELOPE PRODUCTS			
1.			
2.			

I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturer's installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection.

The products listed below did not demonstrate product approval at plan review:

Applicant Signature

Print Name

Date

Contact Name & Phone Number

Permit # (FOR STAFF USE ONLY)