Office or Sales Trailer
Permit Requirements
FOR INSTALLERS

- Permit Application non DCA approved/manufactured home must be signed by Licensed Mobile Home Installer
- Mechanics Lien Affidavit
- Drainage Affidavit
- Tenant Affidavit
- Mailing envelope addressed to the property owner with postage affixed (to be used for mailing Mechanics Lien Notice FS CH 713)
- Proof of water and wastewater disposal hookup (Water and sewer receipt from utility company or well and septic tank permit from Environmental Health Dept.)
- Proposed Survey or Site Plan

The following items must be grouped into 2 separate packages for final approval by the Building Department:
- Pier spacing diagram (manufactured dwelling only)
- Installation worksheet (manufactured dwelling only- signed by license Mobile Home Installer)

*** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTL 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 ________
   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  IIIB  IV  VA  VB
   Occu pancy 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 for Permit

**Mechanical Contractor:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Cost of Mechanical:**
- **Size of Unit:** tons.

**Roofing Contractor:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Cost of Roof:**
- **Type of Roof to be Installed:**
- **Square Footage of Structure:**

**Aluminum Contractor:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Cost of Aluminum Structure:**
- **Square Footage under Solid Roof Panels:**

**Gas Contractor:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Number of Outlets:**

**Elevator / Fence:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Cost of Elevator / Fence:**

**Others Contractor:**
- **DBA:**
- **License Holders Name:**
- **State License Number:**
- **Total Cost of Others:**

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**

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(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)
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 _______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
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.
FLAGLER COUNTY
AFFIDAVIT OF DRAINAGE CONTROL FOR
RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

A. OWNER/SITE INFORMATION:

Name of Owner: _____________________________ Phone Number: ____________________
Address: _______________________________________________________________________
Subdivision Name: ______________________________ Lot Number of Site: _____________
Tax Parcel Number: Section: _____Township: _____Range: _______-_______-_______-

B. CERTIFICATE OF COMPLIANCE:
The undersigned owner of the above-described property hereby certifies that development of the above
property will not result in:
1. Flooding of adjacent lands.
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbed materials onto adjacent lands or environmentally sensitive areas (as
determined by Flagler County).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100-year frequency storm.
7. Construction to an elevation less than that required by the Flagler County Land Development Code.
   (Applicant is cautioned UNAUTHORIZED construction may be subject to demolition).
8. Inadequate onsite drainage in the vicinity of the proposed structure.
9. Deviation from the approved grading plan for this property.

C. RELEASE AND AUTHORIZATION:
1. The undersigned hereby release and holds harmless the County of Flagler and its authorized agents
   and/or employees from any and all claims of damage of every kind and nature whatsoever to said
   property, or contiguous properties, arising from the approval of this application or construction of
   required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the County of Flagler the
   right to enter upon said property for inspection and enforcement activities. Flagler County reserves
   the right to require the property owner to implement reasonable measures regarding drainage control
   including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature) _____________________________ (Printed Name) _____________________________

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)

________________________________________ Print, Type or Stamp of Notary

________________________________________

Building Permit Number:

(OFFICE USE ONLY)

Revised 07/14
**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.

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**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.
Tenant Affidavit

I hereby authorize _____________________ of ___________________________

Tenant’s Name Business Name

To obtain permits and inspections required by state and local laws necessary for
the renovation and/or improvements of unit number ______________________,
of _____________________________________________________________.

Building description or plaza name

Owners Signature

Owners printed name and title

The foregoing was acknowledged be for me this day____________________ by
____________________, who is personally know to me or has produced
____________________as Identification and who DID or DID NOT take an oath.

Notary Public

Commission expiration date

----------If the owner is a corporation, the following must be completed----------

Name of Corporation

Name of Chief Executive Officer

Executive Officers Signature

The foregoing was acknowledged be for me this day ____________________ by
____________________, who is personally know to me or has produced
____________________as Identification and who DID or DID NOT take an oath.

Notary Public

Commission expiration date