

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Window/Door Replacement

Please return this checklist with your application

Please provide 2 complete copies of all required documents unless otherwise noted
**CONTRACTORS MUST HAVE CURRENT LICENSING DOCUMENTS ON FILE WITH FLAGLER
COUNTY BUILDING SERVICES, IF YOU ARE NEW OR UNSURE OF YOUR STATUS PLEASE
CALL (386) 313-4003**

- Permit application
- Copy of recorded warranty deed
- Disclosure Statement (owner is acting as his/her own contractor) **FS 489.103**
- Mechanics Lien Affidavit (owner signs when using a contractor, required when value of labor and material is over \$2,500.00 in value) **FS Ch 713 part 1**
Provide a stamped envelope addressed to homeowner to mail mechanics lien letter.
- Notice of Commencement **1 original & 2 copies** or Affidavit of Notice of Commencement Filing and copy of unrecorded Notice of Commencement(required when value of labor and material is over \$2,500.00, must be recorded and certified Flagler County Clerk of Court prior to any inspections) FS sec 713.135
- 3** Sets of Manufacturer's Specifications and Product Approval **OR** Flagler Beach Product Approval Application Information form – **1 original and 2 copies** signed and dated (Applicant responsible to have **on the job site** - the original Manufacturer's Specifications and Product Approval **and** one copy of the stamped Flagler Beach Product Approval Permit application)
- 3** Sets of plans or scope of work (signed & sealed plans for any structural changes)

The Building Department is closed from 12 – 1 p.m. daily.

***** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE***** It is the applicant's responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13. prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.

FOR BUILDING USE ONLY

Permit # _____

Code # _____

Date _____

Flagler Beach Building Permit Application

1. **Property Owners Name:** _____
Mailing Address: _____
Phone Number: _____ Contact: _____

2. **Location of Property/ Job Address:** _____
Legal Description _____
Parcel # _____ Section _____ Block _____ Lot _____

3. **Contractor / Installer** _____ **F.C. Occupational Lic. #** _____
Address: _____ **State Lic. #** _____
City/State/Zip Code _____ Phone # _____
Fax # _____ Cell # _____
E-mail _____

4. **Description of Work:** _____
 Commercial Structure Commercial Addition Commercial Pool
 Residential Residential Addition Residential Pool
 Fence Storage Building Detached Garage Pole
Barn **Other** _____
Mobile Home: Make _____ Model _____ Year _____
Serial Number _____ Specify Single or Double Wide _____
Width _____ x Length _____ (**without hitch**) = Sq Ft _____
Is this a replacement home? ____ YES or ____ NO (**If yes provide proof**)

5. **List Area Totals:**
Living Area: _____ Sq. Ft. Open Porch: _____ Sq. Ft. Carport: _____ Sq. Ft.
Garage: _____ Sq. Ft. Patio: _____ Sq. Ft. Acc. Bldg: _____ Sq. Ft.
Screen Porch: _____ Sq. Ft. Driveway _____ x _____ **Number of Stories:** _____

6. **Potable Water Supplied by:** _____ **Septic Tank Permit #** _____
or Water and Sewer Company _____

7. **Total cost of Improvements** _____

8. **Sub Contractor Information:**

Electrical Contractor:

DBA _____ License Holders Name _____ State _____
Lic. # _____ Flagler Occupational Lic. # _____

Size of electrical Service: Phase _____ Amps _____

Plumbing Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler County Occupational Lic. _____

Number of Bathrooms _____ Number of Fixtures, floor drains and traps _____

Mechanical Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler County Lic. # _____

Total Cost of Mechanical _____

Roofing Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler County Occupational Lic.# _____

Total Cost of Roof _____ Type of Roof to be installed _____

Aluminum Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler County Occupational Lic.# _____

Total Cost of Aluminum Structure _____

Gas Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler County Occupational Lic.# _____

Total Number of Outlets _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has 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.

“FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS

X _____

Applicant Must Sign Here

CONTRACTOR, MOBILE HOME INSTALLER or OWNER
(Circle one)

To qualify as an owner/builder, the owner of the property must personally appear at the Flagler Beach Building Department and sign this application. (FS 489.103.7b)

NOTICE

OWNER- BUILDER STATEMENT

State law requires construction 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 contractor even though you do not have a license. You must supervise the construction yourself. You may build or improve a one- family or two- family residence or a farm outbuilding. You may also build or improve a commercial building at a cost of \$25,000.00 or less. The building must be for your own use or occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within one (1) year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. 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. Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide Worker's Compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

In addition to the responsibility for safe installations, the applicant assumes all liabilities normally assumed by contractors that are duly licensed and bonded. Ignorance of applicable responsibilities or liabilities shall not be adequate defense for violations.

I HAVE READ AND FULLY UNDERSTAND THE PROVISIONS OF THIS INSTRUMENT.

Typed or Printed Name of Owner

Signature of Owner

State of Florida
County of Flagler

Subscribed and Sworn to (or Affirmed) before me by _____ this _____ day of _____, 20____. Who is personally known to me or has produced _____ as identification.

Commission Number and Expiration

Notary Public (Seal)

Mechanics Lien Affidavit

I _____, the owner of the real property upon which improvements are to be constructed have received a copy of the Mechanics Lien Law Warning, Chapter 713, part 1, Florida Statutes.

Improvements to be constructed on lot _____, Block _____, Subdivision _____.

If not in platted subdivision attach legal description.

Owner's Signature

Address

City, State, Zip

The Foregoing was acknowledged before me this _____ By _____ who is personally known to me or has produced _____ as identification and who DID or DID NOT take an oath.

Notary Public

SEAL

Tax Folio No. _____
Permit No. _____

Notice of Commencement

State of Florida
County of Flagler

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 and street address) _____

2. **General Description of Improvement:** _____
(Be specific – no “all improvements”)

3. **Owner Information:** Name and address: _____
Interest in Property: _____
Name and address of fee simple titleholder:
(If other than owner) _____

4. **Contractor Information:** Name and address: _____
Phone number: _____

5. **Surety Information:** Name and address: _____
Phone number: _____
Amount of bond: _____

6. **Lender Information:** Name and address: _____
Phone number: _____

7. **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: _____
Phone Number: _____

8. **In addition to himself, owner designates the following person(s) to receive a copy of the Lienor’s Notice as provided in Section 713.13(1)(b), Florida Statutes.**

Name and Address: _____
Phone number: _____

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 1, 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 Owners Authorized Office/Director
Partner/Manger
Signatory’s Title/Office _____

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

Signature of Notary Public – State of Florida
Print, type or stamp commissioned name of notary public commission number
Personally known _____ or produced identification _____

Stamp

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

FOR INSPECTIONS PLEASE CALL
Flagler County
BUILDING DEPARTMENT
COMPUTERIZED
TELEPHONE ANSWERING SYSTEM
THE AUTOMATED INSPECTION REQUEST SYSTEM
DIAL 313-4090

Developed by:
Vetrol Data Systems, Inc.
Vero Beach, FL 407-562-1621

Inspection Type Codes:

General Inspections:

100 Threshold/Affidavit
102 Notice of Commencement

Lot Inspections:

150 Clearing Inspection
152 Companion Inspection

Plumbing Inspections:

200 Plumbing First Rough
202 Plumbing Second Rough
204 Plumbing Pressure Test

Foundation Inspections:

250 Monolithic Slab/Slab
252 Stem Footing Foundation
254 Second Floor Slab
258 Patio Inspection
260 Retaining Wall Foundation

Block/Lintel/Tie Beam Inspections:

300 Lintel Inspection
302 Tie Beam Inspection
304 Second Floor Tie Beam
306 Retaining Wall Inspection
308 Column Inspection
310 Poured Cell Inspection
312 Rake Beam Inspection
314 Grade Beam Inspection

Gas Piping Inspections:

650 Gas Piping Inspection
652 Gas Piping Pressure Test

Pool Inspections:

700 Pool Steel & Ground
702 Pool Deck Inspection
704 Commercial Pool State
Certification Inspection

Mobile Home Inspections:

800 Mobile Home Checklist
802 Mobile Home Tie Down

Miscellaneous Inspections:

850 Sea Wall Cap Inspection
852 Elevator Certification
854 Screen Enclosure
856 Re-Roofing Inspection
860 Demolition Inspection

Fire Prevention Inspections:

900 Fire Final
901 Firewall First Rough
902 Firewall Second Rough
903 Firewall Third Rough
904 Firewall Third Rough

Framing Inspections:

350 Framing, Plumbing, HVAC &
Electrical Rough
352 Exterior Wall Sheathing
354 Roof Sheathing
356 Shearwall Inspection
358 Exterior Strap or Clip
360 Column, Post, Beam Tie
Down, Connector Inspection

Heating Ventilating & Air Cond.:

400 H.V.A.C. Rough

Electrical Inspections:

450 Electrical First Rough
452 Electrical Second Rough
454 Temporary Pole Inspection
456 Residential Early Power
458 Commercial Power
460 Disconnect & Reconnect
462 Service Change

Insulation Inspection:

500 Drywall Inspection

Handicapped Inspections:

600 Handicapped Restroom
602 Handicapped Ramp Inspection
604 Handicapped Parking & Signage

910 Fire Alarm Inspection

911 Fire Alarm First Rough
912 Fire Alarm Final Inspection
920 Fire sprinkler Inspection
921 Fire Main, Placement, Size,
Thrust Blocking, ect. This is an
uncovered inspection
922 Fire Main Hydrostatic/Backflow
Preventors
923 Fire Sprinkler First Rough
924 Fire Sprinkler Second Rough
925 Fire Pumb First Rough
926 Fire Pumb Final Waterflow
Requirements
927 Fire Sprinkler Final Inspection
930 Commercial Hood & Exting-
uishing System Inspection
931 Final Commercial Hood &
Extinguishing System
Inspection

Final Inspections:

980 Check Old Permit - all
995 Partial Final
999 Final Inspection

