



City of Bunnell Building Department

Shed / Accessory Structure / Screen Enclosure 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 **\$2,500** 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 **\$2,500.00**) Recorded and certified by the Flagler County Clerk of Court **FS sec 713.135**
- Bunnell Product Approval Information Form**
- 2 Set of Plans** (Detailed scope of work, manufacturers drawings or booklet)
- 2 Survey/Site Plans**
- H.O.A. Approval** (Needed for properties that reside in Grand Reserve or other HOA associated properties)

**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 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)

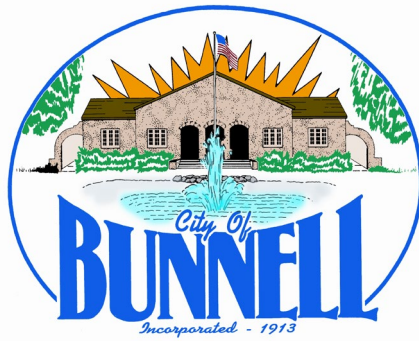
(Signature of Notary Public - State of Florida)

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.: _____



Permit Number	Project Address
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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.

If the product approval has more than one method of installation highlight or circle the method being used.

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