Demolition Permit Requirements
FOR CONTRACTORS

- Permit Application
- Mechanics Lien Affidavit
- Notice of Commencement or Affidavit of Notice of Commencement
  Filing Only if over $2,500.00 (Recorded and Certified copy not required until first inspection)
- Copy of Warranty Deed
- Survey or site plan showing existing structures
- Mailing envelope addressed to the property owner with postage affixed
  (to be used for mailing Mechanics Lien Notice FS CH 713)
- Asbestos Notification Statement (copy of form sent to address below)
  Print form: http://www.dep.state.fl.us/air/forms/asbestos/dep62_257_900(1).pdf
  Call Ray Barata at (904) 807-3258 with questions. Please mail form to:

  Florida Department of Environmental Protection
  7825 Baymeadows Way
  Jacksonville, Florida
  32256 Attention:
  Ray Barata

*** 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.

Revised 04/2015
Flagler County
Building Permit Application

1. Property Owners Name: ____________________________________________________________
   Mailing Address: ________________________________________________________________
   Phone Number: ___________________________ E-mail: ________________________________

2. Location of Property/Job Address: ________________________________________________
   Legal Description: __________________________________________________________________
   Parcel #: ___________________________ Block: ______ Lot: __________________________

3. Contractor / Installer: ____________________________________________________________
   Address: ___________________________ State License: ________________________________
   City/State/Zip Code: ___________________________ Phone #: ________________________
   Fax #: ___________________________ Cell #: ___________________________ E-mail: ______________

4. Description of Work:  
   __ Commercial  __ Residential
   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. Total Square Footage Under Roof: ______________________________________________

6. Type of Construction, Occupancy Classification and Area Totals:
   Type of Construction (check one):  
   IA  IB  IIA  IIB  IIIA  IIIIB  IV  VA  VB
   Occupancy Classification (check one):  
   A-1  A-2  A-3  A-4  B  E  F-1  F-2  H-1  H23  H-5  I-1
   I-2  I-3  I-4  M  R-1  R-2  R-3  R-4  S-1  S-2  U
   Living Area: ______ Square feet  Non Living: ______ Square feet
   Number of Rooms (total): ______  Number of Bedrooms: ______  Number of Bathrooms: ______
   Number of Stories: ______  Habitable Floors: ______  Number of Elevators: ______
   Patio: ______ Square feet  Driveway: ______ x ______  Pool Area (including deck): ______
   Fire Sprinklers: YES or NO (If yes, separate permit required)

7. Potable Water Supplied by: ___________________________ Septic Tank Permit #: ________
   or Water and Sewer Company: ________________________________________________

8. Total Cost of Improvements: ___________________________________________________

9. Sub Contractor Information:
   Electrical Contractor:
   DBA: ___________________________ License Holders Name: ___________________________
   State License Number: ___________________________ Size of Electrical Service: Phase: ______ Amps: ______
   Plumbing Contractor:
   DBA: ___________________________ License Holders Name: ___________________________
   State License Number: ___________________________ Number of Bathrooms: ______
   Number of Fixtures, Floor Drains and Traps: ___________________________
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”

(Signature) ________________________________ (Printed Name) ________________________________

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER* (Check one)

State of __________________________ County of __________________________

Sworn to and subscribed before me, the ______ Day of __________________________, 20____ by __________________________, who is personally known to me or has produced __________________________ as identification.

(Type of Identification)

Signature of Notary Public or Staff Signature* __________________________ Print, Type or Stamp of Notary

*To qualify as an owner/builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)
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 ______day of______, 20____, by__________________________who is personally known to me or has produced _____________________as identification and who DID or DID NOT take an oath.

________________________________________
Notary Public

http://flaglercounty.org/forms/building/MechanicsLien.pdf
Florida's Construction Lien Law
Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, even if you have paid your contractor in full.

This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.

This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself
If you hire a contractor and the improvements cost more than $2,500, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.

- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.

- If your contract calls for partial payments before the work is completed, get a Partial Release of Lien covering all workers and materials used to that point.

- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final releases from these parties before you make the final payment.

- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)

- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.
Notice To Owner
Prior to filing a lien, a lienor who does not have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility is it To Get These Releases?
You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen If I Don't Get Releases Of Lien?
You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim A Lien On My Property?
Contractors, laborers, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. Always require a release of lien from anyone who does work on your home.

Contesting A Lien
A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation’s Customer Contact Center at: 850.487.1395 or CallCenter@dbpr.state.fl.us

Or write to: Florida Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com Search for a Licensee.

You may also contact your local building department or the Better Business Bureau.
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)  (Print, Type, or Stamp
Commissioned Name of Notary Public)

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.
I, ________________________________, of
(Owner’s Name)

______________________________________________
(Street Address)

______________________________________________
(City, State and Zip)

hereby certify the attached is a copy of the Notice of Commencement
that is being filed with the Clerk of the Circuit Court for the improvement
as noted:

________________________________________
(Please specify the improvement/work)

as permitted by Flagler County Building Department.

________________________________________
(Owner’s or Contractor’s Signature)  (Date)

State of _______________________
County of _______________________
Sworn and subscribed before me this _____ day of ________________, 20_____
who is personally known to me or produced: _____________________________
as identification.

________________________________________
(Notary Public Signature)  
(Seal)

________________________________________
(Printed or Typed Name of Notary)

My Commission Expires: _____________________
NOTICE OF DEMOLITION OR ASBESTOS RENOVATION

I. Facility Name ____________________________
Address ______________________________________
City __________________ State __ Zip ____ County ______

Site __________________ Consultant Inspecting Site ______
Building Size ______ (Square Feet) # of Floors _____ Building Age in Years ______
Prior Use: ☐ School/College/University ☐ Residence ☐ Small Business ☐ Other ____________________________
Present Use: ☐ School/College/University ☐ Residence ☐ Small Business ☐ Other ____________________________

II. Facility Owner ____________________________ Phone (_____) ____________________________ Email Address ______
Address ______________________________________
City __________________ State __ Zip ____

III. Contractor’s Name ________________________ Phone (_____) ____________________________ Email Address ______
Address ______________________________________
City __________________ State __ Zip ____

Is the contractor exempt from licensure under section 469.002(4), F.S.? ☐ YES ☐ NO

IV. Scheduled Dates: (Notice must be postmarked 10 working days before the project start date)
Asbestos Removal (mm/dd/yy) Start: ______ Finish: ______ Demo/Renovation (mm/dd/yy) Start: ______ Finish: ______

V. Description of planned demolition or renovation work to be performed and methods to be employed, including demolition or renovation techniques to be used and description of affected facility components: ____________________________________________________________________________________________________________________________

Procedures to be Used (Check All That Apply):
☐ Strip and Removal ☐ Glove Bag ☐ Bulldozer ☐ Wrecking Ball
☐ Wet Method ☐ Dry Method ☐ Explode ☐ Burn Down

OTHER: ____________________________________________________________________________________________________________

VI. Procedures for Unexpected RACM: ______________________________________________________________

VII. Asbestos Waste Transporter: Name ____________________________ Phone (_____) ____________________________
Address ______________________________________
City __________________ State __ Zip ____

VIII. Waste Disposal Site: Name ____________________________ Class ____________________________
Address ______________________________________
City __________________ State __ Zip ____

IX. RACM or ACM: Procedure, including analytical methods, employed to detect the presence of RACM and Category I and II nonfriable ACM.

Amount of RACM or ACM* 

<table>
<thead>
<tr>
<th>RACM</th>
<th>ACM</th>
</tr>
</thead>
<tbody>
<tr>
<td>square feet surfacing material</td>
<td></td>
</tr>
<tr>
<td>linear feet pipe</td>
<td></td>
</tr>
<tr>
<td>cubic feet of RACM off facility components</td>
<td></td>
</tr>
<tr>
<td>square feet cementitious material</td>
<td></td>
</tr>
<tr>
<td>square feet resilient flooring</td>
<td></td>
</tr>
</tbody>
</table>

Identify and describe surfacing material and other materials as applicable:

X. Fee Invoice Will Be Sent to Address in Block Below: (Print or Type)

Name: ____________________________
Address: ____________________________
City: __________________ State: ______ Zip: ______

Amount of RACM or ACM: 

X. Fee Invoice Will Be Sent to Address in Block Below: (Print or Type)

Name: ____________________________
Address: ____________________________
City: __________________ State: ______ Zip: ______

I certify that the above information is correct and that an individual trained in the provisions of this regulation (40 CFR Part 61, Subpart M) will be on-site during the demolition or renovation and evidence that the required training has been accomplished by this person will be available for inspection during normal business hours.

(Print Name of Owner/Operator) ____________________________ (Date) ____________________________

(Signature of Owner/Operator) ____________________________ (Date) ____________________________

DEP USE ONLY  Postmark/Date Received __________ ID# ____________________________________________
Instructions

The state asbestos removal program requirements of s. 376.60, F.S., and the renovation or demolition notice requirements of the National Emission Standards for Hazardous Air Pollutants (NESHAP), 40 CFR Part 61, Subpart M, as embodied in Rule 62-257, F.A.C., are included on this form.

Check to indicate whether this notice is an original, a revision, a cancellation, or a courtesy notice (i.e., not required by law). If the notice is a revision, please indicate which entries have been changed or added.

Check to indicate whether the project is a demolition or a renovation.

If you checked demolition, was it ordered by the State or a local government agency? If so, in addition to the information required on the form, the owner/operator must provide the name of the agency ordering the demolition, the title of the person acting on behalf of the agency, the authority for the agency to order the demolition, the date of the order, and the date ordered to begin. A copy of the order must also be attached to the notification.

If you checked renovation, is it an emergency renovation operation? If so, in addition to the information required on the form, the owner/operator must provide the date and hour the emergency occurred, the description of the sudden, unexpected event, and an explanation of how the event caused unsafe conditions or would cause equipment damage or an unreasonable financial burden. If you checked renovation and it is a planned renovation operation, please note that the notice is effective for a period not to exceed a calendar year of January 1 through December 31.

I. Complete the facility information. This section describes the facility where the renovation or demolition is scheduled. This address will be used by the Department inspector to locate the project site. Provide the name of the consultant or firm that conducted the asbestos site survey/inspection. For “prior use” check the appropriate box to indicate whether the prior use of the facility is that of a school, college, or university; residence, as “residential dwelling” is defined in Rule 62-257.200, F.A.C.; small business, as defined in s. 288.703(1), F.S.; or other. If “other” is checked, identify the use. Please follow the same instructions for “present use.”

II. Complete the facility owner information.

III. Complete the contractor information.

IV. List separately the scheduled start and finish dates (month/day/year) for both the asbestos removal portion of the project and the renovation or demolition portion of the project.

V. Describe and check the methods and procedures to be used for a planned demolition or renovation. Include a description of the affected facility components. (Note: The NESHAP for asbestos, which is adopted and incorporated by reference in Rule 62-204.800, F.A.C., requires obtaining Department approval prior to using a dry removal method in accordance with 40 CFR section 61.145(3)(c)(i).)

VI. Describe the procedures to be used in the event unexpected RACM is found or previously nonfriable asbestos material becomes crumbled, pulverized, or reduced to powder after start of the project.

VII. Complete the asbestos waste transporter information.

VIII. Complete the waste disposal site information.

IX. List the amount of RACM or ACM of each type of asbestos to be removed. (Note: A volume measurement of RACM off facility components is only permissible if the length or area could not be measured previously.) Identify and describe the listed surfacing material and other listed materials as applicable.

X. Provide the address where the Department is to send the invoice for any fee due. Do not send a fee with the notification. The fee will be calculated by the Department pursuant to Rule 62-257.400, F.A.C.

Sign the form and mail the original to the district or local air program having jurisdiction in the county where the project is scheduled (DO NOT FAX). The correct address can be obtained by contacting the State Asbestos Coordinator at: Department of Environmental Protection, Division of Air Resources Management, 2600 Blair Stone Road, Tallahassee, FL 32399-2400.