

**TOWN OF LONGBOAT KEY
PLANNING ZONING BUILDING**

501 Bay Isles Rd
Longboat Key, FL 34228
Phone: 941-316-1966 FAX: 941-316-1970

BUILDING PERMIT APPLICATION

SUMMARY OF PERMITTING REGULATIONS AND PROCEDURES REQUIRED BY FLORIDA STATUTES, THE 2001 FLORIDA BUILDING CODE, AND TOWN OF LONGBOAT KEY ORDINANCES AND POLICIES.

FLORIDA BUILDING CODE, Section 101.4.2, states that the Florida Building Code shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building, structure or facility, or any appurtenances connected or attached to such buildings, structures or facilities. Section 104.1.1 requires that any owner, authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, structure or outside area shall apply for and obtain a permit.

APPLICATION SUBMITTAL & REVIEWS: All application materials must be originals. Faxes will not be accepted. In order for submittals to be accepted for processing, forms must be completed and properly executed with all required supporting documentation attached. No work is authorized until a valid permit for such work has been issued. Supporting documentation – including all drawings and specifications -- shall be in sufficient detail to demonstrate compliance with the 2001 Florida Building Code, applicable state statutes and Town ordinances, and shall be made in triplicate. Electrical, plumbing, mechanical and gas plans are to be submitted with the Building plans and must be approved prior to issuance of any permit. All applicable fees must be paid before a permit is issued. Permit application must be issued within 6 months of submittal or it will be revoked.

ADDITIONAL PERMITS REQUIRED: The Town has a multi-permit system. Separate permits are required for any building, electrical, mechanical, plumbing, or gas work and for temporary structures. Outside agency permits may be required, also. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee double that of the normal permit fees.

POSTINGS REQUIRED ON-SITE: Prior to commencement of any work, the permit or permits shall be posted in a conspicuous location on the premises, protected from the weather, and located so as to allow the building inspectors to conveniently make the required entries. All permits shall be posted until issuance of a Certificate of Occupancy or final inspections. A copy of approved plans, specifications, etc., bearing the Department's approval stamp shall be kept on site in a location easily available to the inspectors at all times.

INSPECTIONS: The 2001 Florida Building Code establishes specific required inspections, including a final inspection on each permit issued. Failure to pass an inspection due to work not ready or in violation with the technical codes will require re-inspection and payment of a Re-inspection fee. If two or more re-inspections are required for the same code violation, a Re-inspection fee of 4 times the regular fee will be imposed. Work shall not proceed on any part of a project until all successive inspections have received written approval by the Inspector. Inspections must be requested through Inspections Clerk of the Building Department *at least 24 hours prior to the preferred time and date*, and they will be scheduled on a first-come, first-served basis, depending on inspection staff availability. The permit

holder or authorized agent is required to meet the inspector on-site to provide access to any secured area or structure.

CHANGES FROM APPROVED PLANS: Work found to be in violation of or not in conformity with the provisions of the Fla. Building Code, including work not conforming to approved plans, will cause the permit to be subject to revocation. Change orders to the approved plans must be submitted to and approved by the Building staff prior to implementation of those changes. A fee for staff time and additional permit fee for increases in project cost will be collected prior to issuing any change order.

ZONING: Plans will be reviewed by the Planning and Zoning staff to ensure full compliance with the Town's zoning and related land use codes. Field inspection and approval of requested as-built drawings are required prior to project completion, issuance of a Certificate of Occupancy or Zoning Compliance. (LBK 158.025)

FLOOD CONTROL/FEMA: The Town of Longboat Key participates in the Federal Emergency Management Agency's (FEMA) program administered by the State of Florida for obtaining federally subsidized flood insurance. To ensure compliance, Building staff reviews all plans and work against FEMA and Town Flood Control ordinances. Additional forms and documentation may be required depending upon the structure for which work is to be performed.

PERMIT EXPIRATION: Every permit shall become invalid unless work is commenced within 6 months after its issuance or if the authorized work is suspended or abandoned for a period of 6 months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days.

FLORIDA CONSTRUCTION LIEN LAW: Chapter 713, Part 1, Florida Statutes: A Notice of Commencement *signed by the property owner* and recorded in the Clerk's Office of the county in which the property is located will be submitted to the Building Department prior to issuance of a permit for work exceeding \$2499, and a copy of this Notice shall be posted on-site until issuance of the required notice of completion.

Application must be completed in ink or typed.
 All signatures must be notarized. All parts of the application must be completed and must include an accurate description of all work proposed by this application. All required supporting documents, engineering, plans, etc., must be submitted in order for the application to be valid for review.

OFFICE USE ONLY	
APPLIC # _____	Permit # _____
Date Appvd: _____	By _____
Fees Due: \$ _____	
Receipt # _____	Issued: _____

REVIEWED UNDER 2001 FLORIDA BUILDING CODE

JOB SITE

CONDO / COMPLEX NAME: _____
 STREET ADDRESS: _____ UNIT # _____
 COUNTY: MANATEE SARASOTA PARCEL ID # _____ LOT(S)# _____

BUILDING PERMIT APPLICANT / CONTRACTOR OR OWNER AS CONTRACTOR

PROPERTY OWNER IS APPLICANT

NOTE: Registered Contractor must be licensed in the county where project is located

LICENSES: STATE # _____ MANATEE CO: _____ SARASOTA CO: _____
 APPLICANT/QUALIFIER NAME _____ PHONE _____
 COMPANY NAME: _____ FAX _____
 STREET _____ OTHER _____
 CITY _____ STATE: _____ ZIP _____
 BONDING COMPANY _____
 BONDING COMPANY ADDRESS _____ STATE _____ ZIP _____

DESIGN PROFESSIONAL(S) Florida Licensed (must be completed for all associated design professionals)

Licensed Architect Licensed Engineer Licensed Interior Designer **FLA. LICENSE #:** _____
 INDIVIDUAL'S NAME _____ PHONE _____
 COMPANY NAME: _____ FAX _____
 Licensed Architect Licensed Engineer Licensed Interior Designer **FLA. LICENSE #:** _____
 INDIVIDUAL'S NAME _____ PHONE _____
 COMPANY NAME: _____ FAX _____

PROPERTY OWNER (required)

NAMES AS ON PROPERTY RECORD _____ PHONE _____
 _____ FAX _____
 STREET _____ OTHER _____
 CITY _____ STATE: _____ ZIP _____
 Fee Simple Titleholder's Name & Address _____
 (if other than Property Owner) _____
 Mortgage Lender's Name & Address _____

TENANT (commercial projects ONLY)

BUSINESS NAME: _____
 BUSINESS OWNER'S NAME: _____ PHONE: _____
 IS THIS A NEW TENANT YES NO TOWN OF LBK OCCUPATION LICENSE # _____, NONE
 IF NEW TENANT, WHAT WAS PRIOR TENENT/BUSINESS NAME? _____

OWNER AFFIDAVIT Applicable only to owners acting as their own contractor

I am applying for a construction permit pursuant to the owner/builder exemption set forth in Florida Statutes Section 489.103 and Florida Building Code 104.4.4.

Florida Statutes Section 489.103 DISCLOSURE 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 with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of 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, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. 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. You 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 your building who is not licensed must work under your direct supervision and 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, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Florida Building Code 104.4.4 ASBESTOS ABATEMENT DISCLOSURE STATEMENT: State law requires asbestos abatement 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 asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. 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.

NOTE: To qualify for exemptions under Fla. Statute 489.103 and FBC 104.4.4, property owner must appear personally in the Town Building Department to sign this Application. No agent signatures allowed.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation 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. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, GAS, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANK, and AIR CONDITIONS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

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

SIGNATURE OF PROPERTY OWNER(S), NOTARIZED (or contractor as owner's authorized agent)

Owner Signature: _____ Print Name: _____

Co-Owner Signature: _____ Print Name: _____

NOTARY of the State of Florida County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____ who is personally known to me or
who has produced _____ as identification.

Signature of Notary Public, State of Florida Commission # _____

SIGNATURE OF CONTRACTOR or OWNER ACTING AS OWN CONTRACTOR-- NOTARIZED (no agent signatures)

Signature: _____ PRINT NAME: _____

NOTARY of the State of Florida County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____,
by _____ who is personally known to me or
who has produced _____ as identification.

Signature of Notary Public, State of Florida Commission # _____