

DOCUMENTATION REQUIRED TO OBTAIN A PERMIT

**DUE TO TIME INVOLVED TO PROCESS PAPERWORK
NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. Parcel description of property (**property card**) from Property Appraiser's Office or at their website www.suwanneepa.com, be sure to click on property card tab then print. If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property.
2. **Application** completed.
3. If the contract price is more than \$2500 you will also need a recorded Notice of Commencement.

**YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING
FOR INSPECTION.**

BUILDING PERMIT FEE – BASED ON CONTRACT PRICE - \$100 FOR THE FIRST \$1,000 OF CONTRACT PRICE PLUS \$3.00 PER \$1,000 OR ANY PORTION THEREOF. Minimum \$100.00

STATE SURCHARGE FEE – 3% OF PERMIT FEES ASSOCIATED WITH THE ENFORCEMENT OF THE FLORIDA BUILDING CODE – Minimum \$4.00

PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT
224 PINE AVENUE, LIVE OAK, FL 32064
386/364-3407

YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION!

APPLICANT: _____ PHONE NO: _____

CURRENT ADDRESS: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION:

Sec. _____ Twp. _____ S Range _____ E Tax Parcel No.: _____

Lot _____ Subdivision _____

Size _____ Acres Other Dwellings _____

HOW DO YOU GET THERE FROM THIS OFFICE: **[You MUST give road numbers and EXACT directions]**

Job Description _____ Use _____ Power Company: SVEC: _____

FP & L _____ PROGRESS ENERGY: _____

PLEASE COMPLETE THE AREA THAT APPLIES TO YOUR JOB:

ELECTRICAL: # Amps: _____ Cost: \$ _____

MECHANICAL: Size of Unit: _____ Fuel: _____ Cost: \$ _____

ROOF: Materials: _____ Cost: \$ _____

SWIMMING POOL: Materials _____ Size: _____ Cost: \$ _____

PLUMBING: Cost: \$ _____

OTHER: Materials _____ Cost: \$ _____

CONTRACTOR: _____ **License #** _____ **Contact #** _____

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 and zoning in Suwannee County. **I certify that all the foregoing information is accurate.**

DATE: _____

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

STATE OF FLORIDA
COUNTY OF SUWANNEE

PERMIT # _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal Description of Property: _____

2. General Description of Improvements: _____

3. **Owner Information:**
 - a. Name and Address & Phone Number _____

 - b. Interest in Property: _____
 - c. Name and Address & Phone Number of Fee Simple Titleholder (if other than owner): _____

4. Contractor (name, address & phone number): _____

5. **Surety:**
 - a. Name and Address: _____

 - b. Amount of Bond: _____
6. Lender (name, address & phone number): _____

7. Identity of person within the State of Florida designated by owner upon whom notices or other documents may be served as provided by Florida Statutes 713.13(1)(a)(7):
Name, Address & Phone Number: _____

8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes:
Name, Address & Phone Number: _____

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 I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Type Owner Name: _____

Type Owner Name: _____

Sworn to and subscribed before me this ____ day of _____, 20_____.

Personally Known _____
Produced ID _____
Did/Did Not Take an Oath _____

Type Notary's Name _____
Notary Public, State of Florida

Commission Expire & Number: _____

SUWANNEE COUNTY BUILDING DEPARTMENT
ELECTRICAL INSTRUCTIONS FOR AG POLE, ELECTRIC TO SHED
(TO MEET CODE REQUIREMENTS)

MINIMUM SIZE OF ELECTRICAL POLE – AG 18’ – 25’ * ELECTRIC TO SHED 14’ – 18’

1. **ALL** electrical equipment and wiring **MUST** conform to the National Electrical Code requirements.
2. **ALL** electric conductors (wire/cable) above-ground use must be in rigid conduit a depth of at least 18 inches under the earth.
3. If buried wires are not in conduit (direct burial), they must be type **UF** or **USE**, and buried not less than 24 inches deep. (When running water line in same ditch as electrical line, install water line 6 inches minimum above electrical line on mound spaced every 10 feet apart, and leave ditch open for inspection.
4. **If buried in water-tight conduit**, almost any type electrical wire of approved size may be used and must be buried not less than 18 inches deep. (Leave ditch open for inspection. All joints and connections must be water tight.
5. Grounding of the power pole must be made by attaching a No. 4 continuous copper wire from the neutral grounding lug in the meter base and is clamped to two 8 foot approved ground rods at least 6’ apart. These rods must be driven to 1 foot **below** ground level and left exposed for inspection. You must use approved Acorn type ground rod clamps.
6. A GFCI outlet or breaker going to well shed, etc... is required for inspection.
7. All wiring to well, shed, etc... must have trenches exposed for inspections. Maximum 60 amps on all agriculture poles and maximum 100 amps for sheds and recreational vehicles.

C. FUTURE CONNECTIONS

1. **FAILURE TO OBTAIN BUILDING PERMITS FOR FUTURE CONNECTION, ADDITIONS OR MAJOR IMPROVEMENTS MAY RESULT IN PROSECUTION (MISDEMEANOR) AND A FINE OF UP TO \$500.00 PER DAY.**