Sign Permit Requirements
FOR OWNER/BUILDER

- Permit Application
- Disclosure Statement 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)
- Tenant Affidavit
- Copy of Warranty Deed
- Survey and/or site plan showing the location of the sign
- 2 sets of plans (sealed by engineer to verify that it will withstand the required wind load and exposure category for that area)
- Sub cards for all applicable Sub Contractors with postage affixed
- If the permit is a billboard sign or on Department of Transportation Right of Way property then you will need a permit from DOT

*** 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 ☐ IIIB ☐ 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: __________________________

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### Mechanical Contractor:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Mechanical:</td>
</tr>
<tr>
<td>Size of Unit:</td>
<td>tons.</td>
</tr>
</tbody>
</table>

### Roofing Contractor:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Roof:</td>
</tr>
<tr>
<td>Type of Roof to be Installed:</td>
<td>Square Footage of Structure:</td>
</tr>
</tbody>
</table>

### Aluminum Contractor:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Aluminum Structure:</td>
</tr>
<tr>
<td>Square Footage under Solid Roof Panels:</td>
<td></td>
</tr>
</tbody>
</table>

### Gas Contractor:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Number of Outlets:</td>
</tr>
</tbody>
</table>

### Elevator / Fence:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Elevator / Fence:</td>
</tr>
</tbody>
</table>

### Others Contractor:

<table>
<thead>
<tr>
<th>DBA:</th>
<th>License Holders Name:</th>
</tr>
</thead>
<tbody>
<tr>
<td>State License Number:</td>
<td>Total Cost of Others:</td>
</tr>
</tbody>
</table>

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)
Florida Statutes are quoted here in part for you information to indicate the authority for exemptions for homeowners from qualifying as contractor and to express any applicable restrictions and responsibilities

**OWNERS MUST PERSONALLY APPEAR AT CENTRAL PERMITTING TO SIGN THIS DOCUMENT AND THE PERMIT APPLICATION**

**BY SIGNING THIS STATEMENT, I ATTEST: (Initial to the left of each statement)**

<table>
<thead>
<tr>
<th>Statement</th>
<th>Initial</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that state law requires constructions to be done by licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I as the owners of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.</td>
<td></td>
</tr>
<tr>
<td>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.</td>
<td></td>
</tr>
<tr>
<td>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 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 all permit and contractor.</td>
<td></td>
</tr>
<tr>
<td>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 costs do exceed $75,000.00. The building or residence must be my only 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 improve 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 this exemption.</td>
<td></td>
</tr>
<tr>
<td>I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.</td>
<td></td>
</tr>
<tr>
<td>I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise person working on my building or residence. It is my responsibility to ensure that the person whom I employ have the licenses required by law and by county ordinance.</td>
<td></td>
</tr>
<tr>
<td>I understand that it is a frequent practice of unlicensed person to have the property owner obtain 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 I am aware of the limits of my insurance coverage for injuries to workers on my property.</td>
<td></td>
</tr>
<tr>
<td>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 provide workers compensation for the employee. I understand that my failure to follow these laws my subject me to serious financial risk.</td>
<td></td>
</tr>
</tbody>
</table>
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-builder as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

I am aware of construction practices and I have access to the Florida Building Code.

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 Department of Business and Professional Regulations, and the Florida Department of Revenue. I also understand that I may contact the Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.

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 address listed below.

I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person that does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulations, and the building department 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 status of contractor workers compensation coverage.

I agree to comply with all provisions of the county ordinances and codes pertinent to the building.

In the event the corrections are required to be completed for code violations, I will assume responsibility to ensure they are made and up completion I will call for a reinspection before proceeding with building.

I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department.

I agree to pay any additional fees, including reinspection fees in full prior to requesting a final inspection.

THE BELOW AFFIDAVIT MUST BE SIGNED IN FRONT OF A PERMIT TECHNICIAN

Property Address: ________________________________________________________________________.

I, _____________________________________________, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder ___________________________ Date ________________

Form of identification: ____________________________ (Must be Photo ID) Permit Technician Signature ____________________________

A Violation of this exemption is a misdemeanor of the first degree punishable by term of imprisonment not exceeding 1 year and a $1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

Revised 03/2015
Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.

Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to $5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com
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 ________________________________,
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: ________________________
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

http://flaglercounty.org/forms/building/tenant%20aff.pdf 03/2015