

HERNANDO COUNTY SINGLE FAMILY RESIDENCE PERMIT & CHECK LIST



DEVELOPMENT DEPARTMENT

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Brooksville, FL 34601
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HERNANDO COUNTY PERMIT APPLICATION PACKET SINGLE FAMILY RESIDENCE



Introduction

This is an application for a building permit for the construction of a single family residence in Hernando County. All items listed on the attached Checklist must be submitted with your completed application. Your application cannot be processed if any one of the items listed is incomplete or missing. An application for any proposed work becomes void if not picked up within 180 days.

There is a non-refundable administrative review fee to be paid at the time your application is submitted. This fee will be credited toward the cost of your permit, if the application is approved. Many of the forms required to be submitted with this permit application are required to be notarized. Notary services are available in our office.

Impact Fees

You may be required to pay an impact fee when the permit is issued. An impact fee is a one-time assessment placed on all new development or construction.

Deed Restrictions

The Hernando County Development Department does not enforce deed restrictions. It is the owner/contractor's responsibility to verify any deed restrictions that may apply to the property. Copies of your deed restrictions may be obtained from the Hernando County Recording Office.

Notice of Commencement

If the valuation of the job is greater than \$2,500, a NOTICE OF COMMENCEMENT (NOC) must be recorded at the Hernando County Recording Office and posted on the job site. A certified copy of the recorded NOC must be submitted prior to issuance of a permit. Please read the important information on the Construction Lien Law included with this packet.

Inspections

A list of required inspections will be given to you when your permit is issued. It is the contractor's (owner/builder's) responsibility to ensure that all required inspections are made prior to proceeding with work on projects. Inspections must be requested within ten working (10) days of completion of your project. Final inspections that have been red tagged must be reinspected within seven working (7) days. All red tag fees must be paid prior to final inspection. Upon issuance of your permit, work must begin within 180 days. If work is not begun within 180 days from permit issuance, or work is suspended or abandoned for a period of 180 days, your permit will become invalid and will be void. Be advised that lack of inspection activity for a 180 day period is considered suspension or abandonment of the permitted work.

Additionally, it is the contractor or owner/builder's responsibility to ensure corrections are made to items that have been red tagged, the red tags paid, and re-inspections performed and approved prior to proceeding with work. Red tags must be recalled for inspection and paid, if applicable, within seven working (7) days. Failure of the contractors or owner/builders to request and receive re-inspections before proceeding with additional work may result in disciplinary action or a fine against the contractor or owner/builder.

Thirty days after the last final inspection has been completed, inspectors will make a site inspection for compliance of right-of-way sod, final driveway, and landscape requirements.

Permit Expiration

A valid permit may be extended past the 180 day time frame if an extension is requested in writing and justifiable cause has been demonstrated. Additional fees apply for an extension of the permit. Invalid (void) permits must be reactivated before work may continue under the permit. Additional fees apply for reactivating a permit. A building permit is only valid for a period of 2 years from date of issuance. Any permit not finalized or voided within 2 years is expired. Construction work not completed pursuant to an expired permit shall be re-permitted, and additional fees will apply.



HERNANDO COUNTY PERMIT APPLICATION CHECKLIST SINGLE FAMILY RESIDENCE



The following items are required to be submitted with your building permit application:

APPLICATION:

- Building Permit Application filled out completely in blue or black ink.
- Key Number of property. This can be found on your tax bill. If this is a newly created parcel, you will need to contact the Property Appraiser's Office at (352)754-4190.
- Owner/Builder Disclosure Statement (attached with this packet).
- Conditional Affidavit for Certificate of Occupancy (attached with this packet).
- Copy of Septic Tank Permit (352-540-6800 ext. 4) and/or copy of Hernando County Utility Department (352-754-4037) deposit receipt, if applicable.
- Notarized subcontractor affidavits from the electrical, plumbing, mechanical, and roofing subcontractors stating that they are doing the work for this job, or you may submit the "Subcontractor Signature Page" attached with the application.
- Addressing receipt from the Property Appraiser's Office.

PLANS:

- Two (2) sets of structural drawings drawn to 1/4" scale, legible in blue or black ink, to include:
 - Floor Plans
 - Electrical
 - Plumbing
 - Foundation
 - Front, Side, and Rear Elevations
 - Typical Wall Section and Roof Framing Plan

Drawings are to be drawn on a minimum sheet size of 18" x 24". Do not use graph paper, lined paper, or transparent paper.

Plans for a single family residence must be:

- Designed and sealed by an architect or engineer;
- Approved alternative engineering; or
- Construction Plan Review Guide for SBCCI SSTD 10-99 (Contractors only).

- In addition to the above structural drawings, one additional floor plan is required. This copy is not required to have an architect/engineer seal. Floor plans must show dimensions of all rooms as well as the perimeter of the home and must match the floor plan included with your building plans. Floor plans must be to scale. The address of the property must be shown on the floor plan.
- Three (3) sets of Mechanical Installation Sheets (attached with this packet).
- Three (3) sets of signed Florida Energy Forms, Manual J, completed with indelible black ink.
- Two Drainage Plans (attached with this packet).
- Two (2) completed sets of Product Approval Sheets (included with this packet).
- Two (2) copies of truss drawings. Truss drawings must be sealed by the truss manufacturer and the engineer of record for the home.

ZONING:

- Two (2) site plans using County site plan form or survey only. Paper size cannot be larger than 11" x 17". Site plan must:
 - ___a. Be drawn in blue or black ink only.
 - ___b. Be drawn to scale.
 - ___c. Show any lake, canal, or river frontage.
 - ___d. Show property dimensions, shape and size.
 - ___e. Show all existing and proposed structures and their dimensions, and identify them.
 - ___f. Show all street frontages (corner lot, double frontage, etc.)
 - ___g. Show distances in feet and inches from all property lines to all structures.
 - ___h. Show any driveway on site plan.
 - ___i. Show all easements (utility, drainage, ingress/egress, conservation, etc.)
 - ___j. Show all surrounding golf courses.
- Legal description of your property (subdivision name, lot, block, unit).
- When not located in a platted subdivision or when the property has been divided, a copy of your recorded deed is required.
- Proof of legal access to a County maintained road.
- If the new residence is a replacement of an existing residence, you must provide proof (letter from Property Appraiser's Office or equivalent) that the residence was existing on the property for the 1986 tax year to the present time.
- Two (2) completed sets of Landscaping Worksheets (attached with this packet).
- If your property is in either a V or A zone, or in a flood way, a sealed grade elevation survey is required. In the V zone, the construction plans must be certified by an architect or an engineer and be submitted with a V zone construction certificate.

Hernando County currently has two additional flood studies that are being implemented. If your property is within one of these studies, additional documents from a surveyor may be required.

NOTICE IN ALL FLOOD ZONES:

As of January 1, 2000, two (2) elevation certificates are required for the construction of a single family residence. The first elevation certification is required during construction, and may be an elevation certificate or a certified letter signed and sealed by a land surveyor or engineer. The second elevation certification is due when construction is finished and must be an elevation certificate.

To ensure that the home meets the required elevation, we will continue to place a hold on the proper inspection at the time the plans are reviewed. This hold will be removed upon receipt of the first elevation certification. Also upon receipt of the first elevation certification, the final building inspection will be placed on hold and will not be released until the second elevation certificate for finished construction is received.

CONSTRUCTION PLAN CHECKLIST/GENERAL PLAN REQUIREMENTS

- Two (2) Sets Of Construction Plans
 - 1/4" scale minimum
 - 18" x 24" sheet (Minimum acceptable size)
 - Blue, black or equally dark ink
 - Suitable for microfilm, light background (no dark copies; no graph, lined, or transparent paper)
- One (1) Copy Of Floor Plan For Property Appraiser'S Office (Not Required To Be Sealed)
- Plumbing Fixture Layout
- Electrical Layout

MASONRY CONSTRUCTION

- Foundation Plan
 - Footing location and size, with reinforcement steel location and size
 - Dowel location and size (indicate by: ■)
 - Vertical Reinforcement steel location and size (indicate by: ●)
 - Shear wall location and size (indicate by: ///////////////)
- Floor Framing Plan (Wood Frame Floor System Only)
 - Floor joist or floor truss location and size
 - Ledger location and size with anchor bolt location and size
 - Blocking location
- Floor Plan
 - Vertical reinforcement steel location (indicate by: ●)
 - Shear wall (segments) location and size (indicate by: ///////////////)
 - Ceiling diaphragm location (indicate by: shaded area)
 - Total area of openings in each exterior wall
 - Total area of exterior wall
- Elevations (All Sides Required)
 - Finished grade to eave height
 - Floor to ceiling height
 - Floor to roof peak height
 - Finished grade to stem wall height (if applicable)
 - Roof pitch
 - Eave projection length at sidewalls and gable end walls (if applicable)
 - Indicate continuous masonry gable or frame gable end truss (if applicable)
- Wall Sections/Details
 - Typical wall sections for each continuous load path from foundation through roof
 - Masonry bond beam size, reinforcement steel size and location, and precast or reinforced lintel
 - Fasteners - Manufacturer and model number or product code, nailing patterns, embedment, depth, etc.
 - Diaphragm connection with end wall and sidewall (if applicable)
 - Column details (if applicable)
- Roof Framing Plan
 - Bearing walls and girders
 - Calculated uplift loads
 - Diaphragm, blocking, and bracing locations and sizes

FRAME CONSTRUCTION

- Foundation Plan
 - Footing location and size with reinforcement steel location and size
 - Shear wall location and size - (indicate ///////////////)
 - "Tie-down" fastener location - manufacturer and model number or product code
- Floor Framing Plan (Wood Frame Floor System Only)
 - Floor joist or floor truss location and size
 - Sill plate location and size
 - Blocking location
- Floor Plan
 - Shear wall (segments) location and size (indicate ///////////////)
 - Ceiling diaphragm location
- Elevations (All Sides Required)
 - Finished grade to eave height
 - Floor to ceiling height
 - Floor to roof peak height
 - Finished grade to stem wall height (if applicable)
 - Roof pitch
 - Eave projection length at sidewalls and gable end walls (if applicable)
 - Indicate balloon frame gable or gable end truss (if applicable)
- Wall Sections/Details
 - Typical wall sections for each continuous load path from foundation through roof
 - Header size over openings
 - Fasteners - Manufacturer and model number or product code, nailing patterns, embedment depth, etc.
 - Diaphragm connection with end wall and sidewall
 - Column details (if applicable)
- Roof Framing Plan
 - Bearing walls and girders
 - Calculated uplift loads
 - Diaphragm, blocking, and bracing locations and sizes

FLORIDA'S CONSTRUCTION LIEN LAW

Florida Department of Agriculture and Consumer Services

Things You Should Know Before Starting

The most frequently cited complaints concerning home remodeling, home improvements and home repair are cost overruns, missed deadlines and inferior workmanship. Another persistent problem is "fly-by-night" contractors who take deposits or payments before finishing or starting work.

When you need something done to your home, choose a contractor carefully. Be wary of door-to-door salespeople and telephone solicitors promising "this-month-only" bargains. Make sure your contractor is properly licensed and insured.

The Construction Lien Law is complex and cannot be covered completely in this information. We recommend that whenever a specific problem arises, you should consult an attorney.

To register a complaint or to learn if complaints have been filed against a prospective contractor, call:

Florida Department of Agriculture and Consumer Services.....1-800-HELP FLA
Florida Department of Professional Regulation.....1-800-342-7940
Local Better Business Bureau.....Check Local Listings

To check on a contractor's license:

Florida Department of Professional Regulation.....1-800-342-7940
Hernando County Contractor Licensing.....352-754-4050

Florida law allows people who work on your property or provide construction materials and are not paid to enforce their claim for payment against your property. This claim is known as a construction lien.

That sounds fair - most people expect to pay for work done by others. Not one wants to pay twice, though. Or worse yet, lose their home! That's a very real possibility, however, if you aren't familiar with Florida Statute 713, also known as the "Construction Lien Law".

The statute states that "the right, title, and interest of the person who has contracted for the improvement may be subject to attachment under the Construction Lien Law". This means that your property may be sold against your will in a court proceeding if a lien is filed on your property as a result of an unpaid bill for labor, materials or other services performed in connection with the improvement of your property.

This document explains State Statute 713 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 and subcontractors.
- There is a way to protect yourself: a "Release of Lien" is a written statement which removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver covering the materials used and work performed.
- 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 that specifies all unpaid parties who performed labor, services or provided materials to your property. Make sure that your contractor obtains 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 of 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 a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)

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 having to pay twice for the same work or materials. It could also prevent the property from passing code inspection.

■ 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, instruct the lender to get releases before making any payments. If your lender then fails to follow the legal requirements, it may be responsible to you for any loss.

NEVER MAKE a payment without receiving a **RELEASE!**

■ WHAT CAN HAPPEN IF YOU 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, material suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have a right to file a claim of lien for work or materials. Always get a release of lien from anyone on this list who does work on your home.

■ ADDITIONAL TIPS ON HOME CONSTRUCTION

- If you intend to get financing, consult with your lender or an attorney before recording your Notice of Commencement.
- Insist that the contractor/remodeler secures a building permit and adheres to all building codes and ordinances.

■ INFORMATION ALL CONSTRUCTION CONTRACTS SHOULD CONTAIN:

- The contractor's name, address, telephone number and contractor's license number.
- A precise description of work and materials to be supplied. The contract should specify the grade of construction, flooring and trim materials to be used. Don't accept the phrase "or equivalent"; the contract should specify appliance models and alternates for models not available.
- A completion date.
- A complete list of companies or individuals supplying the contractor with labor or materials. Be sure they are insured so you are protected against theft or damage to their supplies or work.
- Financing information and the payment schedule.
- All necessary building permits or licenses.
- Agreement regarding site clean-up and debris disposal.
- All warranty agreements.

Ask for explanations and clarifications of legal terms or confusing language. Be sure you understand completely what you are signing before you sign, **AND REMEMBER**, promises are difficult to enforce unless they are in writing. Even in small jobs, have a written contract spelling out the details. Be wary of anyone who says, "We don't need to bother putting it in writing."

Some contractors require a down payment of 20-30% of the total and an additional payment at the halfway point. Pay only when the work is done to your satisfaction and you have releases of lien as described earlier in this pamphlet. If the completion date is critical, like a swimming pool planned for summertime use, link payment to on-time performance. Changes to a contract after construction has begun can cost you. Specify in the contract how changes are to be handled.

■ CANCELLATION OF CONTRACTS

Some home repair/improvement contracts can be canceled in writing (preferable by certified mail), without penalty or obligation by midnight of the third business day after signing. They include:

- Those signed anywhere other than the seller's normal place of business.
- Those signed as a result of door-to-door solicitation except emergency home repairs.
- Those paid on an installment basis.

Other contracts are binding as soon as they are signed, so be sure before you sign.

FLORIDA'S CONSTRUCTION LIEN LAW - NOW YOU KNOW

(FL-LIENLAW.WPD 9-26-02)

NOTICE
POSTING OF STREET NUMBERS

The Hernando County Board of County Commissioners has adopted an ordinance entitled the "Hernando County Street and Road Naming and Addressing Ordinance" (No. 94-03) which enforces the present system for naming streets and roads and addressing in Hernando County. This action has been taken to provide rapid central dispatch for the Sheriff's Department, Fire Departments and Emergency Medical Services and to expedite more efficient mail delivery.

Ordinance No. 89-19 requires your correct address number be displayed in a conspicuous place on the principal building so that the number is clearly legible from the street or road on which it is addressed.

If the principal building is not visible from the road, or obstructions such as fences, trees, or walls would limit visibility, the address number shall be posted at least two (2) feet above ground level, in a conspicuous place at the driveway or property entrance. Such place may include, but is not limited to mailboxes, fences, fence posts, freestanding signs, and such number shall be clearly legible from the street and not posted as to be confused with address numbers posted for nearby parcels. Freestanding signs must be outside all public rights-of-way.

Numbers used in addresses, lot numbers, unit identifications, and all such ranges shall be Arabic numerals. Letters used in unit identifications and such ranges shall be standard capital letters. Both numbers and letters shall be in a color contrasting with the structure or background surface and not be less than six (6) inches in height for commercial and four (4) inches for residential properties.

The post office requires that the address number also be posted on the mailbox. The numbers on the box must be inscribed in contrasting color in neat numerals not less than one (1) inch high on the side of the box visible to the carrier's regular approach, or on the door if boxes are grouped. If the box is located on a different street, the street name and house number must be inscribed on the box.

Any different numbers which might be mistaken for, or confused with, the official number assigned by the County shall be removed.

Ordinance No. 94-03, Section 12 states that a violation of any provision of this ordinance shall constitute a misdemeanor and shall be punished as provided in Section 1.8 of the Hernando County Code of Ordinances.

We regret any inconvenience this may cause you, but we know you will recognize the importance of posting your address number. If you have any questions regarding this matter, please feel free to contact the Hernando County Development Department, 789 Providence Boulevard, Brooksville, Florida, 34601, telephone number (352) 754-4050.

Board of County Commissioners



Hernando County

Waste Management Division UTILITIES DEPARTMENT

Dear Soon-to-be Hernando County Homeowner:

Hernando County assesses all residential units (single family and multi-family) annually for solid waste disposal. The Hernando County Interim Solid Waste Disposal Assessment Ordinance (#99-17) became effective on September 1, 1999. The ordinance establishes that the solid waste disposal assessment is due and payable for all new residential units for the interim between construction completion and placement of the assessment on the property tax bill. This ordinance affects all conventional houses, duplexes, triplexes, and quadruplexes for which construction permits, and mobile homes for which set-up/tie-down permits are issued on or after September 1, 1999.

When your new home is ready to occupy, you will receive an invoice for the prorated interim solid waste disposal assessment due on your home. Depending on when your home is completed, and when the assessment can be added to your tax bill, your interim assessment may be prorated for four (4) months' up to 16 months' assessment. (Please see fee schedule on back.) The annual Solid Waste Disposal Assessment is **\$63.05** for single family homes and **\$57.55** for each unit of multi-family homes.

You may pay the interim assessment in person at the Hernando County Utilities Department, 21020 Cortez Boulevard, Brooksville, Florida, 34601, or mail your payment to: Hernando County Utilities Department, P.O. Box 10899, Brooksville, Florida, 34601. Make checks payable to the Hernando County Board of County Commissioners.

The Solid Waste Disposal Assessment is not to be confused with the fee that you may choose to pay a private solid waste collection company for hauling away your household garbage. These companies charge only for the collection and hauling of household garbage. If you do not want to hire a solid waste collection company, you may transport your household garbage to any of the three (3) county solid waste facilities. There is no charge at the facilities for residents who have paid the annual Solid Waste Disposal Assessment.

If you have any questions, please call Brooks Ahrens at 754-4112, extension 120, or Alisa Pike at 540-4368, extension 114.

The single family unit and multi-family unit fee schedule is attached.

Solid Waste Single Family Unit Fee Schedule

Month Certificates Of Occupancy Issued	Amount Owed
January	\$ 57.80
February	52.54
March	47.29
April	42.03
May	36.78
June	31.53
July	26.27
August	21.02
September	78.81
October	73.56
November	68.30
December	63.05

Solid Waste Multi-Family Unit Fee Schedule

Month Certificates Of Occupancy Issued	Amount Owed One (1) Unit	Amount Owed One (2) Units	Amount Owed One (3) Units	Amount Owed One (4) Units
January	\$ 52.75	\$ 105.50	\$ 158.25	\$ 211.00
February	47.96	95.92	143.88	191.84
March	43.16	86.32	129.48	172.64
April	38.37	76.74	115.11	153.48
May	33.57	67.14	100.71	134.28
June	28.77	57.54	86.31	115.08
July	23.98	47.96	71.94	95.92
August	19.18	38.36	57.54	76.72
September	71.94	143.88	215.82	287.76
October	67.14	134.28	201.42	268.56
November	62.35	124.70	187.05	249.40
December	57.55	115.10	172.65	230.20



HERNANDO COUNTY SINGLE FAMILY RESIDENCE BUILDING PERMIT APPLICATION

**Want a Deficiency Report Faxed to you?
Please Provide Your Fax Number:**

Permitting Service Fax Number:

NOTICE:

**No structure, building or improvement
can encroach or be constructed within
an easement.**

Permit Application #: _____
(For Office Use ONLY)

Key #: _____

Date: _____

Describe work to be done: _____

Total Value of Proposed Project: \$ _____

Type of Construction: _____ Frame: _____ CBS: _____ Other: _____

Legal description: Lot : _____ Block : _____ Subdivision: _____ Unit : _____

Address of job site No.: _____ Street: _____

Specific Directions to job site: _____

Property owner: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

Interest in property: _____

Name of fee simple titleholder (If Other Than Owner): _____

Address : _____ City: _____ State: _____ Zip: _____

Permitting Service Name: _____ Phone : _____ Contact Name: _____

Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Sub-Contractor List (Complete as Necessary)

Electrical: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Plumbing: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

License Number: _____ (State Certification or Hernando County # Only)

Mechanical: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

Roofing: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

Aluminum: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

Bonding Company Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Architect/Engineer's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Mortgage Lender's Name: _____

Address: _____

City: _____ State: _____ Zip: _____

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 permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I certify that all of 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: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SEC 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 RECORDING YOUR NOTICE OF COMMENCEMENT.

Owner/Contractor or Authorized Agent

State of _____ County of _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____

by _____, who is (_____) personally known to me or

who (_____) has produced _____ as identification.

Signature of Notary Public

Print, Type or Stamp Name of Notary

Application Approved By Permit Representative: _____

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT
SUB-CONTRACTOR SIGNATURE PAGE**

This page may be used in lieu of submitting individual Sub-Contractor Affidavit forms.

JOB NAME (or Application Number): _____

ELECTRICAL CONTRACTOR: _____

Signature of License Holder or Authorized Agent

Name of Company

PLUMBING CONTRACTOR: _____

Signature of License Holder or Authorized Agent

Name of Company

MECHANICAL CONTRACTOR: _____

Signature of License Holder or Authorized Agent

Name of Company

ROOFING CONTRACTOR: _____

Signature of License Holder or Authorized Agent

Name of Company

ALUMINUM CONTRACTOR: _____

Signature of License Holder or Authorized Agent

Name of Company

STATEMENT OF PRIMARY CONTRACTOR:

I, hereby certify that the above are the signatures of the license holder or their authorized agent of the sub-contractors who will be performing work on the job referenced above, of which I am the primary contractor.

Signature of Primary Contractor or Authorized Agent

State of _____ **County of** _____

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

Signature of Notary Public

Print, Type or Stamp Name of Notary

OWNER/BUILDER DISCLOSURE STATEMENT

**STATE OF FLORIDA,
COUNTY OF HERNANDO**

Building Permit # _____

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.

- (1) You must provide direct, onsite supervision of the construction yourself.
- (2) You may build or improve a one-family or two-family residence or farm outbuilding. You may also build or improve a commercial building provided your costs do not exceed seventy-five thousand dollars (\$75,000).
- (3) The building must be for your own use and occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built yourself or substantially improved yourself within one (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.

Additional permits may not be issued to a violator of this exemption. Penalties will be sought against a violator/unlicensed contractor.

- (4) You may not hire an unlicensed person as your contractor or to supervise people working on your building.
- (5) It is your responsibility to make sure that people employed by you have licenses required by state law and Hernando County Construction Licensing Code.

Any person working on your building who is not duly licensed must work under your direct supervision and must be employed by you, **which means that you must deduct F.I.C.A., Medicare and withholding tax and provide worker's compensation for that employee, all as prescribed by law.**

- (6) You may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done.
- (7) Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.
- (8) You must furnish copies of all contracts concerning the work being permitted, if requested.
- (9) You must change the permit from your name to a licensed general contractor if you hire a contractor to complete the work.

As the owner/contractor on this permit, I, _____ understand:
(Please Print Name)

- (10) That I am responsible for all work performed pursuant to this permit;
- (11) That Hernando County will look to me for corrections of any deficiencies in the work;
- (12) That violating this exemption is grounds for permit revocation;
- (13) That the Building Official shall have the authority to require me to secure a licensed contractor to complete the work authorized under this permit if inspections by the Building Division reveal that I am not competent to accomplish the construction.

I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLOSURE STATEMENT AND AGREE TO ABIDE BY THE PROVISIONS REGULATING OWNER/BUILDER PERMITS SET FORTH ABOVE AND IN HERNANDO COUNTY CODE OF ORDINANCES.

Property Owner's Signature

STATE OF _____ COUNTY OF _____

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

Notary Public
(Stamp, Type, or Print Name of Notary)

**CONDITIONAL AFFIDAVIT FOR CERTIFICATE
OF OCCUPANCY AND NOTICE OF CODE VIOLATION**

**STATE OF FLORIDA
COUNTY OF HERNANDO**

Permit No. _____

BEFORE ME the undersigned authority personally appeared _____
(Please print Affiant's name)

who was sworn and says:

1. Affiant understands and agrees to perform the below marked stipulations on or before thirty (30) days from the date of issuance of a Certificate of Occupancy (C.O.) for the above described permit number.
2. Affiant further agrees and understands that failure to comply with the obligations set forth herein, within the time established herein, will cause this Affidavit to be considered a Notice of Violation pursuant to Section 162.21, Florida Statutes, as it may be amended from time to time and will allow Hernando County to have issued by a Code Enforcement Officer a citation for violation of a Hernando County Code provision without the necessity of allowing the affiant any period of time to correct the violation.
3. Affiant understands that the issuance of a citation may subject affiant to civil penalties/and or fines up to \$500.00, and/or the loss or revocation of a C. O. permitted by law, rescision of the C.O., discontinuance of electrical service, or any other action Hernando County may lawfully undertake against affiant.
4. Affiant agrees to perform the following indicated obligations:
____ **a)** Sod the right-of-way within thirty (30) days from the issuance date of the C.O. Plugs, mulch, seeding, ornamental plants, or stone shall not be used in lieu of sod. Adjacent/damaged areas will be repaired. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
____ **b)** Install a driveway apron, designed to meet the requirements of Hernando County's Department of Public Works' Facility Design Guidelines within thirty (30) days from the issuance of the C.O. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
____ **c)** Comply with all landscaping requirements to include ground cover and tree placements within thirty (30) days from the issuance of the C.O. Ground cover requirements for lots may be achieved by sodding or seeding. Trees will be left or replanted to meet the requirement of two trees per lot, or as specified according to lot size. (Hernando County Code of Ordinance, Chapter 10, Section 29)
____ **d)** Remove any home replaced by this permitted structure within thirty (30) days of issuance of the C.O. for the proposed residence. Hernando County Code of Ordinance, Appendix A Article II, Section 2D(2)
5. By signing this affidavit, affiant hereby acknowledges that failure to achieve compliance with the aforementioned will be deemed a willful violation of the Hernando County Code of Ordinances and punishable as provided by Hernando County Code of Ordinances and Florida state law and that affiant is personally responsible for these provisions.

Signature of Owner, Contractor or Authorized Agent

STATE OF _____ **COUNTY OF** _____

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

Notary Public

(Stamp, Type, or Print Name of Notary)

Key No. _____ Permit No. _____

NOTICE OF COMMENCEMENT

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:

THIS SPACE RESERVED FOR RECORDER

1. Description of Property: Parcel No.: _____
(Legal description of the property and street address if available)
2. General Description of Improvement: _____
3. Owner Information: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Interest in Property: _____
Name of Fee Simple Titleholder (If other than owner): _____
Address: _____ City: _____ State: _____ Zip: _____
4. Contractor: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone No.: _____ Fax No.: _____
5. Surety: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Amount of Bond: \$ _____ Phone No.: _____ Fax No.: _____
6. Lender: Name: _____
Address: _____ City: _____ State: _____ Zip: _____
Phone No.: _____ Fax No.: _____
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: _____ Address: _____ City: _____ State: _____
Phone No.: _____ Fax No.: _____
8. 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.
Phone No. 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 1, SEC 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.

X _____
Signature of Owner or Owner's Authorized Officer/Director/ Partner/Manager _____ Signatory's Title/Office
*** Signature Required by same below by 'X' mark ***

STATE OF _____ COUNTY OF _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____
(Name of Person)

as _____ for _____
(Type of authority e.g., office, trustee, attorney in fact) (Name of party on behalf of who instrument was executed)

Signature of Notary

Print, Type or Stamp Name of Notary

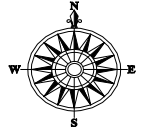
Personally Known _____ OR Produced Identification _____
Type of Identification Produced: _____

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.

X _____
Signature of Natural Person Signing Above

(NOC 9-24-07)

HERNANDO COUNTY DEVELOPMENT DEPARTMENT
SITE PLAN



(RESIDENTIAL USE ONLY)

SCALE

1" =

SITE PLAN MUST:

- Not exceed 11"x 17"
- Be drawn in blue or black ink only.
- Be drawn to scale.
- Show any lake, canal, or river frontage.
- Show property dimensions, shape and size.
- Show all existing and proposed structures and their dimensions, and identify them.
- Show all street frontages (corner lot, double frontage, etc.)
- Show distances in feet and inches from all property lines to all structures.
- Show any driveway on site plan.
- Show all easements (utility, drainage, ingress/egress, conservation, etc.)
- Show all surrounding golf courses.

Building Permit Application# _____
(To be Completed by Permit Representative)

SUB-CONTRACTOR AFFIDAVIT

DATE: _____

TO WHOM IT MAY CONCERN:

I, _____,

d/b/a _____,

License Number: _____, will be the _____
(**Example:** Electrical, Mechanical,

_____ contractor for this permit application. The job address
Plumbing, Roofing, Gas, Etc.)

is: _____.

Signature of License Holder or Authorized Agent

STATE OF _____ **COUNTY OF** _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____

_____, (____) who is personally known to me, or (____) who

has produced _____ as identification.

Notary Public

(Stamp, Type, or Print Name of Notary)

Hernando Co. Dev. Dept.
789 Providence Boulevard
Brooksville, Florida 34601
(352) 754-4050 | Fax: (352) 754-4416

Hernando County Development Department
789 Providence Boulevard
Brooksville, FL 34601



For Inspections, call 754-4450 (contractors) or 754-4050 (owners)

MECHANICAL INSTALLATION SHEET

This form must be submitted before mechanical work begins.

Permit Number: _____

Construction Address: _____

Mechanical Contractor: _____
(Contractor's Name)

Company Name: _____ Phone No. _____
(dba)

Residential Air Conditioning and Heating Specifications

Cooling EER/SEER _____ Heating COP/HSPF _____

Gas _____ AFUE _____ HRU _____ Solar Heating _____

Unit 1

Unit 2

Condenser Unit Manufacturer	_____	_____
Condenser Model Number	_____	_____
Air Handler Manufacturer	_____	_____
Air Handler Model Number	_____	_____
KW of Electric Heat	_____	_____
Package Unit Manufacturer	_____	_____
Package Unit Model Number	_____	_____
Gas Furnace Manufacturer	_____	_____
Gas Furnace Model Number	_____	_____

AC and Heating Duct System Type	_____	_____
Bath Ventilation:	Ducted _____	Ductless _____
Range Hood:	Ducted _____	Ductless _____
Commercial hood & Duct System	Type _____	Refrigeration _____
Misc.	_____	_____

Contractor: Print Name: _____

Signature: _____

