

**DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A MODULAR HOME 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 [www.suwanneepa.com](http://www.suwanneepa.com). 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 **OR** (2) have a consent form signed by the previous owner.
2. **Survey of property** prepared by a land surveyor or engineer registered in Florida or exemption letter from the Suwannee County Zoning Department. All property stakes shall be in place at the time of application.
3. If your property is **LESS** than **5 acres**, **NOT** in a recorded subdivision, **NOT** in a residential zoning district then you will need a deed showing that property was a lot of record prior to **September 9, 1991**.
4. **Application** completed.
5. **Site plan** showing location of residence, septic tank and well and distance from the front, sides and rear of property, can be drawn on survey. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.)
6. Must provide **two (2) sets of plans with manufacturer's certification approval letter from DCA**. Plans for foundation (separate permit will be issued). Licensed Building Contractor or Owner/Builder must secure permit. Sub-contractors must sign addendum in office or have notarized by a notary public.
7. Complete **driveway permit application** form.
8. Copy of **Notice of Commencement** after being recorded at Suwannee County Clerk of Court Office.
9. **911 Addressing Application**.
10. Septic tank permit, or approval letter for an existing tank from Environmental Health Department (386/362-2708 Ext. 243). **To be obtained after application for permit is filed with Building Department and approval for Building Permit from Zoning Department is granted. GO TO ENVIRONMENTAL HEALTH BEFORE RETURNING FOR BUILDING PERMIT.**
11. **NOTE!!** If your property is in a special flood hazard area (SFHA), according to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), an Elevation Certificate (EC) prepared by a Registered Surveyor or Professional Engineer is required. If your property is located in the floodway of the SFHA, you will be required to obtain both an Environmental Resource Permit (ERP) from the Suwannee River Water Management District **and** a Zero Rise Certification from a Registered Professional Engineer **before** issuance of the building permit, in addition to the EC. The ERP will also be required if your property fronts the river, even if the building site is located out of the floodway.
12. You **SHOULD** go over checklist **PRIOR** to calling for final inspection; failure to do so may result in a reinspection fee of \$35.00. **DUE TO POSSIBLE DUPLICATION OF NAME, AND TIME INVOLVED IN LOOKING FOR PERMIT NUMBER YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.**
13. A change of mind after securing permit will result in an additional charge of \$25.00 administrative costs for reprocessing paperwork.

<b><u>BUILDING PERMIT FEE</u></b>	<b>\$325.00</b>
<b><u>FOUNDATION PERMIT FEE</u></b>	<b>BASED ON CONTRACT PRICE</b>
(\$100 for first \$1,000 & \$3 for each additional thousand or portion of contract price. Minimum \$100)	
<b><u>STATE SURCHARGE</u></b>	<b>(3% OF PERMIT FEE)</b>
<b><u>COUNTY DRIVEWAY PERMIT FEE</u></b>	<b>\$ 15.00</b>
<b><u>ASSIGNMENT OF 911 ADDRESS FEE</u></b>	<b>\$ 30.00</b>

Pro-rata share of assessment for solid waste and fire service MUST be paid for the balance of the year. See chart inside packet.

THESE INSTRUCTIONS ARE FOR THE IDEAL CASE, DEPENDING ON INDIVIDUAL NEED CIRCUMSTANCES MAY VARY.

## MODULAR HOME CHECKLIST FOR OWNERS

The following is a quick checklist of items & inspection list that **MUST** to be observed by the owner **PRIOR** to calling for a inspection on a modular home permit. You **MUST** provide office personnel with **permit number** when calling for inspection.

\_\_\_\_\_ Post permit, construction plans & recorded notice of commencement of modular home on premises during construction.

\_\_\_\_\_ The foundation permit requires the following inspections:

1. Site Preparation
2. Footer

\_\_\_\_\_ The Modular permit requires the following inspections:

1. Stem Wall
2. Marriage of halves
3. Strapping
4. Final

\_\_\_\_\_ Modular home **MUST** be **UNLOCKED** for inspection.

\_\_\_\_\_ One (1) set of steps to all exterior doors, if over 30" must have handrails & 36" platform area.

\_\_\_\_\_ Well installed, all water and electrical lines completed and left uncovered.

\_\_\_\_\_ Septic tank installed, covered and inspected by Health Dept.

\_\_\_\_\_ Power pole installed and all electric hooked up (including air conditioning). Two ground rods 6 feet or more apart is required. If air conditioning unit is not connected at time of final inspection a separate permit must be obtained before installation.

\_\_\_\_\_ **ALL** ditches open for inspection. Must not mix black (ABS) and white (PVC) pipe for drain lines, may use only **one** transition fitting with proper glue or mechanical joint.

\_\_\_\_\_ Neutral and ground connected **PROPERLY** inside modular home electric main panel. Leave cover off all electric panels for inspection. As a word of caution, Inspectors suggest that **customer** check all electric connections to make sure they are secured properly before power is supplied to mobile home.

\_\_\_\_\_ 4" sewer line sealed at septic tank and left uncovered with a cleanout 3 feet from home.

\_\_\_\_\_ Just below the point of entry into modular home a cutoff valve and hose connection faucet with back flow prevention **must** be installed. Hose connection faucet should be **below** cutoff to retain water pressure on hose after valve is shut off. (if applicable)

\_\_\_\_\_ Driveway **approved** by Public Works Department call 386-362-3992.

\_\_\_\_\_ **DO NOT** install skirting prior to inspection (if applicable)

\_\_\_\_\_ If you are in flood prone area - you **MUST** furnish this department with a written certification of the "finished floor elevation" by a Florida Registered Surveyor (with raised seal) prior to scheduling final inspection.

\_\_\_\_\_ 911 address numbers **MUST** be displayed at driveway entrance (see insert in packet)

If **ANY** of the above items are not complete upon inspection, a **\$35.00** reinspection fee will be charged as well as cause an unnecessary delay of your power hook-up.

**Any further questions, please contact the Building Department at 386/364-3407, or 386/208-1606.**

# MODULAR HOME PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT

224 PINE AVENUE, LIVE OAK, FL 32064

386/364-3407 \*\* FAX 386/364-3754

APPLICANT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CURRENT ADDRESS (INCLUDING STREET/CITY/STATE/ZIP) \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS (INCLUDING STREET/CITY/STATE/ZIP) \_\_\_\_\_

LEGAL DESCRIPTION: (as found on the parcel description printout)

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Rge. \_\_\_\_\_ E Tax Parcel No. \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Number of Other Dwellings: \_\_\_\_\_

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

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Contractors: Bldg: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Plumbing: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Electric: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Mechanical: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Alarm System: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

POWER COMPANY: SVEC: \_\_\_\_\_

NEW RESIDENCE? YES: \_\_\_ NO: \_\_\_\_\_

FP&L: \_\_\_\_\_

PROGRESS ENERGY: \_\_\_\_\_

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 understand that I **MUST** supply the office personnel with the **permit number** when calling for inspections. **I certify that the entire foregoing information and site plan is accurate and have fully read the entire application package and understand its content.**

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

\_\_\_\_\_  
Signature of Property Owner/Contractor & Lic #/Agent

**THIS APPLICATION WILL EXPIRE IN 90 DAYS UNLESS A PERMIT IS ISSUED.**

# FOUNDATION 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: \_\_\_\_\_

Building Contractor: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

FOUNDATION: Contract Price \$ \_\_\_\_\_

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 the entire foregoing information, site plan and construction plans are accurate and have fully read the entire application package and understand its content.**

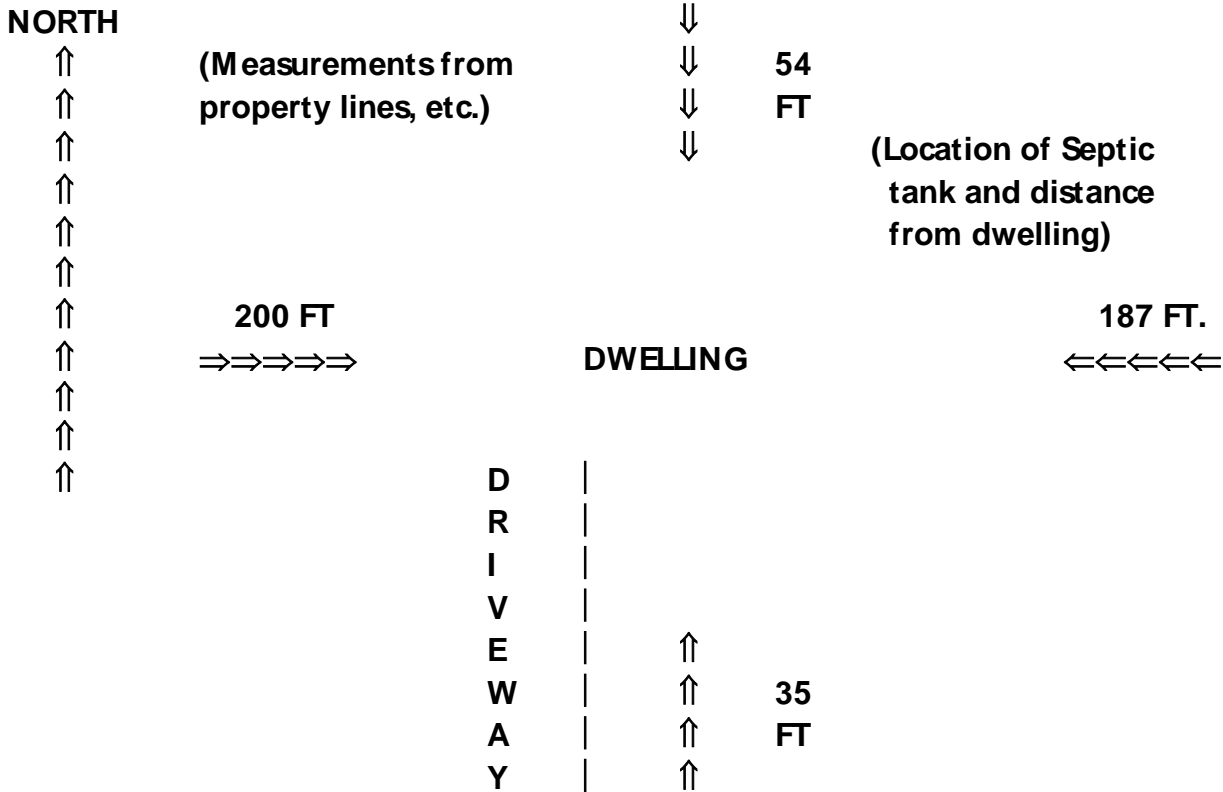
DATE: \_\_\_\_\_

\_\_\_\_\_  
Applicant/Owner/Agent/Contractor

I UNDERSTAND THAT ACCURATE MEASUREMENTS ARE AN INTEGRAL PART OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE I ALSO UNDERSTAND THAT IF INSUFFICIENT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

JOHN DOE

**EXAMPLE SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**



Identify access road by name and show driveway to dwelling.

**ITEMS THAT MUST BE ON THE FORM (can be drawn on survey)**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNS, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES, WELL, POWER POLE & SEPTIC TANK FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SETBACKS & DIRECTION FROM ROADWAY
- 7) SITE PLAN MUST BE COMPLETED, SIGNED & DATED PRIOR TO BRINGING IT BACK TO THE OFFICE.

PLAN DRAWN BY:

JOHN DOE  
SIGNATURE

01/01/00  
DATE

I UNDERSTAND THAT ACCURATE MEASUREMENTS ARE AN INTEGRAL PART OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE I ALSO UNDERSTAND THAT IF INSUFFICIENT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

YOU MUST SIGN [XXXXXXXXXXXX] \_\_\_\_\_

**SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**

**NORTH**



**Identify access road by name and show driveway to dwelling.**

**ITEMS THAT MUST BE ON THE FORM (can be drawn on survey)**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNs, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES, WELL, POWER POLE & SEPTIC TANK FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SETBACKS & DIRECTION FROM ROADWAY
- 7) SITE PLAN MUST BE COMPLETED, SIGNED & DATED **PRIOR** TO BRINGING IT BACK TO THE OFFICE.

PLAN DRAWN BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SUWANNEE COUNTY**  
**E-911 NEW ADDRESS NUMBER REQUEST**

**APPLICANT:** \_\_\_\_\_

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

Beginning June 6, 2001, there will be a \$30.00 charge for assignment of a new 911 Address (instituted by the Board of County Commissioners, Suwannee County on 6/5/01).

**I UNDERSTAND THAT A REQUIREMENT OF MY OBTAINING A 911 ADDRESS IS DEPENDENT UPON MY COMPLETE COMPLIANCE WITH THE FOLLOWING INSTRUCTIONS:**

1. I will provide complete driving instructions to my new site that this permit is being acquired for, using the Building Department as the beginning point. I will include roadway numbers and describe all turns by either left or right. Please provide this information in the space below:

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2. I will be required to denote the four (4) corners of the proposed structure and both sides of the entrance of the driveway with the six (6) stake flags provided to me by the Building Department. (Stake flags will be provided once a complete permit application is made and the fee is paid.)

3. I will provide one or more telephone number(s) at which I can be contacted, both daytime and evening:

Day: \_\_\_\_\_

Evening: \_\_\_\_\_

**IF YOUR SITE IS NOT READY AT THE TIME THE SITE VISIT IS DONE, A REPEAT VISIT WILL NEED TO BE SCHEDULED AND YOUR ADDRESS & CERTIFICATE OF OCCUPANCY WILL BE DELAYED.**

**I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I AM GRANTING PERMISSION FOR THE 911 ADDRESSING TECH TO MAKE A SITE VISIT ON MY PROPERTY FOR THE PURPOSE OF 911 ADDRESS ASSIGNMENT.**

**Request Submitted By:**

\_\_\_\_\_  
*Signature*

\_\_\_\_\_  
*Date*

The 911 Addressing Tech will visit your property within the next two working days, after receipt of the completed permit application and fee, (you do not have to be present for the site visit – the stakes for the proposed structure and driveway DO need to be present).

Your new 911 Address will be assigned based on measurements obtained during the site visit and will be available within three (3) business days from the receipt of the application and fee. The 911 Address is not issued to the individual, but to the dwelling being placed on this parcel, and may not be moved to another location.



# DRIVEWAY PERMIT APPLICATION

SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT  
13150 - 80<sup>TH</sup> TERRACE, LIVE OAK FL 32064  
PHONE: (386) 362-3992

**FEE: \$15.00**

IF DRIVE ACCESS IS ON A STATE ROADWAY, PLEASE ADVISE OFFICE PERSONNEL. YOU WILL BE REQUIRED TO SUBMIT AN APPLICATION TO THE FLORIDA DEPARTMENT OF TRANSPORTATION. (STATE ROADS: 27, 51, 90, 129, 247, 49 SOUTH OF 27)

## DRIVEWAY REQUIREMENTS

**POWER WILL NOT BE RELEASED BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY THE COUNTY PUBLIC WORKS DEPARTMENT.**

When applying for a building permit, a form for the County Public Works Department will be filled out in order that the Public Works Department may inspect your driveway to see what improvements need to be made, if any. Please put stakes at the location of the proposed driveway.

You must present a parcel identification printout showing legal description of property. If in the name of the previous owner, then you **MUST** (1) provide a copy of the recorded deed proving your ownership of the property, **OR** (2) have a consent form signed by previous owner.

The Public Works Department will contact you as to the changes that must be made. Please be sure to provide a current telephone number where you may be reached, otherwise there may be a delay.

It is your responsibility to make the improvements set forth by the Public Works Department (386/362-3992), and to contact them for reinspection after the improvements have been made.

After the Public Works Department has approved your driveway, they will notify the Building Department. You may then call the Building Department for your final inspection when ready.

**SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT**

13150 - 80TH TERRACE, LIVE OAK, FL 32064

386/362-3992

Fax # \_\_\_\_\_

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

**DRIVEWAY PERMIT APPLICATION**

**FEE: \$15.00**

**IF YOUR DRIVE ACCESS COMES OFF ONE OF THE FOLLOWING STATE ROADS PLEASE ADVISE OFFICE PERSONNEL, IT WILL BE NECESSARY FOR YOU TO FILE AN APPLICATION WITH FLORIDA DEPARTMENT OF TRANSPORTATION – 27, 51, 90, 129, 247, 49 SOUTH OF 27**

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 \_\_\_\_\_

**EXACT DRIVING DIRECTIONS FROM MAJOR ROAD LEAVING LIVE OAK TO SITE USING ROAD NUMBERS:**

\_\_\_\_\_

Job Description \_\_\_\_\_ Use \_\_\_\_\_

Lot Frontage: \_\_\_\_\_ Ft. Number of Driveways: \_\_\_\_\_

**Application is hereby made to inspect a driveway(s) to access a "County Maintained Road" only.**

\_\_\_\_\_ Date

\_\_\_\_\_ Signature of Applicant

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**To be completed by County Public Works Department**

Culvert Required: \_\_\_\_\_ Size: \_\_\_\_\_ "Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required: \_\_\_\_\_ Width: \_\_\_\_\_ "Concrete"

Limerock Required: \_\_\_\_\_ Level & Cap with **6 inches** of limerock, from edge of road to property line

Ditch Fill Required: \_\_\_\_\_ Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons: \_\_\_\_\_

**APPLICANT MUST CALL PUBLIC WORKS DEPARTMENT at (386) 362-3992 FOR "REINSPECTION" AFTER COMPLETION OF THE ABOVE-MENTIONED REQUIRED MODIFICATIONS. DRIVEWAY MUST BE INSTALLED AND INSPECTED PRIOR TO OCCUPANCY OF STRUCTURE OR NOTIFICATION TO THE POWER COMPANY FOR ELECTRICAL SERVICE**

Approved "As Is": \_\_\_\_\_

Final Approval (improvements completed): \_\_\_\_\_

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Date

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Supervisor of Driveway Inspection  
Suwannee County Public Works Department

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

Beginning January 1, 1991, a service charge was placed on all permits for habitable dwellings. This service charge represents a pro-rata portion of the Assessments based on the calendar year. This service charge is due and **MUST** be paid before final inspection can be performed.

The rates for the Urban and Rural Districts are as follows:

Jan. \$175.91	Feb. \$161.25	Mar. \$146.58	Apr. \$131.92	May \$117.26	June \$102.59	July \$87.93
Aug. \$73.27	Sept. \$58.60	Oct. \$43.94	Nov. \$29.28	Dec. \$14.66		

This service charge was enacted by the County on Dec. 4, 1990 by Resolutions 90-58, & 90-59, and the rural fire assessment was increased by Resolution 2003-58 and is intended to help defray the costs of fire protection and solid waste services for the remainder of the year. The current fees are to be paid at the Building Department office. You (or the property owner) will be billed for these services in all subsequent years in November when the property tax notices are sent out.

Thank you.

**FORMS/ SCFEE**

# **DIRECTIONS TO THE SUWANNEE COUNTY COLLECTION SITES**

## **90 EAST**

90 EAST TO CR 49 – TURN LEFT ACROSS RR TRACKS-TURN BACK TO RIGHT

## **129 NORTH (TEMP SITE)**

(Also open Sunday 1:00 to 3:00 p.m.)

129 NORTH – NEAR INSPECTION STATION AND SPIRIT OF SUWANNEE

## **ANDERSON MINING**

49 – ½ MILE NORTH OF 27

## **BROWNWOOD (GOLDKIST)**

(Also open Sunday 1:00 to 3:00 p.m.)

**US 90 WEST TO GOLDKIST BOULEVARD TURN SOUTH TO VOYLES ROAD TURN WEST – ON LEFT  
(BEHIND FARMERS CO-OP)**

## **DOWLING PARK**

51 SOUTH TO CR 250 – JUST BEFORE 233<sup>RD</sup> ROAD ON RIGHT – 1 ½ MILE BEFORE RIVER

## **FALMOUTH**

(Also open Sunday 1:00 to 3:00 p.m.)

90 WEST TO 185<sup>TH</sup> TURN LEFT TO 52<sup>ND</sup> STREET TURN RIGHT

## **FLETCHER**

INTERSECTION OF 49 AND 216<sup>TH</sup> STREET

## **HUMPHRIES**

129 SOUTH TO 216<sup>TH</sup> TURN LEFT 300 YARDS ON RIGHT

## **LANDFILL**

129 SOUTH TO 144<sup>TH</sup> STREET, TURN LEFT AT START OF LANDFILL ON LEFT

## **PEPPERS**

51 SOUTH (FROM TRAFFIC LIGHT AT 5 POINTS) APX 2 MILES ON RIGHT

## **REES**

136 EAST JUST PAST 80<sup>TH</sup> STREET ON LEFT – JUST BEFORE I-10

**SPRAYFIELD**

HOUSTON TO NOBLES FERRY – WEST APPROXIMATELY 1 MILE ON RIGHT

**TAYLOR**

51 SOUTH JUST BEFORE CR 252 ON LEFT

**WELLBORN**

US 90 EAST TO CR 137 NORTH TO HOGAN ROAD

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**SUWANNEE COUNTY COLLECTION SITE**  
**HOURS OF OPERATION**

**OPEN**

MONDAY – WEDNESDAY – FRIDAY  
7:00 A.M. – 11:00 A.M.  
3:00 P.M. – 6:00 P.M.

SATURDAY  
9:00 A.M. – 4:00 P.M.

**CLOSED**

SUNDAY – TUESDAY – THURSDAY

**THE FOLLOWING SITES ARE OPEN 24 HRS PER DAY – 7 DAYS**  
**PER WEEK FOR WALK-IN**

**HOUSEHOLD GARBAGE ONLY**

**HUMPHRIES – PEPPERS – REES – SPRAYFIELD – WELLBORN**

**SUWANNEE COUNTY BUILDING DEPARTMENT**

224 Pine Ave., Live Oak, FL 32064

Phone 386-364-3407

**CONTRACTORS' ADDENDUM TO BUILDING PERMIT**

Building Permit No. \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

I hereby certify that the following subcontractors will be used on the above referenced job.

<u>CONTRACTOR</u>	<u>LICENSE NO.</u>
ELECTRICAL: _____ _____ Signature	_____
PLUMBING: _____ _____ Signature	_____
MECHANICAL: _____ _____ Signature	_____
ROOFING: _____ _____ Signature	_____ METAL ___ SHINGLES ___
ALARM SYSTEM: _____ _____ Signature	_____

Subcontractors **must** sign in office **before** commencing work on the job.

\_\_\_\_\_  
Contractor & License #

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