COLUMBIA COUNTY BUILDING DEPARTMENT
135 NE Hernando Ave., Suite B-21
Lake City, FL 32055
Office: 386-758-1008 Fax: 386-758-2160

CHECKLIST FOR PERMITTING

Revised (1/11)

_____ **Completed Permit Application with owner's signature & notarized contractor's signature + $15.00**

Notes:

_____ **Completed Subcontractors Verification Form, Submitted prior to permit issuance.**

Notes:

_____ **If an Owner Builder, Notarized Disclosure Statement (Owner Builders must sign for the Permit)**

Notes:

_____ **Recorded Deed or a Notarized Affidavit (form from the Building Dept.)**

Notes:

_____ **Approved and Signed Site Plan from Environmental Health on the septic 386-758-1058**

Notes:

_____ **Site plan with actual distances of the structure to each property line**

Notes:

_____ **911 Address form, Contact 386-752-8787 for an appointment, their application in packet.**

Notes:

_____ **Residential or Commercial Checklist completed including specs on windows, doors, roof and etc. and/or Product Approval Code sheet (Included in the packet from the Building Dept.)**

Notes:

_____ **Driving directions including all road names**

Notes:

_____ **Well information (on plans or letter from the well driller)**

Notes:

_____ **Before the 1st inspection Recorded (Clerks Office) Notice of Commencement signed by owner**

Notes:

_____ **2 sets of plans (blueprints) folded to 9 x 12 size & Sealed Engineering**

Notes:

_____ **2 sets of sealed truss engineering**

Notes:

_____ **2 sets of energy code & manual J forms**

Notes:

There are two pages to the Building Permit Application that must be submitted with the required signatures for the Owner and the Notarized Contractor's signature.

Application Fee is $15.00. Make checks payable to BCC or Board of County Commissioners.