

Building Permit Application

CITY OF NEPTUNE BEACH

116 First Street • Neptune Beach, Florida 32266-6140

(904) 270-2400 Ext 4 • FAX (904) 270-2432 Emails: PIPERTURNER@NBFL.US or BLDGCLERK@NBFL.US

Job Address: _____ Permit Number: _____

Legal Description _____ RE Parcel Number: _____

Valuation of Work \$ _____

Class of Work (circle one): New Addition Alteration Repair Demolition Move
Use of existing/proposed structure(s) (circle one): Commercial Residential
If an existing structure, is a fire sprinkler system installed? (Circle one): Yes No N/A

Describe in detail the type of work to be performed: _____

Owner Information Email: _____

Name: _____ Address: _____
City _____ State _____ Zip _____ Phone _____

Contractor Information:

Name of Company: _____ Qualifying Agent: _____
Address: _____ City _____ State _____ Zip _____
Office Phone _____ Fax # _____ Job Site Contact/Number _____
State Certification/Registration # _____ Email: _____
Architect Name & Phone # _____
Engineer's Name & Phone # _____

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. This permit becomes null and void if work is not commenced within six (6) months, or if construction or work is suspended or abandoned for a period of six (6) months at any time after work is commenced. I understand that separate permits must be secured for Electrical Work, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks and Air Conditioners, etc.

I hereby certify that I have read and examined this application and know the same to be true and correct. All provisions of laws and ordinances governing this type of work will be complied with whether specified herein or not. The granting of a permit does not presume to give authority to violate or cancel the provisions of any other federal, state, or local law regulating construction or the performance of construction.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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.

	Sworn to and subscribed before me this
Signature of Owner	Day of _____, _____.

Notary Public

	Sworn to and subscribed before me this
Signature of Contractor	Day of _____, _____.

Notary Public

DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY

Review Result (circle one):

Approved Disapproved Approved w/ Conditions Review Initials/Date: _____

Conditions/Comments: _____

FEES: Bldg. Permit _____ Plan Review _____ DSPL _____ DBPR 1% _____

BCAIA 1.5% _____ Water tap _____ Sewer tap _____ Con water \$40.00 Meter _____

Required Documents

Notarized Building Permit application and proof of ownership.
Legal Survey of property with surveyor's signature. (2 copies full size)
Tree survey with location of trees, size & species, location of proposed and existing improvements along with Arbor Permit Application. (If no trees are to be removed mark here _____)
Florida Energy Efficiency Forms are required for all new construction and additions over 600 square feet of conditioned space.
Recorded Notice of Commencement. (Required to be file with the Clerk of the Courts when value of construction is greater than \$2500)
Dept. of Environmental Protection Notice to Proceed. (If property is East of Coastal Construction Control line).
Was Variance applied for and granted for construction? Yes No N/A (If yes, when? _____)

Minimum Plan Requirements

Plans are required for all improvements except "Flat" work. Must provide survey for "flat work".
Two (2) bound copies of drawings to scale (1/4" = 1 '0' minimum scale) with sufficient clarity and detail to indicate the nature and scope of work
Plan set includes a site plan, foundation plan, floor plan, shear wall plan, electrical plan, all elevations, sections and details as applicable.
The printed name, address, telephone number, signature, date, (and registration or license number, if applicable) of the person who drew the plan is included on every page.
Title page includes, index of drawing pages and attachments, the Type of Construction (per Florida Building Code 5 th Edition) and Occupancy Class (per FBC 5 th Edition).
Plans indicate area tabulations (conditioned, covered, unconditioned and impervious)

Site plan is required for all improvements

Indicate all zoning set back lines. If variance was obtained, indicate setback lines as approved. Proposed work, driveway, existing structures, a/c equipment, etc. are located, labeled and dimensioned. Drainage flow is indicated.

Foundation Inspection

Includes a plan note, which states: A foundation survey shall be performed and a copy of the survey shall be onsite for the building inspector use prior to framing inspection.

Flood Zone Information

Is property located within a flood zone? YES NO If the proposed structure is located in an "X" Flood Zone then "No" would be selected in this section If yes, then a Flood Zone affidavit that indicates the minimum floor elevation required based on the Flood Control Ordinance is required. Include a plan note, which states "Structure is located in a special flood hazard area. An elevation certificate must be submitted to the building department once slab is poured and again prior to Certificate of Occupancy inspection being requested." Foundation drawings include the floor elevation of all areas of the building including garages/carports.

Structural Design Criteria

The following information related to structural loads shall be shown on all construction plans including sheds and screen rooms.
Plan indicates design method used to meet minimum loading requirements per FBC 5 th Edition, supporting calculations are included.
Plan indicates Basic Wind speed, h, and (km/hr).
Plan indicates Wind importance factor (1) and building category
Plan indicates Wind exposure - if more than one (1) wind exposure is utilized; the wind exposure and applicable wind direction shall be indicated
Plan indicates the applicable internal pressure coefficient
Plan indicates the design wind pressures in terms of psf, (kN/m ²) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.
Plan indicates floor and roof live load requirements

Floor Plans Indicating the following:

Size and arrangement of all rooms with intended use for each room. Location of air handler; fireplaces and accessible bathroom and attic access (22" x 36" min.) Emergency egress windows in all habitable rooms. All beams, headers and lintel sizes, types, ratings and support requirements.

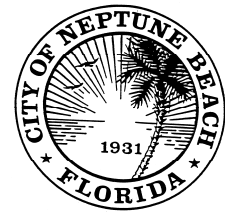
Electrical Plans indicate the following:

Riser diagram including size and type of service entrance conductors. (New home or new service only)
Electrical layout plan showing location of all receptacles, switches; and distribution panel. Including a plan note that state: "All electrical wiring to be in accordance with 2011 NEC." Provide arc-fault circuit interrupters in all bedrooms.

Repairs, Alterations and Additions to Existing Structures

Existing structures must comply with the requirement of the Florida Building Code 5th Edition and the Neptune Beach Unified Land Development Code Chapter 27.

PRODUCT APPROVAL INFORMATION SHEET



City of Neptune Beach

116 First Street • Neptune Beach, Florida 32266-6140

(904) 270-2400 Ext 4 • FAX (904) 270-2432 Email: PIPERTURNER@NBFL.US

PERMIT #: _____

ADDRESS OF PROPERTY : _____

As required by Florida Statute 553.42 and Florida Administrative Code 9B-72, please provide the information and product approval number(s) for the building components listed below as applicable to the building construction project for the permit number listed above. You should contact your product supplier if you do not know the product approval number for any of the applicable listed products. Information regarding statewide product approval may be obtained at: www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Code Version	FL# (included suffix)	Expiration
Example	ACME	36" Exterior Widget	2014	12345.01	12/31/2007
A. Exterior Doors					
1. Swinging					
2. Sliding					
3. Sectional					
4. Roll-up					
5. Other					
B. Windows					
1. Single Hung					
2. Horizontal Slider					
3. Casement					
4. Double Hung					
5. Fixed					
6. Awning					
7. Pass-through					
8. Projected					
9. Mullion					
10. Wind Breaker					
11. Dual Action					
12. Other					

Permit Number _____

Tax Folio Number _____

NOTICE OF COMMENCEMENT

STATE OF FLORIDA
COUNTY OF DUVAL

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 (Street address): _____ Neptune Beach, FL 32266
Legal Description: _____
2. General description of improvement: _____
3. Owner information:
 - a. Name and Address: _____
 - a. Interest in property: _____
 - b. Name and address of fee simple titleholder (other than owner):

4. a. Contactor's name and address: _____
b. Phone number: _____ Fax number: _____
5. Surety Information:
 - a. Name and address: _____
 - b. Phone Number: _____ Fax Number: _____
 - c. Amount of Bond: _____
6. a. Lender's name and address: _____
a. Phone Number: _____
7. Person within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by 713.12(1) (a) 7. Florida Statutes.
 - a. 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 one (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 (Owner's Authorized Officer/Director/Partner/Manager):

(Signatory's Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
by _____ as _____ for _____.

Notary: _____

Personally Known _____ or Produced Identification _____ Type of identification Produced: _____

My commission expires: _____

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.