



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 - Commercial

This application is required for a change of occupancy, new tenant, or change of owner for an existing business; where NO WORK will be done that requires a construction permit.

Permit Application	<p>Permit Application must be completed and signed by:</p> <p>Owner - if submitting permit application as Owner/Builder. 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>
Site Plan	Two (2) site plans indicating the size, of the property. Indicate the location of the unit being occupied. Show the parking layout, to include handicap parking.
Utilities Dept. Review	A PDF formatted building plans (ePlan) on CD-ROM disk or an additional set of Plumbing Floor Plans to include irrigation and/or plumbing fixture along with the already required two (2) sets of paper plans
Building Floor Plan	If change of occupancy use provide, two (2) copies of the Floor Plan; show walls, dimension of areas, egress, bathroom and drinking fixtures.
Commercial Occupancy Information Sheet	List the square footage, previous use, new occupancy use, and name of New Business.
Lease Agreement	Tenant must provide signed copy of Lease Agreement

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 5 - Rev 9/15

"Meeting Needs by Exceeding Expectations"



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NEW CERTIFICATE of OCCUPANCY- INFORMATION SHEET

The following information is required to be provided at time of permit application:

- Parcel ID – Tax Number
- Written Directions to the Property
- Completed Commercial Reconnect Site Plan
- Floor Plan

Required fees:

\$50.00	Deposit Application Fee
\$115.00	Total permit cost, including the deposit fee (for each individual electric service)
\$40.00	Fire Marshall Fee (for each site)
\$30.00	Zoning Review Fee

This application may require approval from the following departments:

- a. Marion County Building Department – Permitting Division, Plans Review Division
- b. Marion County Planning Department – Planning Division and Impact Fee Coordinator
- c. Marion County Zoning Department
- d. Marion County Fire Rescue – Fire Marshall
- e. State of Florida – Department of Health

All information below must be provided:

- 1. Sq. Ft. under roof of this project: _____
- 2. Previous use of this structure: _____
- 3. Name of new business to occupy the structure: _____
- 4. Type of business to be conducted: _____

(Examples: Dental Practice, Warehouse, Clothing Store)

Note: A change of occupancy as defined by the Marion County Code, Chapter 5.5 article II, section I (13) may also require a Zoning change and/or a Special Use Permit through the Zoning Department.



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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"



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Growth Services ♦ Planning and Zoning
710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2600
Fax: 352-438-2601

COMMERCIAL SITE PLAN

FOR PROPERTY WITH USE COVERAGE UNDER 9,000 SQ. FT. OF IMPERVIOUS AREA AND/OR under 35% OF TOTAL SITE/PANEL COVERAGE IN IMPERVIOUS AREA * IMPERVIOUS IS ANY AREA THAT WILL NOT ALLOW WATER TO PERCOLATE INTO THE GROUND IMPERVIOUS AREAS INCLUDE ALL ASPHALT, CONCRETE, AND BUILDING SQUARE FOOTAGE.

OWNER'S NAME _____

PARCEL # _____

PLEASE SHOW THE FOLLOWING INFORMATION

- | | |
|--|---|
| 1. Location of North | 5. Use of structures |
| 2. Outline of property with dimensions | 6. Location of all parking, driveway and sidewalk areas |
| 3. Location and name of service street | 7. Location of well and septic tank |
| 4. Location and setbacks of all structures | 8. Number of parking spaces if not in a strip center |

TOTAL TRACT AREA (SQ. FT.) OF THE FOLLOWING:

ALL BUILDINGS	_____
ANY OTHER COVERAGE AREA	_____
ALL PARKING	_____
ALL DRIVEWAY AND SIDEWALKS	_____
SEPTIC TANK	_____
TOTAL COVERAGE	_____
% OF COVERAGE	_____

Signature _____

DATE: _____

COMMERCIAL RECONNECTS PLEASE SHOW THE FOLLOWING:

- SHOW LOCATION OF ALL STRUCTURES ON PROPERTY.
- SHOW LAYOUT OF PARKING AREA AND NUMBER OF SPACES AVAILABLE. INDICATE IF AREA IS PAVED OR NOT PAVED.
- STATE TYPE OF BUSINESS I.E RETAIL SALES, AUTO REPAIR, ETC.,
- INDICATE IF COMPANY VEHICLES WILL PARK OVERNIGHT ON SITE.
- STATE PREVIOUS BUSINESS USE. IF NO PRIOR USE MARK VACANT.

PMT 11-REV 7/15

"Meeting Needs by Exceeding Expectations"



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Site Plan Instructional Information

What is a site plan?

A site plan is a drawing that shows the size and location of existing and proposed construction on a site, including utilities, drainage details, easements, vehicle access and in some cases the landscaping.

Which permit applications require a site plan?

All permits for new buildings or structures, or additions to buildings or structures that require a Zoning Department, Right of Way, or Health Department review must include a site plan.

Is there a specific form required for the site plan?

No. The site plan may be submitted on any size paper, as long as it is drawn to scale and contains all of the required information.

What information is required on the site plan?

All site plans must:

- Be drawn proportionally accurate as possible (Must be to scale when Health Dept. review is required)
- List the dimensions of the property
- Identify all streets abutting the property
- Show all existing and proposed improvements
- Specify shortest distance from proposed improvements to property lines
- Detail all existing and proposed driveways, sidewalks, and easements
- Indicate the front of the property

Projects with a proposed septic tank and/or well also require:

- Illustration of existing and proposed septic systems and/or wells, including the
 - shortest distance to property lines (septic tank system approximately 60'x15')
 - Listing of all lakes, streams, canals or standing bodies of water within 75' of the property
 - Showing proposed and existing wells within 75' of the property
 - Identification of the public water service point (meter) and water line location
 - Showing the location of any public well servicing multiple residences, within 200' of the property.
-
- 1 If your property is larger than one acre it may be difficult to draw the entire property to scale and still show the necessary details. In this case, please submit a survey of the entire



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property, and draw to scale a one-acre section of the property showing the proposed structure(s) and septic system as specified on this form. Showing the location of all drainage features such as retention areas, swales, ditches (often located along the roadway) 2

- Details of any significant slope in the drain field area of the property, with arrows pointing down slope.

Any incomplete site plan will delay the processing of the permit application.

How many site plan copies are required?

Four site plans are required to be submitted with your permit application. Three additional site plans are required when a septic tank or well is included in the project.

Does the site plan need to be prepared by—and sealed by—an engineer or surveyor?

1. Residential site plans ***do not need*** to be prepared and sealed by an engineer or surveyor.
2. Commercial site plans ***usually do need*** to be prepared and sealed by an engineer, unless the scope of the project is very minor. Call the Zoning Department, (352) 438 – 2675, for clarification on whether the scope of work you are planning is considered a minor building project.

Where can I locate my driveway on a corner lot?

A driveway on a corner lot is limited to the minor street. Furthermore, there is a limitation as to how close the driveway may be located to the intersection (minimum 50' or ½ the lot width, whichever is less.) This is measured from the Point of Tangency (PT) of the pavement, not the lot line. This dimension must be shown on your site plan. For additional information on this issue contact the Right of Way Permitting Division of the Marion County Engineering Department, (352) 671-8686.

2 All parts of the septic system must be installed at least 15' from the top of swales and ditches.



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Construction Lien Law Affidavit

I/We will make all necessary attempts to provide a copy of the Construction Lien Law, Florida Statue Chapter 713 to the property owners(s) of the real property to which improvements are to be constructed.

Property owner(s) name(s): _____

Property address: _____

Parcel number: _____ Sec: _____ Twp: _____ Rge: _____

Subdivision: _____

Lot: _____ Block: _____ Unit: _____

Form shall be signed by only ONE of the following individuals:

Printed name of owner

Signature of owner

Date

Printed name of contractor

Signature of contractor

Date

Printed name of owner/
Contractor's authorized agent

Signature of authorized agent

Date



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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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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

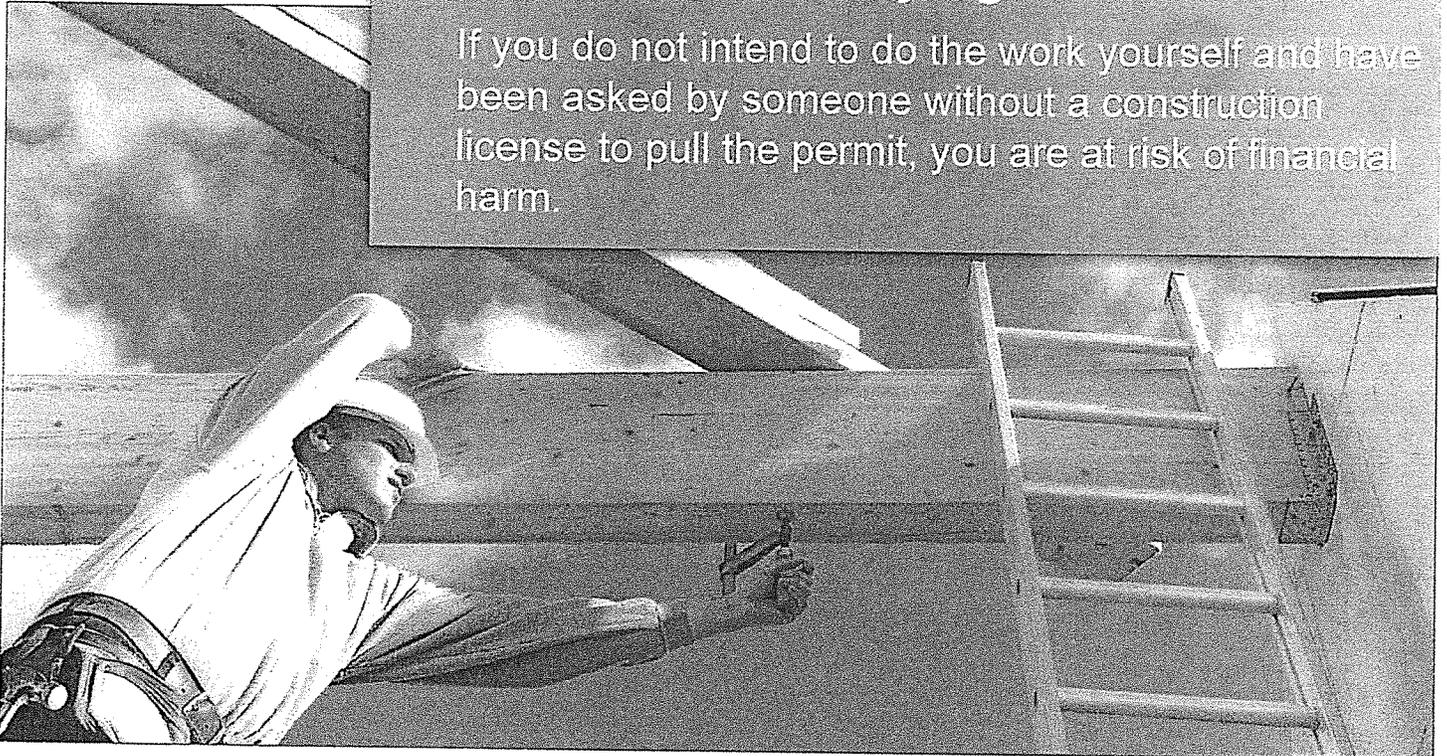
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The dangers of pulling an Owner/Builder Permit without verifying a license

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