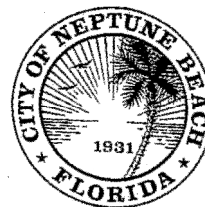


# Building Permit Application

## CITY OF NEPTUNE BEACH

116 First Street • Neptune Beach, Florida 32266-6140

(904) 270-2400 Ext 4 • FAX (904) 270-2432



Job Address: \_\_\_\_\_ Permit Number: \_\_\_\_\_

Legal Description \_\_\_\_\_ RE Parcel Number: \_\_\_\_\_

**Valuation of Work \$** \_\_\_\_\_

Class of Work (circle one): New Addition Alteration Repair Move Demolition

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

Name: \_\_\_\_\_ Address: \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone \_\_\_\_\_

### Contractor Information:

Name of Company: \_\_\_\_\_ Qualifying Agent: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Office Phone \_\_\_\_\_ Fax Number \_\_\_\_\_ Job Site Contact/Number \_\_\_\_\_

State Certification/Registration # \_\_\_\_\_

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.**

Signature of Owner \_\_\_\_\_

Signature of Contractor \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_.

Sworn to and subscribed before me this \_\_\_\_\_ Day of \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Public

**DO NOT WRITE BELOW THIS LINE: OFFICE USE ONLY**

### Review Result (circle one):

Approved Disapproved Approved w/ Conditions Review Initials/Date: \_\_\_\_\_

### Development Size

Habitable Space \_\_\_\_\_ Non-Habitable \_\_\_\_\_ Impervious area \_\_\_\_\_ Total Area \_\_\_\_\_

### Conditions/Comments:

FEES: Bldg Permit \_\_\_\_\_ Plan Review \_\_\_\_\_ DSPL \_\_\_\_\_ Radon Gas \_\_\_\_\_

Water tap \_\_\_\_\_ Sewer tap \_\_\_\_\_ Construction Water \$40.00 \_\_\_\_\_ Meter \_\_\_\_\_

<b>Required Documents</b>	
1.	Notarized Building Permit application and proof of ownership.
2.	Legal Survey of property with surveyor's signature. (2 copies full size)
3.	Tree survey with location of trees, size & species, location of proposed and existing improvements along with Arbor Permit Application.
4.	Florida Energy Efficiency Forms are required for all new construction and additions over 600 square feet of conditioned space.
5.	Owner/Builder Affidavit if owner is going to be their own contractor.
6.	Recorded Notice of Commencement. (Required to be file with the Clerk of the Courts when value of construction is greater than \$2500)
7.	Dept. of Environmental Protection Notice to Proceed. (If property is East of Coastal Construction Control line).
8.	Was Variance applied for and granted for construction? Yes or No N/A (If yes when? _____)

<b>Minimum Plan Requirements</b>	
9.	<b>Plans are required for all improvements except "Flat" work</b>
	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 <u>every page</u> .
	Title page includes, index of drawing pages and attachments, the Type of Construction (per 2007 FBC) and Occupancy Class (per 2007 FBC). See attached
	Plans indicate area tabulations (conditioned, covered, unconditioned and impervious)

<b>Site plan is required for all improvements</b>	
10.	Indicate all zoning set back lines. If variance was obtained indicate set back lines as approved. Proposed work, driveway, existing structures, a/c equipment, etc. are located, labeled and dimensioned. Drainage flow is indicated. Also provide 3 additional-copies on 8.5 x 14 size paper.

<b>Foundation Inspection</b>			
11.	Includes a plan note, which states: A foundation survey shall be performed and a copy of the survey shall be onsite for the building inspectors use prior to framing inspection.		
12.	<b>Flood Zone Information</b>		
	<b><u>If the proposed structure is located in an "X" Flood Zone "No" would be selected in this section</u></b>	Yes	No
	Flood zone affidavit that indicates the minimum floor elevation required based on the Flood Control Ordinance. 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.	Yes	No

**Structural Design Criteria**

The following information related to structural loads shall be shown on all construction plans including sheds and screen rooms.

13.	<p>Plan indicates design method used to meet minimum loading requirements per 2007 FBC, supporting calculations are included.</p> <p>Plan indicates Basic Wind speed, <math>h</math>, (km/hr).</p> <p>Plan indicates Wind importance factor (1) and building category</p> <p>Plan indicates Wind exposure - if more than one (1) wind exposure is utilized; the wind exposure and applicable wind direction shall be indicated</p> <p>Plan indicates the applicable internal pressure coefficient</p> <p>Plan indicates the design wind pressures in terms of psf, (kN/m<sup>2</sup>) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional.</p> <p>Plan indicates floor and roof live load requirements</p>
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14.	<b>Protection of Openings.</b>		
Option 1	Building may be designed as partially opened/partially enclosed. Plans include the following note stating: "This structure has been designed as a partially opened structure in accordance with Florida Building Code."	Yes	No
Option 2	Plywood shutters may be used but must be a minimum 7/16 inch thick, precut with anchorage system in place for the final building inspection. Plans include plywood shutter details and anchoring details. (Limited to two story buildings).	Yes	No
Option 3	Approved shutters certified to meet either Miami-Dade or impact tests. Plans include manufacturer, model number, installation instructions and copy of Miami-Dade or impact test data.	Yes	No
Option 4	Approved impact resistant windows and doors certified to meet either Miami-Dade or impact tests. Plans include manufacturer, model number, installation instructions and copy of impact data for proposed impact resistant windows.	Yes	No

15.	<b>Floor Plans Indicating the following:</b>		
<p>Size and arrangement of all rooms with intended use for each room.</p> <p>Location of air handler; fireplaces and accessible bathroom and attic access (22" x 36" min.)</p> <p>Emergency egress windows in all habitable rooms.</p> <p>All beams, headers and lintel sizes, types, ratings and support requirements.</p>			
16.	<b>Electrical Plans Indicating the following:</b>		
Riser diagram including size and type of service entrance conductors. (New home or new service only)			
<p>Electrical layout plan showing location of all receptacles, switches; and distribution panel.</p> <p>Including a plan note that state: "<b>All electrical wiring to be in accordance with '2002 NEC.'</b>"</p> <p>Provide arc-fault circuit interrupters in all bedrooms.</p>			

**Repairs, Alterations and Additions to Existing Structures**

Existing structures must comply with the requirement of the 2007 Florida Existing Building Code and the Neptune Beach Unified Land Development Code Chapter 27.

Provide Real Estate appraisal for structure (not property) and general ledger of construction cost by licensed contractor to support improvement percentages.