



**Marion County
Board of County Commissioners**

Building Safety ♦ Permitting

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2400
Fax: 352-438-2401

Checklist: New Certificate of Occupancy - Residential

Permit Application	<p>Permit Application must be completed and signed by:</p> <p>Owner - if submitting permit application as Owner/Builder. Mobile Home Owners- must submit a copy of Mobile Home title. Licensed Contractor - if contractor is submitting permit application Subcontractor - if one is used (Contractor's Name, Marion County Certificate number, State License number, signature or email is required on permit application) Note: Original Signatures are required and must be notarized if project cost is over: \$2,500 (Building Safety Representatives will provide notary services)</p>
Recorded Warranty Deed	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation, or contractor, or authorized agent of record
Owner / Builder Disclosure Statement	The Owner/ Builder disclosure statement is required when an owner is submitting a permit application as Owner/Builder. The customer is required to bring the contract of sale giving permission to connect utilities. This affidavit must be signed and notarized in front of the Building Safety Representative.
Notarized Authorization letter / lease agreement	If the applicant is not the legal property owner, a notarized letter from the property owner or a signed lease agreement/ signed contract for sale authorizing the connection of the utilities to the property.

I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.

Print Name of Applicant /Contractor

Signature of Applicant/Contractor

Date

CKLT 4 - Rev 9/15

"Meeting Needs by Exceeding Expectations"



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All applications dropped off for processing must include a \$50 deposit application fee.

Permits cannot be processed without this fee.

**All checks / money orders should be made payable to
MARION COUNTY BOCC.**

**Escrow account customers, you must include your account number
with your permit packet.**

FEE 1 – DROP OFF 10/7/15

“Meeting Needs by Exceeding Expectations”

www.marioncountyfl.org



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BUILDING PERMIT APPLICATION

Permit number: _____ Project number: _____ ARN number: _____ Date: _____ Rep: _____ Code: FBC _____	Official use
--	--------------

Parcel number: _____
 Project address: _____ Sec: _____ Twp: _____ Rge: _____
 Subdivision: _____ Lot: _____ Block: _____ Unit: _____
 Property owner of record: _____ Daytime phone: _____
 Property owner address: _____
 City: _____ State: _____ Zip: _____ Owner email address: _____
 Directions to project address: _____

Contractor business name: _____ Daytime phone: _____
 License holder's name: _____ Fax: _____
 State license: _____ County certificate: _____
 Contractor address: _____ City: _____ State: _____
 Zip: _____ Contractor Email Address: _____

Architect name, address: _____ email: _____
 Engineer name, address: _____ email: _____
 Mortgage/Bonding company name, address: _____ email: _____
 Contact person: _____ Phone: _____ Fax: _____
 Email address permit status notification: _____

Square feet under roof of this project: _____	Estimated Value: _____
Detailed description of proposed work: _____	

Subcontractor list

<u>Print qualifier name</u>	<u>County certificate number</u>	<u>State license number</u>	<u>Signature or email</u>
MECHANICAL: _____	# _____	# _____	_____
ELECTRIC: _____	# _____	# _____	_____
PLUMBING: _____	# _____	# _____	_____
GAS: _____	# _____	# _____	_____
ROOFING: _____	# _____	# _____	_____
IRRIGATION: _____	# _____	# _____	_____
OTHER: _____	# _____	# _____	_____

PMT 1 Rev. 2/15

"Meeting Needs by Exceeding Expectations"

BUILDING PERMIT APPLICATION

Power: Temporary pole: Yes No Upgrade from _____ Amp to _____ Amp
Manufactured home information: Size home: (L) _____ (W) _____ New Used
Wind zone: #1 #2 #3 Location of wind zone data plate: _____
Well and pump information: Well: New install Replacement Central water
Irrigation: Location of backflow _____ Rain sensor: _____
 Timer: _____ Number of heads: _____
Demolition information: Type of building: _____ Slab remain: Yes _____ No _____

NOTICE

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has been 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 separate permit may be required for ELECTRICAL, PLUMBING, SIGNS, IRRIGATION WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, etc.

Owner's electronic submission statement: Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

Owner's affidavit: I certify that 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AT THE MARION COUNTY CLERK OF THE COURT AND A CERTIFIED COPY FILED AT THE BUILDING DEPARTMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

and/or

OWNER'S SIGNATURE **DATE**
 STATE OF _____
 County of _____

CONTRACTOR'S SIGNATURE **DATE**
 STATE OF _____
 County of _____

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

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

 Notary public

 Notary public

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

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

 Personally known _____ or Produced Identification

 Personally known _____ or Produced Identification

Pursuant to Florida Statute 713.135(7) all signatures must be notarized

911 – Management		Official use		
Arn #: _____	Work type: _____		By: _____	Date: _____
Address: _____			MMV: _____	
Community: _____			Letter type (R/C/V/T): _____	



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Florida's Construction Lien Law

Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, **even if you have paid your contractor in full. This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.** This document provides information regarding Florida Statute 713, Part 1, 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, (Except for the repair or replacement of an existing heating or air conditioning system in the amount of \$7,500.00 or more, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property. If your contract calls for partial payments before his work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with the final 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 in the county where the property being improved is located. Also post a certified copy at the jobsite. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.) (continued on next page).

- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy of the attached. 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 your having to pay twice for the same work or materials.

Notice to Owner

Prior to filing a lien, a lienor who does **not** have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor.) A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

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 without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen if I 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, materials suppliers, subcontractors, and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. **Always require a release of lien from anyone who does work on your home.**

Contesting a Lien

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's Customer Contact Center at: 850.487.1395 CallCenter@dbpr.state.fl.us Or write to: Florida Department of Business and Professional Regulation 1940 North Monroe Street, Tallahassee, Florida 32399-1027. Visit online at: www.MyFloridaLicense.com License verification is available 24 hours a day and 7 days a week by calling the Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com.

You may also contact your local building department or the Better Business Bureau.



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2012 Florida Statute – Chapter 489.103 (7c)

OWNER- BUILDER DISCLOSURE STATEMENT

Before a building permit can be issued, an owner must personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section.

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

PMT 8 – REV 7/15

"Meeting Needs by Exceeding Expectations"

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contribution Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at website <http://www.marioncountyfl.org/contractorlicensing> or call (850) 487-1395 for more information about licensed contractors.

11. I am aware of and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the **proposed construction activity at the following Address:** _____

12. I agree to notify the Marion County Building Safety Permitting Office immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

(Signature of Owner)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____,
by _____ (name of person making statement).

(Signature of Notary Public - State of Florida)

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

Personally Known _____ OR Produced Identification _____
Type of Identification Produced



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7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

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Customer

(Signature of Owner)

STATE OF _____

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20_____,
by _____ (name of person making statement).

(Signature of Notary Public - State of Florida)

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

Personally Known _____ OR Produced Identification _____
Type of Identification Produced



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A WARNING TO OWNER/BUILDER PERMIT APPLICATION!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull your own permit, you are at risk of financial harm and penalty.

Chapter 489-103(7), Florida Statutes states that owners of property must directly supervise the work being performed. Any Person working on your construction project who is not a licensed contractor must be employed by you which means that you must deduct F.I.C.A and withholding tax and provide workers compensation for the employee.

Without worker's compensation insurance, you could be held liable for injuries received on your property. Typically, your homeowners' insurance policy will not honor your claim if the work performed required a licensed contractor. You could be responsible for thousands of dollars in medical bills

NOT ONLY IS IT DANGEROUS, IT IS ALSO A CRIME.

Chapter 455.227, Florida Statutes states that any person who knowingly aides, assists, procures, employs or advises an unlicensed individual can be charged with a first degree misdemeanor and may face fines up to \$5,000.00 for each offense.

It is important to know that owners of property do not receive a discounted permit fee or obtaining a permit themselves. A licensed contractor in good standing with the Building Department will always obtain a permit for your project.

PROTECT YOURSELF! HIRE ONLY LICENSED CONTRACTORS

For more information please contact the Marion County Licensing Division at (352) 438-2429 before you apply for the permit. You can check for licensed contractors by visiting our website at www.marioncountyfl.org/Building/building_default.aspx or at www.myflorida.com/dbpr. You may report unlicensed activity by calling (352) 438-2429

PMT 20 – 10/7/15

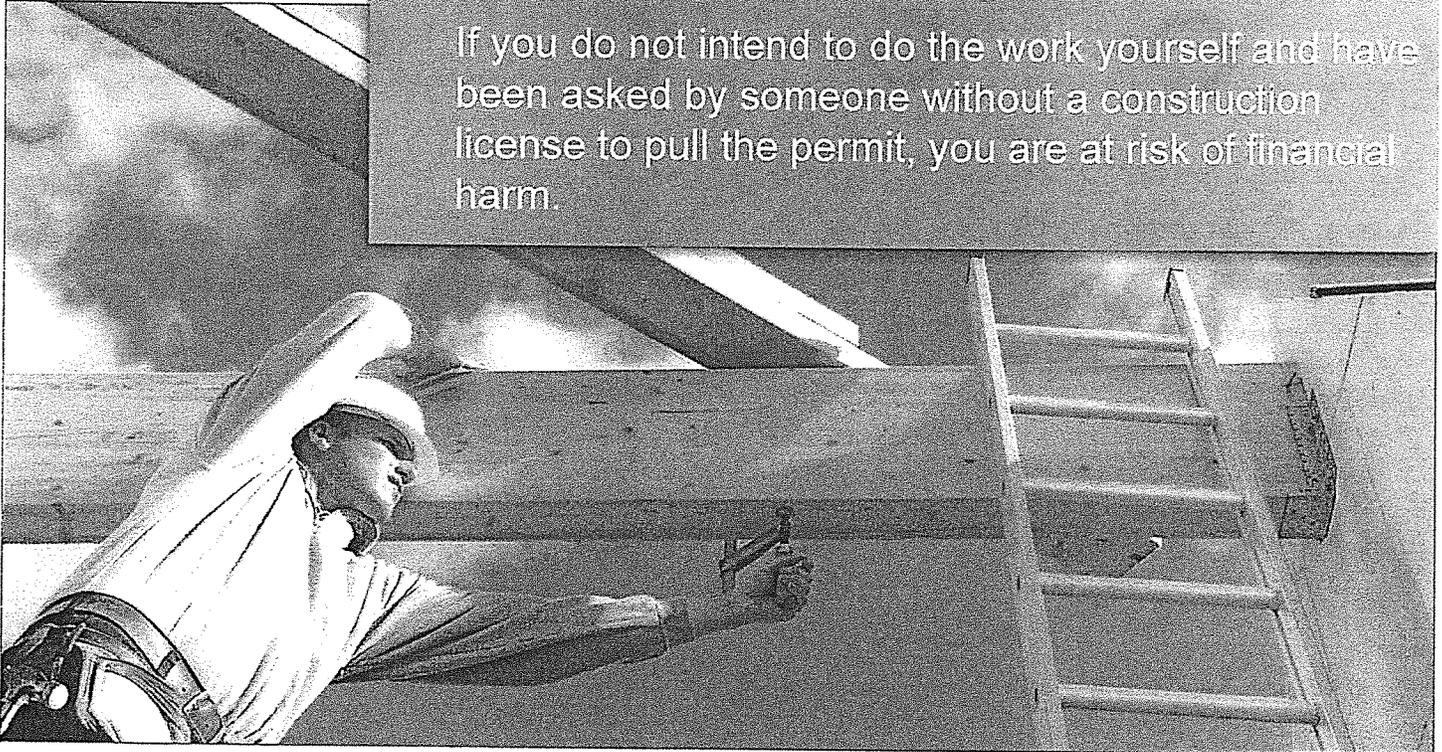
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The dangers of pulling an Owner/Builder Permit without verifying a license

If you do not intend to do the work yourself and have been asked by someone without a construction license to pull the permit, you are at risk of financial harm.



When property owners act as their own contractor, they must provide direct on-site supervision of the work being performed. If you pull an owner/builder permit for an unlicensed contractor to perform work on your property, you must deduct F.I.C.A., withholding tax and provide workers' compensation for them.

Individuals who aid unlicensed persons may face fines up to \$5,000.

Without worker's compensation insurance, you could:

- Be held liable for injuries that occur on your property
- Not be covered under your homeowners' insurance policy
- Be responsible for thousands of dollars of medical bills

Dangers of Unlicensed Activity:

- Poor qualifications
- Poor quality work
- Possible criminal background
- Likely to be victim of a scam
- Limited resources for broken contracts