

COLUMBIA COUNTY  
CHECKLIST FOR NON-STRUCTURAL REMODEL PERMITS

**Information:**

If the work is structural repair/remodel you will be required to submit additional documentation. Contact the Building Department for instructions at 386-758-1008.

This checklist is used for permits such as: Window replacement, Vinyl Siding, Interior/Exterior remodel (not structural), A/C replacement and Re-Roof permits.

**NOTE:** County only: If the construction cost is \$4000.00 or less, no permit is required. This does not change the requirement for the use of licensed contractors and a recorded Notice of Commencement if the construction cost is \$2500.00 or more.

**Checklist:**

1. Completed notarized Permit Application, THE OWNER IS REQUIRED TO SIGN.
2. Contractors need a copy of your state license, liability and workers' compensation or exemption card with your articles of incorporation. If you have a **current** Columbia County Competency Card provide your license number.
3. Contractors are required to give a **Letter of Authorization** to anyone allowed to sign for the permit other than the actual license holder.
4. Owner builder disclosure form, if you are the owner of the property and are doing the work yourself. **NOTE:** Owner builders must pull their own permit.
5. Subcontractors Verification Form
6. Recorded Notice of Commencement **NOTE:** For A/C Replacement ONLY – No NOC is required if cost is \$7500.00 or less.
7. Copy of your tax bill, Property Appraiser's web-site printout of your property or a copy of your deed. (Proof of ownership of the property.)
8. Provide materials list with Product Approval Code Form completed.
9. Give complete driving directions from Lake City. EX: 47 S, Right on CR 240, Left on Ichetucknee Ave., 4<sup>th</sup> on the Left.
10. Environmental Health Release, Call 386-758-1058 to get information on this.