



# City of Bunnell Building Department

## HVAC Permit Checklist

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

- ☐ **Permit Application**
- ☐ **Permit Authorization Form** (Not needed if work is valued over **\$15,000** or if owner is acting as the contractor)
- ☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- ☐ **Disclosure Statement** (If Owner is acting as his/her own contractor) **FS 489.103**
- ☐ **Notice of Commencement** (Required when value of labor and materials is over **\$15,000** for HVAC) Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**
- ☐ **Certificate of Product Rating**
- ☐ **Replacement Information Form & Tie Down Specification Sheet**

**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** \_\_\_\_\_



## DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building **if the costs do not exceed \$75,000**. The building or residence must be for **my own use or occupancy**. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or [www.myfloridalicense.com/dbpr](http://www.myfloridalicense.com/dbpr) for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_ . (Address of property)

12. I agree to notify the City of Bunnell immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: \_\_\_\_\_ Date \_\_\_\_\_  
(Signature of property owner)

STATE OF FLORIDA  
COUNTY OF FLAGLER

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by  
\_\_\_\_\_(name of person making statement).

\_\_\_\_\_  
(Signature of Notary Public-State of Florida)

\_\_\_\_\_  
(Name of Notary Typed, Printed, or Stamped)

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_

Type of Identification Produced \_\_\_\_\_

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)

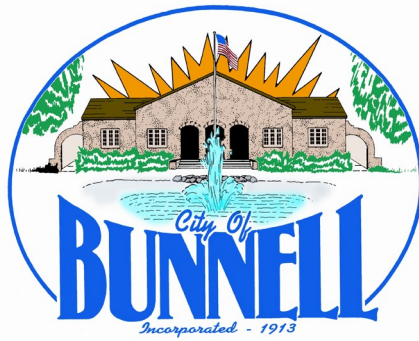
\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

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)



**PERMIT AUTHORIZATION FORM  
CITY OF BUNNELL  
BUILDING DEPARTMENT**

I, \_\_\_\_\_, hereby authorize \_\_\_\_\_, to obtain  
a permit in my behalf for the job site described below:

**TYPE OF PERMIT**

Building \_\_\_\_\_  
Plumbing \_\_\_\_\_  
Electric \_\_\_\_\_  
A/C \_\_\_\_\_  
Other \_\_\_\_\_

**DESCRIPTION**

Owner \_\_\_\_\_  
Job Address \_\_\_\_\_  
Lot \_\_\_\_\_ Block \_\_\_\_\_

Date: \_\_\_\_\_

\_\_\_\_\_  
Signature (Owner / Contractor)

State Certification / Registration # \_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who has produced \_\_\_\_\_ as identification  
and who did take an oath.

\_\_\_\_\_  
Notary Public  
State of Florida

PRINT NAME: \_\_\_\_\_  
TITLE: \_\_\_\_\_  
COMMISSION NO.: \_\_\_\_\_