

**COMMUNITY IMPROVEMENT DEPARTMENT  
APPLICATION FOR  
DEVELOPMENT/BUILDING PERMIT  
AND  
CERTIFICATE OF EXEMPTION**

JOB ADDRESS: \_\_\_\_\_

SITE LEGAL DESCRIPTION: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

OWNER'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

COMPANY NAME: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR'S LICENSE NO# \_\_\_\_\_ PCCLB NO# \_\_\_\_\_

CONTRACTOR'S ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_ SITE AREA: \_\_\_\_\_ BUILDING AREA: \_\_\_\_\_

**TYPE OF WORK:**    **BUILDING** { }    **ELECTRICAL** { }    **MECHANICAL** { }  
                          **PLUMBING** { }    **ROOFING**        { }    **POOL/SPA**        { }  
                          **DOCK**            { }    **OTHER**            { }

DESCRIPTION OF WORK: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CHECK ONE**>    **NEW** { }    **ADDITION** { }    **REMODEL** { }    **OTHER** { }

FLOOR AREA ADDED OR REMODELED \_\_\_\_\_ EXISTING AREA UNDER ROOF \_\_\_\_\_

HEIGHT OF BUILDING FROM GRADE: \_\_\_\_\_ HEIGHT OF FIRST LIVING FLOOR: \_\_\_\_\_

CHECK ONE >    A-ZONE ( )    V-ZONE ( )    BFE: \_\_\_\_\_    NO. OF LIVING STORY: \_\_\_\_\_

VALUE OF EXISTING BUILDING: \_\_\_\_\_ VALUE OF PROPOSED WORK: \_\_\_\_\_

**“WARNING TO PROPERTY OWNER”**

**“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.”**

Section 713.135(1) (a.), Florida Statutes (F.S.)

(PLEASE READ AND SIGN ON REVERSE SIDE)

(CHECK APPROPRIATE BOXES)

A. APPROVED SUBDIVISION: (Supporting documents required)

Single Family dwelling

Two Family dwelling

B: DE MINIMIS DEVELOPMENT (Supporting documents required)

Development that does not affect public facilities

**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 a water management districts, state agencies, or federal agencies, Section 553.79 (10), F.S.

The permit for demolition or renovation shall contain an asbestos notification statement which indicates the owner's or Operator's responsibility to comply with the provisions of Section 469.003, F.S., and to notify the Department of Environmental Protection of his/her intentions to remove asbestos, when applicable, in accordance with state and federal law. Section 553.79(11), F.S.

The applicant shall file with the issuing authority, prior to the permitting, either a certified copy of the recorded notice of commencement or a notarized statement that the commencement has been filed for recording, along with a copy thereof. Sec. 713.13, F.S.

Owners, acting as their own contractors, are required to provide direct on site supervision of all work not being performed by licensed contractors. The owner-contractor shall not delegate any supervisory role to anyone who is not properly licensed for that scope of work. Section 489.103, F.S.

**A.D.A APPLICANTS ARE RESPONSIBLE FOR COMPLYING WITH THE FEDERAL AND STATE OF FLORIDA REQUIREMENTS FOR THE AMERICANS WITH DISABILITIES ACT.**

I hereby attest to the fact that I prepared the application for a Certificate of Exemption on the above referenced property. The application encompasses all the work as delineated on the plans and specifications submitted for permit and/or Concurrency applications.

I understand that I am subject to enforcement, penalties and or fines for violation if inspection of the property reveals that I have made additions, renovations or remodeling to the property which were not included in the permit documents.

\_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_  
DATE

\_\_\_\_\_  
CONTRACTOR OR OWNER SIGNATURE

**REVIEW DATE:** \_\_\_\_/\_\_\_\_/\_\_\_\_

**REVIEWER:** \_\_\_\_\_

**ISSUE PERMIT**  
 **HOLD PERMIT**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_