

COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055 Phone: 386-758-1008 Fax: 386-758-2160
bldginfo@columbiacountyfla.com

Scan QR code to submit online.
(On next page)

Replacing Cellular Tower Antennas Co-Locations on Existing Towers Checklist

****New Towers fall under New Commercial****

- 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- Subcontractors Verification Form, signed by the license holder/contractor or authorized Qualifier for each trade - if required
- License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf
- Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>
- Corporation or Trust Details listing authorized signor(s) and POA forms if necessary
- Lessee Letter of Authority/Secretary's Certificate
- IF NECESSARY*-- Site plan with actual distances from the structure to each property line
- For hard copy apps: 2 sets of plans folded to 9x12 size with Signed & Sealed Engineering; For online apps: 1 set of Engineered plans digitally sealed (verifiable)
- Recorded Notice of Commencement; before 1st inspection
- Any other necessary documents requested (Floodplain Notice to Owner, etc...)

Notice of Compliance for Replacing Cellular Tower Antennas and Colocations

This application is for the replacement of antennas and colocations on an existing communication tower. The proposed modifications will comply with the Florida Building Code (FBC) 2023 and National Electrical Code (NEC) 2020, as follows:

1. **Structural Integrity & Wind Load Compliance:** A structural analysis has been conducted to ensure the tower can support the new antennas. The tower will meet FBC wind load requirements (Section 1609), ensuring it can withstand hurricane-force winds based on height, location, and exposure.
2. **Electrical & Safety Compliance:** All electrical systems, including wiring and grounding, will comply with NEC 2020 (Articles 250, 300, and 820) for safe installation.
3. **Permitting & Inspections:** Required permits will be obtained, and the work will be inspected for compliance with the FBC and NEC. A licensed engineer will certify the modifications meet structural and safety standards.
4. **Zoning & Land Use:** The installation will comply with local zoning and land use regulations, including height, setbacks, and aesthetic requirements.

This project will fully comply with FBC 2023 and NEC 2020 for replacing cellular tower antennas and colocations.

Published 10/2025



Columbia County, Florida Cell Tower/Co-location Application



**Scan QR Code to complete application online.

For Office Use Only Application # _____ Permit # _____

Comments/Notes _____

***This page not required for Online submissions.**

Septic Permit No. _____ OR City Water

Applicant MATTHEW SYNDER **Phone #** (941) 485-8988

Applicant Address (person applying, not owner) 1579 BARBER ROAD, SARASOTA, FL 34240

Contact Email (updates sent here) PERMITTING@NTCTOWERS.COM

Owners Name VARNES CLYDE F **Phone #** (407) 724-2626

Job Site Address 612 NE CLYDE VARNES RD, LAKE CITY, FL 32055

Contractors Name NEW TECH CONSTRUCTION CORP **Phone #** (941) 485-8988

Contractors Address 1579 BARBER ROAD, SARASOTA, FL 34240

Contractors Email PERMITTING@NTCTOWERS.COM

Architect/Engineer Name & PE/AR # _____

Architect Address _____

Power Company - FI Power & Light - Clay Electric - Suwannee Valley - Duke Energy

Parcel # 12 - 3S - 17 - 04927 - 000 **Estimated Cost of Construction** 49,000

Construction of Commercial

Is this a: New Tower Co-location/Existing Tower Other

Actual Distance of Structure from Property Lines (Required for New Towers)

Front _____ **Side** _____ **Side** _____ **Rear** _____

Please be advised you will still need to provide a site plan drawing along with filling in the above section

Zoning Applications Applied for (Site & Development, Special Exception, etc.)

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Columbia County Permit Application - Owner and Contractor Signature Page
CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code

Application is hereby made to obtain a permit to do 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 be performed to meet the standards of all laws regulating construction in this jurisdiction.

TIME LIMITATIONS OF APPLICATION: An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless pursued in good faith or a permit has been issued.

TIME LIMITATIONS OF PERMITS: Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

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 or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

NOTICE OF RESPONSIBILITY TO CONTRACTOR AND AGENT: YOU ARE HEREBY NOTIFIED as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNERS CERTIFICATION: I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

NOTICE TO OWNER: There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

Demone Johnson
 Printed Owners Name
Demone Johnson
 Owners Signature

(Digital signatures accepted, with proof of verification.)

****Property owners must sign here before any permit will be issued.**

CONTRACTORS AFFIDAVIT: By my signature, I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.
 Matthew Snyder
 Contractors Name
Matthew Snyder
 Contractors Signature
 Contractors License Number
SCC131151517

Marlena Chupp
 Notary Public's Signature (For the Contractor)
 Notary Seal:



Affirmed and subscribed before me the Contractor by means of physical presence or online notarization , this 5th day of May 2026, who is personally known or produced ID .