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.

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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_____ **Phone #**_____
(person applying, not owner)

Applicant Address_____

Contact Email (updates sent here) _____

Owners Name_____ **Phone #**_____

Job Site Address_____

Contractors Name_____ **Phone #**_____

Contractors Address_____

Contractors Email_____

Architect/Engineer Name & PE/AR #_____

Architect Address_____

Power Company - ☐**Fl Power & Light -** ☐**Clay Electric -** ☐**Suwannee Valley -** ☐**Duke Energy**

Parcel # ___ - ___ - ___ - _____ - _____ **Estimated Cost of Construction**_____

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.

(Digital signatures accepted, with proof of verification.)

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

Printed Owners Name _____ **Owners Signature** _____

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.

Contractors License Number _____

Printed Contractors Name _____ **Contractors Signature** _____

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 ____ day of _____ 20____, who is personally known ☐ or produced ID ☐ _____.

Only Pg 2 Required for Online Submittals

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Subcontractor Verification Form

APPLICATION/PERMIT # _____ **JOB NAME** _____

THIS FORM MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED

Columbia County issues combination permits. One permit will cover all trades doing work at the permitted site. It is REQUIRED that we have records of the subcontractors who actually did the trade specific work under the General Contractor's permit.

NOTE: *It shall be the responsibility of the general contractor to make sure that all of the subcontractors are licensed with the Columbia County Building Department.*

NOTE: If this should change prior to completion of the project, it is your responsibility to have a corrected form submitted to our office, before that work has begun.

Violations will result in stop work orders and/or fines.

ELECTRICAL	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
MECHANICAL / A/C	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
PLUMBING / GAS	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
ROOFING	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
FIRE SYSTEM / SPRINKLER	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
SOLAR	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____
STATE SPECIALTY	Printed Name: _____ Signature: _____ Company Name: _____ Owner ☐ License #: _____ Phone #: _____

Ref: F.S. 440.103; ORD. 2016-30

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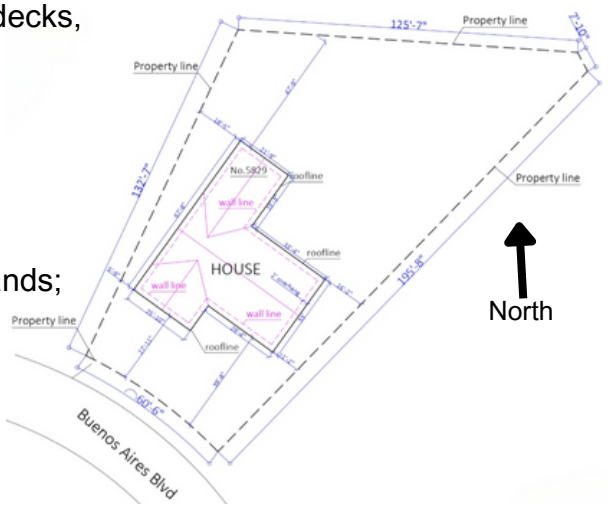
ONLY FOR NEW TOWERS

PROPOSED SITE PLAN

SITE PLAN CHECKLIST:

_____ 1) Property Dimensions
_____ 2) Footprint of proposed and existing structures (including decks, label these with existing addresses
_____ 3) Distance from structures to all property lines
_____ 4) Location and size of easements
_____ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.
_____ 6) Location and distance from any waters; sink holes; wetlands; and etc.
_____ 7) Show slopes and/or drainage paths
_____ 8) Arrow showing North direction

SITE PLAN EXAMPLE



Recording Stamp

TAX ID/PARCEL #:

_____-_____-_____-_____-_____

NOTICE OF COMMENCEMENT

THE UNDERSIGNED hereby gives notice that improvements will be made to certain realy property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. **Description of property (legal description):** _____
   a. Street (job) Address: _____
2. **General description of improvements:** _____
3. **Owner Information or Lessee information if the Lessee contracted for the improvements**
   a. Name and Address: _____
   b. Name and Address of fee simple titleholder (if other than owner): _____
   c. Interest in property: _____
4. **Contractor Information**
   a. Name and Address: _____
   b. Telephone #: _____
5. **Surety Information (if applicable, a copy of the payment bond is attached)**
   a. Name and Address: _____
   b. Amount of Bond: _____
   c. Telephone #: _____
6. **Lender**
   a. Name and Address: _____
   b. Telephone #: _____
7. **Person within the State of Florida designated by Owner upon whom notices, or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes**
   a. Name and Address: _____
   b. Telephone #: _____
8. **In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes**
   a. Name: _____
   b. Telephone #: _____
9. **Expiration date of Notice of Commencement (the expiration date will be 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

STATE OF FLORIDA
COLUMBIA COUNTY

_____
Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

_____
Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of ☐ physical presence or sworn to (or affirmed) by ☐ online notarization ____ day of _____, _____, by _____
DATE MONTH YEAR NAME OF PERSON

as _____ for _____.
TYPE OF AUTHORITY - OFFICER, TRUSTEE, ATTORNEY IN FACT NAME OF PART ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

Personally Known _____ OR Produced Identification _____ Type of ID Produced _____

SEAL/STAMP:

_____
SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

_____
PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

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COLUMBIA COUNTY BUILDING DEPARTMENT
AGENT AUTHORIZATION TO SIGN FOR PERMITS
(BLANKET)

Use if authorized to pull all permits on your behalf
License holder still MUST sign Owner and Contractor Signature Page

I, _____ (License Holder Name), licensed qualifier for _____ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supercede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

_____ _____ _____
License Holders Signature (Notarized) License Number Date

NOTARY INFORMATION:
STATE OF: _____ **COUNTY OF:** _____

The above license holder, whose name is _____ personally appeared before me and is ◯known by me or ◯has produced identification (type of I.D.) _____ on this _____ day of _____, 20____.

(Seal/Stamp)

_____
Notary's Signature

_____
Notary's Printed Name

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COLUMBIA COUNTY BUILDING DEPARTMENT
AGENT AUTHORIZATION TO SIGN FOR PERMITS
(JOB SPECIFIC)

Use if authorized to pull all permits on your behalf
License holder still MUST sign Owner and Contractor Signature Page

I, _____ (License Holder Name), licensed qualifier for _____ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf for the job address shown below ONLY.

Job Site Address:_____

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

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_____ License Holders Signature (Notarized)

_____ License Number

_____ Date

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(Seal/Stamp)

_____ Notary's Signature

_____ Notary's Printed Name

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