



City of Bunnell Building Department

Commercial Building Permit Checklist

Contractors must be current with Business Tax Receipt (BTR) for permitting

- ☐ **Permit Application**
- ☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- ☐ **Notice of Commencement** (Required when value of labor and materials is over **\$2,500.00**) Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**
- ☐ **Bunnell Product Approval Information Form**
- ☐ **Bunnell Electric Power Request Form**
- ☐ **2 Set of Building Plans** (Folded and Stapled) sealed by an architect or engineer and also include:
 - 2 Sets of Mechanical plans with ductwork layout with return air method
 - 2 sets of plumbing plans with riser
 - 2 sets of electrical layouts, panel size and riser
 - 2 Sets of Engineering and Test Reports for doors and windows
- ☐ **2 Survey/Site Plans** to Include:
 - Elevations relative to the National Geodetic Vertical Datum (NGVD)
 - Proposed finished floor elevation
 - Spot elevations at property corners, and at least two intermediate points along side property lines, and the high & low points along the centerline of the property
 - Finished floor elevation of adjacent residences (if applicable)
 - Setbacks to include all proposed structures, cantilevered structures i.e. decks, covered doorway
 - Building dimensions of all proposed structures, improvements, and their dimensions & setbacks
 - Mean height of highest roofline (halfway between peak and eave)
 - Lot coverage percentage (pervious/impervious)
 - Final grading plan
 - Proposed fill in cubic yards
- ☐ **2 Sets of Energy Calculations** for Climate zone 3w/EPL display card
- ☐ **2 Sets of Engineered Truss Plans, Truss Layout and Connector Schedule** conventional Framing shall be included on the engineered plans
- ☐ **Land clearing permit application** (including a tree survey indicating trees to be removed and retained)
- ☐ **Driveway Permit Application** indicating type of surface to be utilized (rock, concrete, pavers)
- ☐ **If connecting to a County Road, Copy of Flagler County Driveway access permit**
- ☐ **Water and Sewer availability OR if to be served by well and septic, Health Department permit**
- ☐ **St. Johns River Water Management Permit** (for commercial development)

**APPLICANT MUST OBTAIN ALL REQUIRED
INSPECTIONS INCLUDING THE FINAL INSPECTION**

CITY OF BUNNELL, FLORIDA
BUILDING PERMIT APPLICATION

DATE: _____

PERMIT #

Owner's Name _____ Address _____ City/State/Zip _____

Telephone Number: _____ Property Location _____

City/State/Zip _____ Legal Description of the Property _____

Section _____ Block _____ Lot _____ Subdivision _____

PARCEL # (REQUIRED) _____

Parcel Width _____ x _____ Depth _____ Square Ft. _____

Description of Work: _____

Contractor: _____ Telephone Number _____ Fax _____

Address _____ City/State _____ Zip Code _____

State License # _____ **Bunnell Business Tax Number REQUIRED** _____

If owner is to be the builder, and occupy the home, then The Owner/Builder Affidavit must be signed with application.

Is main Floor Level less than 12" above the crown of the road? Yes ☐ No ☐

List area Totals in Square Feet:

Living Area _____ Garage _____ Carport _____ Screen Porch _____ Sidewalk _____

Open Porch _____ Accessory Bldg. _____ Patio _____ Driveway _____

Zoning Approval: _____ Date _____ Initials _____ Site Plan Approval: _____ Yes _____ No _____ Initials _____

Check One: Septic Tank _____ Tank # _____ City Sewer _____ City Water _____ Private Well _____

Check Equipment:

HEATING: Oil _____ Gas _____ ELECTRIC _____ ELECTRICAL SERVICE: Phase _____ Volts _____ Amps _____

KITCHEN RANGE: Gas _____ Electric _____ WATER HEATER: Gas _____ Electric _____

AIR CONDITIONING: Yes _____ No _____ WASHING MACHINE _____ DRYER _____ DISHWASHER _____ EX. FAN _____

RANGE HOOD _____ FIREPLACE _____

Type of Floor Construction: Concrete _____ Wood _____ Other _____

Number of Bathrooms _____ Total amount of floor drains and plumbing _____ Number of stories _____

Type of Exterior Walls:

Block _____ Stucco _____ Wood _____ Brick _____ Brick Veneer _____ Shingles _____ Aluminum Siding _____ Stone _____ Metal _____ Other _____

Type of Interior Walls:

Lath & Plaster _____ Drywall _____ Paneling _____ Unfinished _____ Other _____

Kind of Roof Construction:

Common _____ Trusses _____ Gable _____ Flat _____ Shed _____ Hip _____ Metal _____ Tile _____ Tar & Gravel _____ Shingles _____ Roll _____ Other _____

Plumbing Contractor _____ Occ Lic# _____ Electrical Contractor _____ Occ Lic# _____

Mechanical Contractor _____ Occ Lic# _____ Roofing Contractor _____ Occ Lic # _____

Other _____ Occ Lic # _____

Cost of Improvement \$ _____

To be Installed, But Not

Included in the Above Price \$ _____

Electrical \$ _____

Heating/Air Conditioning \$ _____

Other \$ _____

TOTAL COST OF IMPROVEMENT \$ _____

x _____

APPLICANT Must Sign Here

Owner _____ Contractor _____

**"FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN
RESULT IN THE PROPERTY OWNER PAYING TWICE FOR
IMPROVEMENTS."**

Zoning Approval: _____ **Date** _____ **Initials** _____ **Site Plan Approval required:** _____ **Yes** _____ **No** _____ **Initials** _____

Fire Review Needed: _____ **Yes** _____ **No** _____ **Fire Review Completed:** _____ **Yes** _____ **No** _____ **Initials** _____



**PRODUCT APPROVAL
 SPECIFICATION SHEET**

Permit Number		Project Address	
<p>As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and the product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit on or after April 1, 2004. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. More information about statewide product approval can be obtained at www.floridabuilding.org.</p>			
<p>If the product approval has more than one method of installation highlight or circle the method being used.</p>			
Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
EXTERIOR DOORS			
Swinging			
Sliding			
Sectional			
Roll Up			
Other			
WINDOWS			
Single Hung			
Double Hung			
Horizontal Slider			
Fixed			
Other			
PANEL WALL			
Siding			
Soffits			
Other			
ROOFING PRODUCTS			
Asphalt Shingles			
Metal			
Modified Bitumen			
Underlayment			
Other			
SHUTTERS			
Accordion			
Bahama			
Storm Panels			
Roll-up			
Other			
SKYLIGHTS			
Skylight			
Other			
STRUCTURAL COMPONENTS			
Wood Connector/anchor			
Truss plates			

Product Affidavit

Approved copy of the applicable manufacturer's installation requirements shall be on the jobsite at time of inspection.

I _____, as the contractor/owner/builder, attest the work to be performed at _____ will comply with the current Florida Building Code as well as established standards for performance of products and materials set forth by the product approval guidelines as required by Florida Statutes.

I understand that information and approval numbers of the building components will be required to be available to the building inspector on the jobsite at time of inspection. Including but not limited to:

1. Sealed plans
2. The performance characteristics which the product was tested and certified to comply with
3. Copy of product approval information
4. Copy of the applicable manufacturer's installation requirements

Further, I understand that any installed products may have to be removed if approval cannot be demonstrated during inspection. The above information must be provided for the building components listed below:

1. Exterior Doors
2. Windows **Note:** FBC: Florida Building Code, Chapter 10, Section 1026.2 (If bedroom windows are to be replaced the city will inspect for emergency egress)
 - a. Sill height shall not exceed 44 inches above the floor
 - b. Minimum net clear opening shall be 5.7 square feet; exception – grade level windows may have a minimum clear opening of 5 square feet.
 - c. Minimum net clear opening height shall be 24 inches
 - d. Minimum net clear opening width shall be 20 inches
3. Roofing Products
4. Shutters
5. Skylights
6. Structure Components
7. New exterior Envelope product
8. H.V.A.C. Stand

Signature

Date

STATE OF FLORIDA, COUNTY OF VOLUSIA

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,

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

Notary Public

SEAL

Permit No. _____

Tax Folio No. _____

NOTICE OF COMMENCEMENT

State of _____
County of _____

The undersigned hereby gives notice that improvement 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 of the property, and street address if available) _____
2. General description of improvement: _____
3. Owner information:
 - a. Name and address: _____
 - b. Interest in property: _____
 - c. Name and address of fee simple titleholder (if other than Owner): _____
4. Contractor:
 - a. Contractor name and address: _____
 - b. Contractor's phone number: _____
5. Surety:
 - a. Surety name and address: _____
 - b. Phone number: _____
 - c. Amount of bond: _____
6. Lender:
 - a. Lender's name and address: _____
 - b. Lender's phone number: _____
7.
 - a. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes: (name and address) . _____
 - b. Phone numbers of designated persons: _____
8.
 - a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
 - b. Phone number of person or entity designated by owner: _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager)

(Signatory's Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____
(year) (name of person)
as _____ for _____
(type of authority, . . . e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

(Signature of Notary Public - State of Florida)

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Verification pursuant to Section 92.525, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

(Signature of Natural Person Signing Above)

ELECTRIC POWER REQUEST

To: Building Official
City of Bunnell

RE: Request for electric power necessary to check out equipment prior to all final inspections and occupancy of the building

BUILDING PERMIT #: _____

ADDRESS: _____

The undersigned hereby requests that the electric current to the above named building/address be connected prior to all City final inspections in order to assure that electrical equipment is in operable condition.

PLEASE NOTE: It is mutually agreed by all parties signing this request that the electrical power will be discontinued without notice if the building is occupied by either the owner and/or tenant prior to the final inspections and approval by the City Building, Fire, and Zoning Departments.

This Connection is to terminate _____ DAYS from the date of approval.

The undersigned Master Electrician certifies that the wiring apparatus or fixtures of the entire building are in such condition that electric current may be safely connected in order to check out equipment, but is not certifying that the wiring apparatus or fixtures are in such condition for the building to be safely occupied by the owner and/or tenant.

Signature (General Contractor)

Name of Electrician Company

Signature (Master Electrician)

Signature (Owner)

Printed Master Electrician Name

Also, there will be a lock type door to the electrical room and sign posted of the Electrical Danger and Authorized Personnel Only.

Building Approval for electrical power:

Building Official

Date

FPL notified to disconnect power:

Date