

# Town of Glen Ridge Building Department

The Town of Glen Ridge Building Department is responsible by Florida Statutes for building plan review and building inspections within the Town of Glen Ridge. The plan review and inspection functions include all commercial and residential construction plan reviews, inspections of these structures while under construction, and the tracking and permitting of the construction process. The Building Department may also disseminate building code information and ADA Standards.

**Building Official:** Walter Brown, CBO (352)422-5491 email: [wfbrown@tampabay.rr.com](mailto:wfbrown@tampabay.rr.com)

To begin the permitting process, submit your completed permit application package to Glen Ridge Town Hall for review.

**You may view, print, and download permitting forms and other information which appear later in this document. Use the Table of Contents on the next page to navigate to the forms and information. You may choose to print the forms one page at a time so that you only print those pages which apply to your particular project, or you can print the complete set of forms.**

**You may also pick up permitting forms and information at Town Hall, 1501 Glen Road, Florida, 33406-3215.**

For guidance in completing the package, see Permit Checklist in the forms in this document. For Planning & Zoning questions, call Walter Brown, Building Official at (352)422-5491. For Building Permit questions, please call Brenda Brown at (352)628-7904.

**Location:** Town Hall, located at 1501 Glen Road, Florida, 33406-3215.

## **Building Department Contacts:**

- Office: (352)628-7904
- Fax: (352)628-7758
- E-mail: [bbrown160@tampabay.rr.com](mailto:bbrown160@tampabay.rr.com)
- Building code inspections call 352-628-7904

## **Inspections:**

The Town of Glen Ridge inspects final site or commercial/industrial, and multi-family projects. All Planning & Zoning inspections and Building Code Inspections must be successfully performed before a Certificate of Occupancy can be obtained from the Town of Glen Ridge.

To request a building code inspection, call 352-628-7904, or send an email to [bbrown160@tampabay.rr.com](mailto:bbrown160@tampabay.rr.com). All inspection requests must be in by 2:00 P.M. the prior business day. Provide the permit number, project address, type of inspection, along with contact name and telephone number.

## **Inspection Results**

You may check the results of an inspection by calling 352-628-7904, or send an email to [bbrown160@tampabay.rr.com](mailto:bbrown160@tampabay.rr.com).

**Current Codes Enforced:**

- Florida Building, Plumbing, Mechanical, Gas, Residential & Existing Building Codes
- National Electric Code, Abatement of Unsafe Building Code
- National Fire Prevention Code
- Any Town ordinance or State statute which affects building and development

**Contractor Registration:** Any currently licensed and insured contractor may obtain a building permit in the Town of Glen Ridge.

The Town of Glen Ridge does not license or register contractors; however, the Town will reciprocate with the Palm Beach County Contractor's Certification where appropriate. Include a copy of the Palm Beach County License with your permit application.

Contractors who must be licensed by the State of Florida must submit a copy of their state or local license (as applicable), proof of worker's compensation or worker's compensation exemption, and liability insurance.

**Fees:** Current fees, including planning and development fees, and building department fees, can be found above by visiting [http://www.municode.com/Resources/code\\_list.asp?stateID=9](http://www.municode.com/Resources/code_list.asp?stateID=9) and choosing "Glen Ridge".

Click on item below to navigate to specific page.  
Then click on "Return to TOC" to return to this page.

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**PERMIT CHECKLIST**

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity, the making of any material change in the use, or change in appearance of any structure.

**PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL**

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED**

**Items Required At Time Of Submittal Of Application Package:**

- 1. \_\_\_ **BUILDING PERMIT APPLICATION**\_ Indicate the Electric Utility Company
- 2. \_\_\_ **COPY OF SIGNED DATED CONTRACT** - (if applicable), or value of project.
- 3. \_\_\_ **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED**  
Required if any part of property in an A zone or V zone
- 4. \_\_\_ **LEGAL DESCRIPTION** - Section, Township, Range, Lot, and Block, Parcel #, Alternate Key #and Subdivision name.
- 5. \_\_\_ **PROOF OF OWNERSHIP** – i.e., Current tax notice, Homestead Exemption Notice, Certificate of Title, or Recorded Deed.
- 6. \_\_\_ **PROOF OF PAYMENT** – IMPACT FEE (if applicable--collected).
- 7. \_\_\_ **THREE (3) SEALED SETS OF CONSTRUCTION PLANS** (Signed & Sealed by Florida Architect or Engineer).
- 8. \_\_\_ **HURRICANE MITIGATION RETROFIT** (on re-roofs, as applicable per 2007-HB 7058, FS 553.844 and Rule 9B-3.0475 FL Adm. Code).
- 9. \_\_\_ **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET. AND TRUSS LAYOUTS.**
- 10. \_\_\_ **THREE (3) ENERGY FORM 600A, B, or C.**
- 11. \_\_\_ **THREE (3) LOAD CALCULATIONS FOR HVAC**
- 12. \_\_\_ **THREE (3) COPIES OF HVAC DUCT LAYOUT. (Attached to plans)**
- 13. \_\_\_ **THREE (3) COPIES OF A SITE PLAN** : Drawn to scale (1"=30') (one inch equals thirty feet) using Site plan or survey with the following showing:

**\*\* PLEASE BE SURE EACH OF THE ITEMS LISTED BELOW ARE INCLUDED ON THE SITE PLAN \*\***

- A. Dimensions of the property.
- B. Location of all existing and proposed structures.
- C. Setbacks from all property lines to existing and proposed structures.
- D. Location of all roads and right-of-ways (including center lines) in relation to the property.
- E. A directional arrow indicating North.
- F. The scale used for the site plan (such as 1" = 30')
- G. Septic, drain field, and well location on the proposed building site. If any one of these locations is within 75 feet of the property line, then the site plan must encompass those areas adjoining the proposed building site indicating location of property's septic, drain field and well locations are.
- H. Location of all natural and man made surface waters (i.e., lakes streams, canals, wetlands, etc.).
- I. Location of proposed and/or existing water lines and meters.
- J. Location of driveways and sidewalks.
- K. Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition sources, i.e. air conditioner.

- 14. \_\_\_ **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more—mechanical \$7,500 or more)
- 15. \_\_\_ **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT**\_ (If applicable)
- 16. \_\_\_ **ONE (1) COMPLETE STATE HEALTH DEPT. APPLICATION PACKAGE REQUIRED TO BE SUBMITTED TO THE HEALTH DEPARTMENT FOR SEPTIC AND/OR WELL (If Applicable).**
- 17. \_\_\_ **PROVIDE COPY OF APPLICABLE STATE AND LOCAL LICENSES, PROOF OF WORKERS COMPENSATION INSURANCE OR EXEMPTION (for contractor and all subcontractors; see Permit Application).**
- 18. \_\_\_ **THREE (3) PRODUCT APPROVAL SHEETS**

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## BUILDING PERMIT APPLICATION

**PERMIT #** \_\_\_\_\_ **COMMERCIAL** \_\_\_\_\_ **RESIDENTIAL** \_\_\_\_\_

Date Rcvd: \_\_\_\_\_ Time Rcvd: \_\_\_\_\_ Rcvd By: \_\_\_\_\_ CONTRACT PRICE/VALUE: \_\_\_\_\_

<b>Property owner</b> _____ Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____	<b>Applicant:</b> _____ Address _____ City _____ State _____ Zip _____ Phone _____ Fax _____
--------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------

PROPOSED PROJECT \_\_\_\_\_  
 PROJECT ADDRESS \_\_\_\_\_  
 Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Blk \_\_\_\_\_ Lot \_\_\_\_\_  
 Directions to Project Site: \_\_\_\_\_

**PARCEL #:** \_\_\_\_\_ **ALT KEY #:** \_\_\_\_\_  
**POWER COMPANY** \_\_\_\_\_ **BONDING COMPANY:** \_\_\_\_\_

In consideration of granting a permit, it is agreed that in all respects the work will be performed and completed in accordance with the permitted and applicable codes of the local jurisdiction. This permit may be revoked at any time upon violation of any of the provisions of said laws, ordinances, or rules & regulations, or upon a ny unauthorized change in the original plans approved by this department. This permit becomes invalid if an inspection for permanent construction is not requested within 180 days or more than 6 months has elapsed between inspections. I understand a separate permit may be required for sub trades.

**CONTRACTOR—PLEASE COMPLETE INFORMATION AND SIGN IN APPROPRIATE BLOCK BELOW**  
 By signing below, I hereby swear that I am in compliance with Florida's Workers Compensation Law and that I have secured coverage or have a valid Certificate of Exemption

**BUILDING CONTRACTOR** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

**M/H setup Contractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Plumb. Contractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

**HVACContractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Elect. Contractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

**LP Gas Contractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**Specialty Contractor** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

**Engineer/Architect** \_\_\_\_\_  
 State Cert/Reg # \_\_\_\_\_  
 Phone \_\_\_\_\_ Fax \_\_\_\_\_  
 email: \_\_\_\_\_

SIGNATURE \_\_\_\_\_

**NOTE – APPLICATION MUST CONTAIN BOTH PAGES OR IT WILL BE CONSIDERED INCOMPLETE.** Page 1 of 2

# BUILDING PERMIT APPLICATION

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**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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.**

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

**I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE.**

**SIGNATURE** (OWNER/AGENT/APPLICANT/CONTRACTOR) \_\_\_\_\_

STATE OF FLORIDA

COUNTY OF: \_\_\_\_\_

I HEREBY CERTIFY that on this day, before me an officer duly authorized in the State and County aforesaid to take acknowledgements personally appeared \_\_\_\_\_, who is personally known to me or produced \_\_\_\_\_ as identification, and did not take an oath. Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

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

Bldg. Permit Approved by Building Department Representative: \_\_\_\_\_ Date: \_\_\_\_\_

## OWNER-BUILDER 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 even though you do not have a license. You must supervise the construction yourself. You may build or improve a commercial building at a cost of \$75,000 or less. The building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease a building you have built yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. 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. **Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide worker's compensation for that employee, all as prescribed by law.** Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

**NOTICE: DON'T RISK IT! Any person who aids and abets unlicensed contractors or subcontractors will face imposed penalties as provided by law.**

Section 6. Subsection (1) of Section 455.228 Florida Statutes  
F.S. 455.228 Unlicensed practice of a profession; cease and desist notice; civil penalty; enforcement

(1) When the department has probable cause to believe that any person not licensed by the department or the appropriate regulatory board within the department or the appropriate regulatory board within the department has violated any provision of this chapter or any statute that relates to the practice of a profession regulated by the department, or any rule adopted pursuant thereto, the department may issue and deliver to such person a notice to cease and desist from such violation. In addition, the department may issue and deliver a notice to cease and desist to any person who aids and abets the unlicensed practice of a profession by employing such unlicensed person. For the purpose of enforcing a cease and desist order, the department may file a proceeding in the name of the state seeking issuance of an injunction or a writ of mandamus against any person who violates any provisions of such order. **In addition to the foregoing remedies, the department may impose an administrative penalty not to exceed \$5,000.00 per incident, pursuant to F.S. 120.58, it shall be entitled to collect its attorney's fees and costs, together with any cost of collection.**

This \_\_\_\_\_ Day of \_\_\_\_\_ The Year \_\_\_\_\_, I, The Undersigned, Have Read The Preceding And Understand The Responsibility Of Acting As My Own Contractor, And Having Been Noticed Of The Above Florida Statutes, Will Abide By The Laws Of The Jurisdiction Having Authority.

I further state that I have the knowledge and ability to do the work proposed, and I assume full responsibility for familiarizing myself with all local codes and building regulations. In the event a building inspector requires corrections to be made, I will make such corrections and call for a re-inspection before proceeding. I understand the Department of Development is not responsible for instructing me on what to do. I understand I may subject myself to code enforcement action by not requesting and obtaining, Final Inspection Approval prior to engaging in the use of the proposed development.

Signature of Owner/Builder: \_\_\_\_\_

**State of Florida** County of \_\_\_\_\_

I hereby certify that on this day, before me, an officer duly authorized in the State and County aforesaid to take acknowledgements, personally appeared \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did/did not take an oath.

Witness my hand and official seal this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

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

### SITE PLAN

Site Plan For: _____			
Lot: _____	Block: _____	Subdivision: _____ (Platted or Unrecorded)	Parcel Zoning: _____
Setbacks (in ft.): Front _____ Side _____ Rear _____ Property Size _____			
Scale Used 1" = _____			

1. Show property size in feet.
2. Show all street frontage and names
3. Show any water frontage or wetland areas.
4. Show all existing and proposed buildings and their sizes.
5. All drawings must be to scale
6. Show all existing and proposed driveways and entrances.
7. Show location of well and septic tank and distances between them and structures, property lines and any water.
8. Indicate North.
9. Indicate subdivision name, lot and block numbers (or letters) or parcel number if unrecorded subdivision.  
(Information can be found on deed or tax bill.)

**Note: Site Plan may be drawn on another form if all information requested above is included.**

## Product Approval Statewide

The implementation date for the Florida Product Approval System was October 1, 2003. Rule 9B-72 of the Florida Building Commission establishes a higher standard of practice for product evaluations, as well as uniformity and consistency of enforcement statewide.

The Rule covers the following eight categories of products: (Items in parentheses are examples of sub-categories of products specific functionality, but are not limited to these examples)

1. **Exterior Doors** (rollup, sectional, sliding, swinging, automatic or other)
2. **Windows** (awning, casement, dual action, double hung, single hung, fixed, horizontal slider, projected, pass through, mullions, wind breaker or other)
3. **Panel Walls** (siding, soffits, exterior insulation finish system (EIFS), storefronts, curtain walls, wall louver, glass block, membrane, greenhouse, or other)
4. **Roofing Products** (built up roofing, modified bitumen roof system, single ply roof systems, spray applied polyurethane roof system, roofing fasteners, roofing insulation, asphalt shingles, wood shingles and shakes, roofing slate, roof tile adhesives, cement-adhesives-coatings, liquid applied roof systems, underlayments, non-structural metal roofing, roofing tiles, waterproofing or other)
5. **Shutters** (accordion, bahama, storm panels, colonial, roll-up, equipments or other)
6. **Skylights** (skylight or other)
7. **Structural Components** (truss plates, wood connectors, anchors, coolers-freezers, sheds, concrete admixtures, insulation forms, engineered lumber, material, plastics, wall, deck-roof, railing or other)
8. **Products Comprising a Building's Envelope Introduced as a Result of New Technology**(as applicable)

The product approval system includes a statewide website for submittal of applications and payment of fees for statewide product approvals. In addition, a database is available to search a list of approved entities and products approved for statewide use. For more information on statewide product approval and the Florida Building Code, visit [www.floridabuilding.org](http://www.floridabuilding.org) or call the Florida Department of Community Affairs at (850) 487-1824 or (877) FLA-DCA-2 and ask to speak to someone in the Codes and Standards Section.

The forms to list the appropriate products may be accessed by clicking on [Product Approval Forms](#).



**STATEWIDE PRODUCT APPROVAL SUBMITTAL**

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							Revision Date:6/11/06	
Permit #:	Building Address:		Owner:				Contractor:	
Product	Model # or Name	Series	Manufacturer	Design Pressure	Attachment Method	Approval Number/Seq#	Valid./Cert./ Approval Entity	Expiration Date
Roofing								
Hurricane panels/Shutters								
Panel walls and Soffits								
Structural Components&Fasteners								
New/Bld Envelope								

## POOL REQUIREMENTS NOTICE

### Swimming Pool Contractors, General/ Building/ Residential Contractors & Property Owners Involved with Residential Swimming Pool Construction

The 2000 Florida Legislature adopted a bill that creates residential swimming pool safety installation requirements.

Effective October 1, 2000 all new residential pools must have AT LEAST ONE of the following FOUR safety features in order to pass final inspection and receive a certificate of completion:

1. Isolation from the home by an enclosure (barrier) meeting the following requirements:
  - at least 4' high on the outside
  - not passable or climb-able by small children
  - around the pool perimeter, separate from other fences/walls around the yard unless they are situated on the perimeter of the pool, being used as part of the enclosure and meeting the same requirements as the enclosure
  - placed sufficiently distant from the water's edge to prevent a child or elderly person from falling into the water immediately if they do get past the enclosure not situated close to any permanent structure or equipment that could be used to climb over the enclosure.
2. An approved pool safety cover.
3. All doors and windows providing direct access to the pool shall be equipped with appropriate exit alarms. Evidence of approval of a nationally recognized testing agency (such as UL2017) certifying the device to meet or exceed the minimum performance standards established by law must be on site for final inspection. The inspector must have access to the home in order to final a pool protected by an alarm system.
4. All doors (does not include windows) providing direct access from the home to the pool have self-closing, self-latching devices with the release mechanism mounted at least 54" high.  
NOTE: The building wall may be used as part of the enclosure if it doesn't have unprotected windows or doors opening onto the pool.

For above ground pools, the walls of the pool may be used as the enclosure/barrier, but any ladders or steps must be securable or removable or protected by a barrier.

A barrier is defined as "a fence, dwelling wall, or non-dwelling wall, or any combination thereof, which completely surrounds the swimming pool and obstructs access to the swimming pool, especially access from the residence or from the yard outside the barrier."

All gates providing access to a residential pool must open outward, be self-closing, latching, and locking with the release mechanism mounted on the inside, out of the reach of small children over or through it.

All applicants must submit documentation to assure compliance with this rule.

**THE ENCLOSED "NOTICE OF REQUIREMENTS" IS TO BE SIGNED AND SUBMITTED AT PERMIT APPLICATION AND MUST BE POSTED ON THE JOB SITE. IT WILL BECOME PART OF THE PERMIT FILE AND DOCUMENT PROPER NOTICE TO THE OWNER.**

**RESIDENTIAL SWIMMING POOL SPA  
AND HOT TUB ACT**

**NOTICE OF REQUIREMENTS**

A COPY OF THIS FORM MUST BE POSTED ON THE JOB SITE AND THE ORIGINAL IS  
REQUIRED TO BE TURNED IN AS PART OF THE APPLICATION PACKAGE

\_\_\_\_\_  
**Permit #**

I (we) acknowledge that a new swimming pool, spa or hot tub will be constructed or installed at \_\_\_\_\_, and hereby affirm that one of the following methods will be used to meet the requirements of Chapter 515, Florida Statutes.  
(Please print street address)

\_\_\_\_ The pool will be isolated from access to the home by an enclosure that meets the pool barrier requirements of Florida Statute 515.29;

\_\_\_\_ The pool will be equipped with an approved safety pool cover that complies with ASTM F1346-91 (Standard Performance Specifications for Safety Covers for Swimming Pools, Spas and Hot Tubs);

\_\_\_\_ All doors and windows providing direct access from the home to the pool will be equipped with an exit alarm that has a minimum sound pressure rating of 85 decibels at 10 feet. The inspector must have access to the home in order to final a pool protected by an alarm system. Evidence of approval from a nationally recognized testing agency (such as UL2017) certifying compliance with the minimum performance criteria required by law must be on-site for the final inspection.

\_\_\_\_ All doors providing direct access from the home to the pool will be equipped with self-closing, self-latching devices with release mechanisms placed no lower than 54" above the floor or deck;

*I understand that not having one of the above installed at the time of final inspection, or when the pool is completed for contract purposes, will constitute a violation of Chapter 515, F.S. and will be considered as committing a misdemeanor of the second degree, punishable by fines up to \$500 and/or up to 60 days in jail as established in chapter 775, F.S.*

\_\_\_\_\_  
Contractor's Signature and Date

\_\_\_\_\_  
Owner's Signature and Date

\_\_\_\_\_  
Contractor's Name (Please print)

\_\_\_\_\_  
Owner's Name (Please Print)

## **INSPECTION GUIDELINE**

Please note that it is a State law that permits are valid for six (6) months. If you have not called for an inspection within six (6) months of picking up the permit or requested an extension in writing, your permit will be expired and you must apply for a new permit, which will be subject to new permit fees. The fee for an extension request is the minimum fee for municipality.

Below is a list of inspections that are usually required on new construction. There may be others, depending upon the complexity of the project and other State and local requirements.

### **1. T-Pole Inspection**

After pole/pedestal installation complete, properly grounded, and braced. Outlets to be GFCI protected. Two eight foot long 5/8" ground rods required 6' apart.

### **2. Footer Inspection**

After trenches are formed, all rebar in place, grade stakes set prior to pouring concrete.

### **3. First Rough Plumbing**

Water lines required to be underground and sanitary lines installed prior to back filling. All plastic to have colored primer used on the solvent joints. All sanitary lines to be properly pitched: 3" and larger diameter = minimum 1/8" per foot, less than 3" diameter = 1/4" per foot.

### **4. Slab**

Compaction, soil treatment, vapor barrier, and steel in place, and before pouring concrete. Minimum 95% compaction in 12" lifts. Vapor barrier required in all slabs. Soil treatment for subterranean termites is required for all slabs under roof or adjacent to dwellings. Be sure all copper water piping is sleeved where in contact with cement.

### **5. Lintel**

After all steel is in place and tied, and before pumping.

### **6. Sheathing**

All roof sheathing and frame wall sheathing to be inspected before felt or house wrap installed.

### **7. Frame**

This inspection would include all truss bracing and all truss anchors, headers, and all truss, girders and beam anchors. Interior walls, fire blocking, etc. and window installations, sliding glass door installations, exterior entry doors and wire lathe installation. Note: #7, 8, 9, 10 & 11 preferred at same time.

### **8. Second Rough Plumbing**

At framing inspection. Tubs and shower pans set, traps arms run, vents through the roof, water line complete with a minimum of working pressure on the system.

## **INSPECTION GUIDELINE (CONT'D.)**

### **9. Rough Electric**

After all branch circuits, feeder, outlet boxes, and panels in place. All conductors pulled (including low voltage) and home runs complete.

### **10. Rough Mechanical**

All duct work complete. This includes all exhaust and venting systems. Condensate piping and refrigerant lines run.

### **11. Partial Roof**

On new construction would be called in along with the frame inspection above. The eave drip, valley liners and flashings to be installed at this time. Do not start shingling until after the partial roofing inspection has passed.

### **12. Insulation**

After the frame approval and prior to drywall installation. All batts, baffles, and depth indicators in place. Shingle roofs must be complete, and tile roofs mopped in by this inspection.

### **13. Final Roofing**

To be done with the insulation inspection.

### **14. Drywall Inspections**

To be done with the lathing inspection or lateral inspection. Ridge ceiling board or 5/8" drywall required on ceiling.

### **15. Water Service and Sewer (sewer/water connection lines)**

When sewer/septic and water lines are in place from the structure to the point of connection to distribution systems serving the structure.

### **16. Finals**

When the building is ready for occupancy. All electric, plumbing, mechanical, and building items must be complete. Any required landscaping to be in place.

## NOTICE TO CONTRACTOR & OWNER-BUILDER

### HURRICANE MITIGATION RETROFITS FOR RE-ROOFING

Effective April 6, 2008, the state regulations (2007- HB 7058, FS 553.844 and Rule 9B-3.0475 Florida Administrative Code) require strengthening roof construction on site built single family residential structures which were built under codes before the Florida Building Code (March 1, 2002) were amended.

When a roof is replaced, regardless of the value of the building, roof deck attachments and fasteners must be strengthened or corrected and a secondary water barrier shall be installed per Rule 9B-3.0475\*.

For buildings which are located within the Wind Borne Debris Regions of Florida as stated in 101.2: When a roof is replaced and the building is insured for \$300,000 or more, roof to wall connections must be enhanced per Rule 9B-3.0475 by spending 15% of the re-roofing job cost. This work requires a General, Building, or Residential contractor. The Roofing contractor shall submit a signed sub-verification form indicating such contractor.

The above requirements are to be inspected by a General, Building, Residential, Roofing contractor or a licensed inspector certified under FS 468 who must complete, sign and have the attached inspection affidavit notarized.

Proof of insured value (only when stated insured or ad valorem tax value is less than \$300,000) may be submitted with the permit application. The completed notarized inspection affidavit, photos, sub-verification form (only when insured value is \$300,000 or more), must be submitted to the building department prior to scheduling the dry-in/flashing inspection. ***This may be done in person or by fax.*** Failure to do so will result in a failed inspection and additional fees.

(\*) For more specifics on the mitigation techniques, requirements, and Rule 9B-3.0475, see the Florida Building Commission website:

<http://www.dca.state.fl.us/fbc>.

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**NOTE: THIS FORM IS APPLCABLE FOR NAILING PATTERN FOR FLAT ROOF – COMPLETE TOP PORTION, HAVE NOTARIZED AND POST WITH PERMIT INSPECTION CARD ON SITE—PRIOR TO CALLING FOR ROOF IN PROGRESS.**

# RE-ROOFING HURRICANE MITIGATION RETROFIT

## Inspection Affidavit

MUNICIPALITY: \_\_\_\_\_ PERMIT # \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

I \_\_\_\_\_, licensed as a(n)  Contractor,  Engineer,  Architect,  FS 468 Building Inspector (\*). License # \_\_\_\_\_

On or about (date & time) \_\_\_\_\_, I did personally inspect the  **Roof to wall connections**  **Roof deck nailing**  **Secondary water barrier** work at the above address. (Include photographs of each plane of the roof with the permit number or address clearly shown marked on the deck for each inspection.)

Based upon that examination, I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 FS and Rule 9B-3.0475 FAC found at [http://www.dca.state.fl.us/fbc/thecode/1\\_code\\_modifications.htm](http://www.dca.state.fl.us/fbc/thecode/1_code_modifications.htm))

Signature: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_.

Personally known, or  
 Produced Identification; Type of Identification produced \_\_\_\_\_

By \_\_\_\_\_  
Notary Public, State of Florida

(\* General Building, Residential, or Roofing Contractor or licensed inspector certified under FS 468 to make such inspection.)

### **201.2 Roof secondary water barrier for site-built single family residential structures. A secondary water barrier shall be installed using one of the following methods when reroofing.**

#### **YOU MUST CHOOSE WHICH OF THE FOLLOWING METHOD WILL BE IMPLEMENTED:**

\_\_\_\_ **A)** All joints in structural panel roof sheathing or decking shall be covered with a minimum 4 in. wide strip of self-adhering polymer modified bitumen tape applied directly to the sheathing or decking. The deck and self adhering polymer modified bitumen tape shall be covered with one of the underlayment systems approved for the particular roof covering to be applied to the roof.

\_\_\_\_ **B)** The entire roof deck shall be covered with an approved self-adhering polymer modified bitumen sheet. No additional underlayment shall be required on top of this sheet for new installations.

\_\_\_\_ **C)** The entire roof deck shall be covered with an approved asphalt impregnated 30# felt underlayment installed with nails and tin-tabs as required for the HVHZ. (No additional underlayment shall be required over the top of this sheet).

\_\_\_\_ **D)** Outside of the HVHZ, an underlayment complying with section 1507.2.3 of the Florida Building Code, Building fastened as described below or a layer of asphalt impregnated approved #30 felt shall be installed. The felt is to be fastened with 1" round plastic cap or metal cap nails, attached to a nailable deck in a grid pattern of 12 inches (305 mm) staggered between the overlaps, with 6-inch (152 mm) spacing at the overlaps. For slopes of 2:12 to 4:12 an additional layer of felt shall be installed in a shingle-fashion and lapped 19" and fastened as described above. (No additional underlayment shall be required over the top of this sheet).

#### **Exceptions:**

1. Roof slopes < 2:12 having a continuous roof system shall be deemed to comply with section 201.2 requirements for a secondary water barrier.

2. Clay and Concrete tile roof systems installed as required by the Florida Building Code are deemed to comply with the requirements of section 201.2 for Secondary Water Barriers.

## **NOTICE TO CONTRACTORS**

### **Rule 9B.0472 Carbon Monoxide Protection**

Rule 9B-3.0472, Carbon Monoxide Protection, became effective for permits issued July 1, 2008 or later. This will be inspected under Electrical Inspections during construction. Please see the complete Rule below. Please read the information in section (2) carefully; this requirement is not just for structures having a fossil-fuel-burning appliance. If the structure has a fireplace or an attached garage, carbon monoxide alarms are required.

#### **9B-3.0472 Carbon Monoxide Protection.**

(1) Definitions: For purposes of this rule, the following definitions shall apply:

(a) CARBON MONOXIDE ALARM. A device for the purpose of detecting carbon monoxide, that produces a distinct audible alarm, and is listed or labeled with the appropriate standard, either ANSI/UL 2034 - 96, Standard for Single and Multiple Station CO Alarms, incorporated herein by reference, or UL 2075 - 04, Gas and Vapor Detector Sensor, incorporated herein by reference, in accordance with its application. Both documents may be obtained by writing to: Codes and Standards Section, Department of Community Affairs, 2555 Shumard Oak Boulevard, Tallahassee, Florida 32399-2100.

(b) FOSSIL FUEL. Coal, kerosene, oil, fuel gases, or other petroleum or hydrocarbon product that emits carbon monoxide as a by-product of combustion.

(2) Every building for which a permit for new construction is issued on or after 7/1/08 and having a fossil-fuel-burning heater or appliance, a fireplace, or an attached garage shall have an operational carbon monoxide alarm installed within 10 feet of each room used for sleeping purposes.

(3) In new construction, alarms shall receive their primary power from the building wiring when such wiring is served from the local power utility. Such alarms shall have battery back up.

(4) Combination smoke/carbon monoxide alarms shall be listed or labeled by a Nationally Recognized Testing Laboratory.

*Specific Authority 553.885(2) FS. Law Implemented 553.72, 553.73(2), (3), (7), (9), 553.885(2) FS. History—New 11-18-07.*

# RESUBMITTAL COVER SHEET

**(Check One)**

Resubmittal to Correct Noted Deficiencies

Voluntary Design Revision to Plans

Date: \_\_\_\_\_

Owners Name: \_\_\_\_\_ **Permit #:** \_\_\_\_\_

Contractor: \_\_\_\_\_ Contact: \_\_\_\_\_

Phone #: \_\_\_\_\_ Fax #: \_\_\_\_\_

If this is a Plans Revision, briefly but fully identify the revisions made:

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\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR CONTRACTOR

\_\_\_\_\_  
DATE

Phone # of Signor: \_\_\_\_\_

\_\_\_\_\_  
APPROVAL – BUILDING DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Fee (for use by Building Department Only)

[RETURN TO TOC](#)

## PERMIT EXTENSION REQUEST

DATE: \_\_\_\_\_

PERMIT#: \_\_\_\_\_

LENGTH OF EXTENSION WILL BE 90 DAYS FROM THE APPROVED DATE.

PLEASE STATE THE REASON FOR THE PERMIT EXTENSION BELOW:

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**Minimum permit fee is required at the time the extension is granted.**

\_\_\_\_\_  
SIGNATURE OF PROPERTY OWNER OR CONTRACTOR

\_\_\_\_\_  
DATE

Phone # of Signor: \_\_\_\_\_

\_\_\_\_\_  
APPROVAL – BUILDING DEPARTMENT

\_\_\_\_\_  
DATE

\_\_\_\_\_  
Fee (for use by Building Department Only)

Record and Return to:

File No: \_\_\_\_\_

Prepared by: \_\_\_\_\_ Name

Permit No.: \_\_\_\_\_

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

Key No. \_\_\_\_\_

Tax Folio/Parcel ID: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

State of Florida

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: (Legal description of the property): \_\_\_\_\_  
Property Address: \_\_\_\_\_

2. General Description of Improvement: \_\_\_\_\_

3. Owner Information: Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_  
Interest in Property: \_\_\_\_\_  
Name and Address of Fee Simple Titleholder (If other than owner): \_\_\_\_\_

4. Contractor: Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

5. Surety: Name: \_\_\_\_\_ Amount of Bond \$ \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_  
Phone No. \_\_\_\_\_ Fax No. \_\_\_\_\_

6. Lender: Name: \_\_\_\_\_  
Address: \_\_\_\_\_ City: \_\_\_\_\_ State \_\_\_\_\_  
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.

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.**

\_\_\_\_\_  
Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager

\_\_\_\_\_  
Signatory's Title/Office

State of Florida, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_ by \_\_\_\_\_, as  
(Name of Person)

\_\_\_\_\_ 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.**

\_\_\_\_\_  
Signature of Natural Person Signing Above