



HERNANDO COUNTY APPLICATION PACKET MECHANICAL PERMIT



Introduction

This is an application for a mechanical permit. All items listed in the 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.

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 \$5,000, a NOTICE OF COMMENCEMENT 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 to the Development Department before your permit can be issued. *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. You must call for a final inspection within ten (10) working days of completion of your project. Final inspections that have been red tagged must be reinspected within seven (7) working 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 inactive. 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 (7) working 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.

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. Inactive (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 APPLICATION CHECKLIST



MECHANICAL PERMIT

The following items are required with submission of your building permit application:

- Building Permit Application filled out completely.
- 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.
- Copy of signed contract with contractor or Owner/Builder Disclosure Statement (form included with this application).
- Mechanical Installation Sheets (provided with this application).
- If electric is included, a notarized subcontractor affidavit from the electrical subcontractor stating that he is doing the work for this job must be submitted, or you may have the electrical subcontractor sign the application.
- If property is not located in a platted subdivision, or when the property has been divided, a copy of your recorded deed is required.

Hernando County Development Department

Brooksville Office:
789 Providence Boulevard
Brooksville, FL 34601-2893
Phone: (352)754-4050
FAX: (352)754-4416

Spring Hill Office
7431 Forest Oaks Boulevard
Spring Hill, FL 34606
Phone: (352)754-4050
FAX: (352)688-5056

www.co.hernando.fl.us

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)



HERNANDO COUNTY

FBC 2004



MECHANICAL PERMIT APPLICATION

Application Number

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

Fax #: _____

Key #: _____

Date: _____

Describe work to be done: New (Energy Forms and Plan Review Required) Change-Out

Total Value of Proposed Project: \$ _____

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: _____

Mechanical Contractor: _____ Phone: _____

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

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

Sub-Contractor List (Complete as Necessary)

Electrical Contractor: _____ Phone: _____

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

Signature of License Holder or Authorized Agent (Subcontractor may sign here In lieu of submitting the Sub-Contractor Affidavit)

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: 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.

 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

Application Approved By Permit Representative: _____

Hernando County Development Department	
Brooksville Office:	Spring Hill Office
789 Providence Boulevard	7431 Forest Oaks Boulevard
Brooksville, FL 34601-2893	Spring Hill, FL 34606
Phone: (352)754-4050	Phone: (352)754-4050
FAX: (352)754-4416	FAX: (352)688-5056
www.co.hernando.fl.us	

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 twenty-five thousand dollars (\$25,000).
- (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
(OBDisclosure.wpd 1-4-05)

(Stamp, Type, or Print Name of Notary)

Key No. _____

Permit No. _____

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 State Statutes, the following information is provided in this Notice of Commencement:

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, Owner designates _____ of _____
to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

9. Expiration date of Notice of Commencement (the expiration date is 1 year from the date of recording unless a different date is specified.) _____

The recording of this Notice of Commencement does not constitute a lien, cloud or encumbrance on the described real property, but gives constructive notice that claims of lien may be filed under Chapter 713 of the Florida Statutes.

Signature of Owner: _____

Print Owner Name: _____

STATE OF _____ COUNTY OF _____

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

Notary Public: _____

Notary Seal:

Bldg. Permit Application No.: _____
(To be Completed by Permit Representative)

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT
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 FLORIDA
COUNTY OF _____

I HEREBY CERTIFY that the foregoing instrument was sworn to 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
(SubAff.wpd 12-28-04)

*Hernando Co. Dev. Dept., 789 Providence Boulevard, Brooksville, Florida 34601 ● (352)754-4050 ● Fax: (352)754-4416
Spring Hill Office: 7431 Forest Oaks Boulevard, Spring Hill, Florida, 34606 ● (352)754-4050 ● Fax: (352)688-5056*

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)

Commercial Air Conditioning and Heating Specifications

Cooling EER/SEER _____ Heating COP/HSPF _____

Gas _____ AFUE _____ HRU _____ Solar Heating _____

	<u>Unit 1</u>	<u>Unit 2</u>
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: _____

(MechInstallSht.wpd 1-6-05)