

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)

New Commercial Constuction Application Checklist

- ☐ 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.....
- ☐ License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf.....
- ☐ If an Owner Builder, Notarized Owner Disclosure Statement is required.....
- ☐ 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.....
- ☐ 911 Address applications or verifications are submitted/found online. Visit <https://www.columbiacountyfla.com/BuildingandZoning.asp>.....
- ☐ Commercial Checklist completed including Product Approval Code Specifications Sheet.....
- ☐ **Site Plan:** FOLLOW THE SITE PLAN CHECKLIST, included in this packet.
- ☐ Recorded Notice of Commencement; before 1st inspection.....
- ☐ 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).....
- ☐ For hard copy apps: 2 sets of Truss Engineering Signed & Sealed; For online apps: 1 set of Truss Engineering digitally sealed (verifiable).....
- ☐ For hard copy apps: 2 sets of Energy Codes & Manual J Forms; For online apps: 1 set of Energy Codes & Manual J Forms.....
- ☐ Provide any other pertinent information we should know: Development Permits/Zoning Applications, if applicable.....
- ☐ Approved and Signed Site Plan from Environmental Health for septic; contact 386.758.1058.....
- ☐ If on City Water or Sewer, City Availability Letter required. If on the Ellisville Water System; contact 386.719.7565 for review.....
- ☐ Any other necessary documents requested (Floodplain Notice to Owner, etc...).....
- ☐ **Right-of-Way Connection:** If no record of a driveway exists, a right-of-way application will be needed. If an existing drive exists, make the 'verify existing drive' selection. If drive is verified as existing, no fee assessed. If there is no existing drive, Public Works will determine what is needed and a fee of \$150 will be assessed. If the property is accessed from a state maintained road, then an approval for FDOT must be received before a permit will be issued.
NO RELEASE OF FINAL POWER will be given until driveway access is complete and given final approval......



Columbia County, Florida New Commercial Permit 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 & AR/PE # _____

Architect Address _____

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

Parcel # ____ - ____ - ____ - ____ - ____ Estimated Cost of Construction _____

Construction of _____ ☐ Commercial

Proposed Use/Occupancy _____ # of Existing Dwellings on Property _____

Is the Building Fire Sprinkled? ☐ YES ☐ NO If YES, blueprints included ☐

OR Explain _____

☐ Have Existing Drive ☐ Need a Right-of-way Permit ☐ Right-of-way Permit # _____

Please be advised all New Commercial applications may prompt a right-of-way permit regardless of existing/private driveway

Actual Distance of Structure from Property Lines -

Front _____ Side _____ Side _____ Rear _____

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

Number of Stories _____ Heated Floor Area _____ Total Floor Area _____ Acreage _____

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

CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code

Published 10/2025



HOW TO APPLY FOR A 911 ADDRESS



Applications must be submitted online using the link below.

www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx

Please be prepared to upload a site plan similar to the one below.

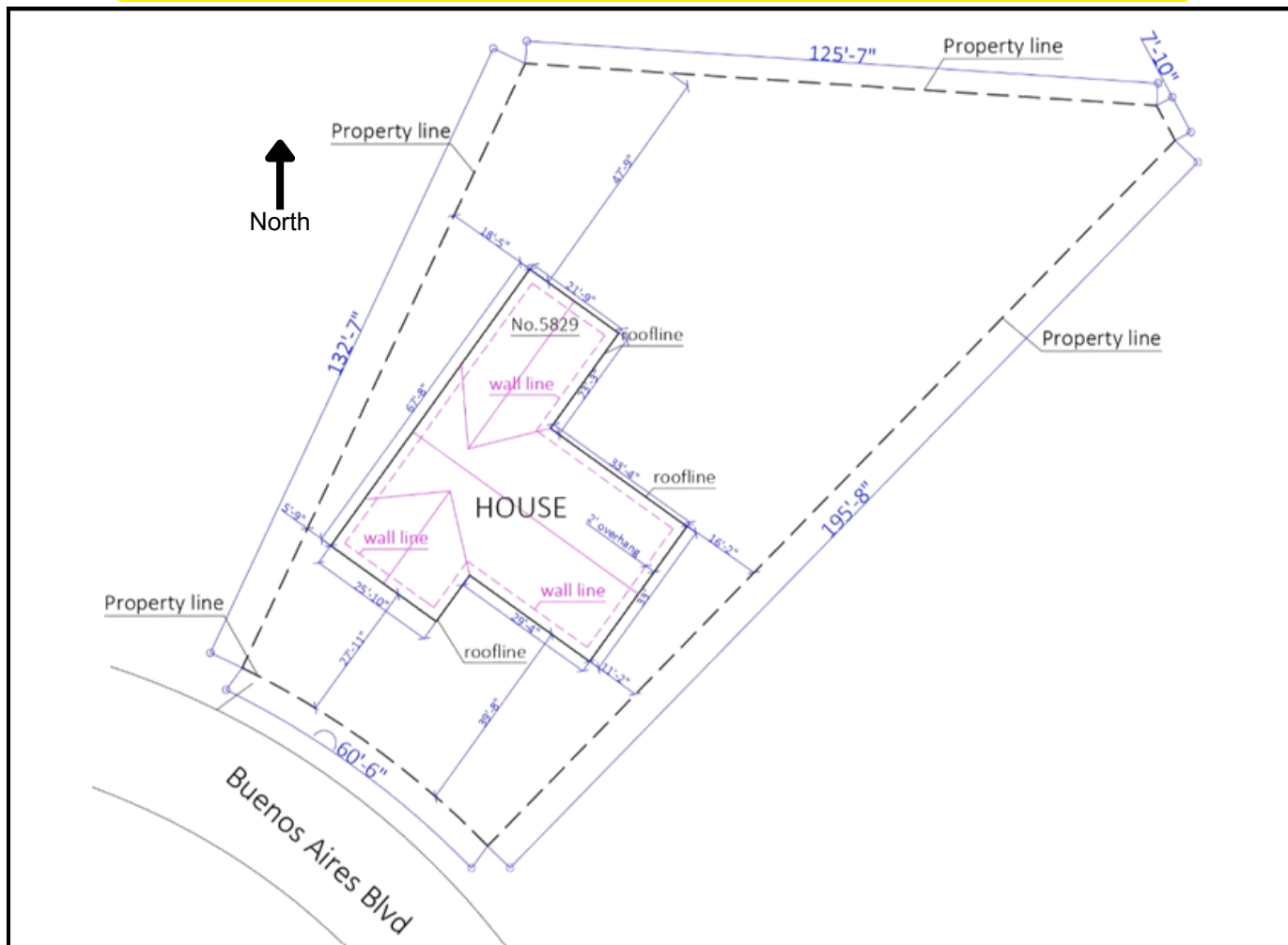
SITE PLAN CHECKLIST:

- ___ 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



Scan QR Code to
make application

****If applying for a building permit, please use the same site plan for the 911 Address Application.**



Please note that it can take up to 14 business days for your application to be processed

Published 10/2025



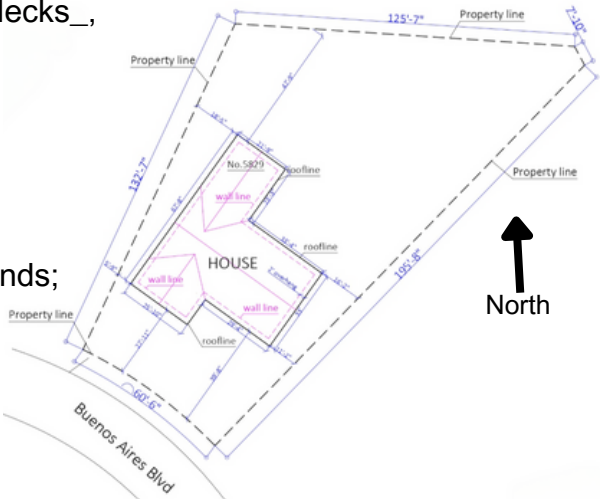
PROPOSED SITE PLAN



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



COLUMBIA COUNTY BUILDING DEPARTMENT

COMMERCIAL CHECKLIST

MINIMUM PLAN REQUIREMENTS:

FLORIDA BUILDING CODE 2023, NATIONAL ELECTRIC CODE 2020, FLORIDA
PLUMBING CODE, FLORIDA MECHANICAL CODE, AND GAS CODE 2023

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWINGS SHALL PROVIDE CALCULATIONS AND DETAILS THAT HAVE THE SEAL AND SIGNATURE OF A CERTIFIED ARCHITECT OR ENGINEER REGISTERED IN THE STATE OF FLORIDA, OR ALTERNATE METHODOLOGIES, APPROVED BY THE STATE OF FLORIDA BUILDING COMMISSION.

FOR DESIGN PURPOSES, THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609.3(1) THROUGH 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES.

JOB SITE ADDRESS: _____

APPLICANT - PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL											
GENERAL REQUIREMENTS											
		YES	NO	N/A							
1	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void										
2	If the design professional is an architect or engineer legally registered under the laws of this state regulating the practice of architecture as provided for in Chapter 481, Florida Statutes, Part I, or engineering as provided in Chapter 471, Florida Statutes, then he or she shall affix his or her official seal to said drawings, specifications and accompanying data, as required by Florida Statute										
3	The design professional signature shall be affixed to the plans										
4	Two (2) complete sets of plans, One (1) if digitally sealed, with the architecture or engineer signature and the date the affixed embossed symbol was placed on the plans.										
BUILDING SITE PLAN REQUIREMENTS											
5	Parking, including provision Florida Building Code Accessibility Code										
6	Fire access, showing all driveways that are accessible for emergency vehicles										
7	Driving/turning radius of parking lots										
8	Vehicle loading include truck dock loading or rail site loading										
9	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)										
10	Setback of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines										
11	Location of specific tanks (above or under grown water lines and sewer lines and septic tank and drain fields										
12	All structures exterior views include finished floor elevation										
13	Total height of structure(s) from established grade										
REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 15 - 45 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)											
14. Occupancy group use (select all uses)	Group A (Assembly) ☐	Group B (Office) ☐	Group E (Educational) ☐	Group F (Factory) ☐	Group H (Hospital) ☐	Group I (Institutional) ☐	Group M (Manufacturing) ☐	Group R (Retail) ☐	Group S (Storage) ☐	Group U D (Uses not elsewhere specified, Dormitory) ☐	
15	Special occupancy requirements										
16	Incidental use areas (total square footage for each room of use area)										
17	Mixed occupancies										
18	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10										

MINIMUM TYPE OF PERMITTED CONSTRUCTION BY CODE FOR OCCUPANCY USE (circle the construction type FBC 602)							
19	Type I (FBC: 602.2)	Type II (FBC: 602.2)	Type III (FBC: 602.3)	Type IV (FBC: 602.4)	Type V (FBC: 602.5)		
FIRE-RESISTENT CONSTRUCTION REQUIREMENTS							
						YES	NO
20	Fire-resistant separations						
21	Fire-resistant protection for type of construction						
22	Protection of openings and penetrations of rated walls						
23	Protection of corridors and penetrations of rated walls						
24	Fire blocking and draft stopping and calculated fire resistance						
FIRE SUPPRESSION SYSTEMS							
25	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes						
26	Standpipes						
27	Pre-engineered systems						
28	Riser diagram						
LIFE SAFETY SYSTEMS							
29	Occupant load and egress capacities						
30	Early Warning						
31	Smoke Control						
32	Stair Pressurization						
33	Systems Schematic						
OCCUPANCY LOAD/EGRESS REQUIREMENTS							
34	Occupancy load						
35	Gross occupancy load						
36	Net occupancy load						
37	Means of egress						
38	Exit access						
39	Exit discharge						
40	Stairs construction/geometry and protection						
41	Doors						
42	Emergency lighting and exit signs						
43	Specific occupancy requirements						
44	Construction requirements						
45	Horizontal exits/exit passageways						
STRUCTURAL REQUIREMENTS							
46	Solid conditions/analysis						

STRUCTURAL REQUIREMENTS (CONT'D)						
				YES	NO	N/A
47	Termite Protection					
48	Design Loads					
49	Wind Requirements					
50	Building Envelope					
51	Structural Calculations (if required)					
52	Foundation for structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required per the National Electrical Code article 250.52.3					
53	Wall Systems					
54	Floor Systems					
55	Roof Systems					
56	Threshold Inspection Plan					
57	Stair Systems					
MATERIALS						
58	Wood					
59	Steel					
60	Aluminum					
61	Concrete					
62	Plastic					
63	Glass					
64	Masonry					
65	Gypsum Board and Plaster					
66	Insulating (mechanical)					
67	Roofing					
68	Insulation					
ACCESSIBILITY REQUIREMENTS						
69	Site Requirements					
70	Accessible Route					
71	Vertical Accessibility					
72	Toilet and Bathing Facilities					
73	Drinking Fountains					
74	Equipment					
75	Special Occupancy Requirements					
76	Fair Housing Requirements					

**REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 77 - 82
(WE CONTACT THE FIRE DEPARTMENT FOR YOU)
INTERIOR REQUIREMENTS SHALL INCLUDE THE FOLLOWING:**

		YES	NO	N/A
77	Interior Finishes (flame spread/smoke development)			
78	Light and Ventilation			
79	Sanitation			
SPECIAL SYSTEMS				
80	Elevators			
81	Escalators			
82	Lifts			
SWIMMING POOLS				
83	Barrier Requirements			
84	Spas and Wading Pools			
85	Access required per Florida Building Code 454.1.2.5			
ELECTRICAL				
86	Wiring			
87	Services for structures with foundation which establish new electrical utility companies service connection, a Concrete Encased Electrode will be required within the foundation to serve as a grounding electrode system per the National Electrical Code article 250.52.3			
88	Feeders and Branch Circuits			
89	Overcurrent Protection			
90	Grounding			
91	Wiring Methods and Materials			
92	GFCIs			
93	Equipment			
94	Special Occupancies			
95	Emergency Systems			
96	Communication Systems			
97	Low Voltage			
98	Load Calculations			
PLUMBING				
99	Minimum Plumbing Facilities			
100	Fixture Requirements			
101	Water Supply Piping			
102	Sanitary Drainage			
103	Water Heaters			
104	Vents			

PLUMBING (CONT'D)				
		YES	NO	N/A
105	Roof Drainage			
106	Back Flow Prevention			
107	Irrigation			
108	Location of Water Supply Line			
109	Grease Traps			
110	Environmental Requirements			
111	Plumbing Riser			
MECHANICAL REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 113 - 116 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)				
112	Energy Calculations			
113	Exhaust Systems			
114	Clothes Dryer Exhaust			
115	Kitchen Equipment Exhaust			
116	Specialty Exhaust Systems			
EQUIPMENT LOCATION				
117	Make-up Air			
118	Roof-mounted Equipment			
119	Duct Systems			
120	Ventilation			
121	Laboratory			
122	Combustion Air			
123	Chimneys, Fireplaces, and Vents			
124	Appliances			
125	Boilers			
126	Refrigeration			
127	Bathroom Ventilation			
GAS REVIEW REQUIRED BY THE COLUMBIA COUNTY FIRE DEPARTMENT ITEMS 128 - 136 (WE CONTACT THE FIRE DEPARTMENT FOR YOU)				
128	Gas Piping			
129	Venting			
130	Combustion Air			
131	Chimneys and Vents			
132	Appliances			
133	Type of Gas			
134	Fireplaces			

GAS (CONT'D)					
			YES	NO	N/A
135	LP Tank Location				
136	Riser Diagram/Shutoffs				
NOTICE OF COMMENCEMENT					
137	A recorded (in Columbia County Clerks Office) Notice of Commencement is required to be on file with the building department before any inspections will be granted				
DISCLOSURE STATEMENT FOR OWNER BUILDERS					
138	An Owner Builder Disclosure Statement must be on file prior to issuance of any permit to an Owner Builder - Owner Builders can pull their own permit for any project up the estimated cost of \$75,000				
PRIVATE POTABLE WATER					
139	Horse Power of Pump Motor				
140	Capacity of Pressure Tank				
141	Cycle Stop Valve if Used				
THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS					
142	Building Permit Application	A Building Permit Application is to be completed by following the checklist all supporting documents must be submitted. Completed applications can be brought in to the office or applied for online @ https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx			
143	Parcel Number	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. Call 386.758.1083			
144	Environmental Health Permit or Sewer Tap Approval	A copy of an approved Environmental Health signed site plan approval (Call 386.758.1058) or an approved City of Lake City (Call 386.752.2031) sewer tap letter is required before building permit can be issued. Toilet facilities shall be provided for construction workers.			
145	Driveway Connection	A right-of-way application must be application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required. Use or joint use of driveways will comply with Florida Department of Transportation specifications. If the project is to be located on an FDOT maintained road, then an FDOT access permit is required.			
146	Suwannee River Water Management District Approval	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.			
147	Flood Management	All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting application to this office. Any project located within a flood zone where the base flood elevation (100-year flood) has been established shall meet the requirements of section 8.8 of the Columbia County Land Development Regulations. Any project that is located within a flood zone where the base flood elevation (100-year flood) has not been established shall meet the requirements of section 8.7 of Columbia County Land Development Regulations. A development permit will also be required. The development permit cost is \$50.00.			
148	Flood Management	A CERTIFIED FINISHED FLOOR ELEVATION WILL BE REQUIRED ON ANY PROJECT WHERE THE BASE FLOOD ELEVATION (100 YEAR FLOOD) HAS BEEN ESTABLISHED OR IT HAS BEEN DETERMINED BY THE PLAT.			
149	911 Address	An application for a 911 address must be applied for and received through the Columbia County 911 Addressing Department by applying online @ https://www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx			

Section 105 of the Florida Building Code defines the:

Section 105.3.2 - Time limitation of application

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: An application for a permit shall be abandoned 180 days after its filing unless the application is pursued in good faith or a permit has been issued. The building official may grant extensions of up to 90 days each, upon written request with justifiable cause.

Section 105.4.1 - Permit Intent

Pursuant to Chapter 1, Section 101.2 of the Florida Building Code: A permit issued is not an authorization to violate, alter, or bypass any provisions of the technical codes. It does not prevent the building official from requiring corrections to plans, construction, or code violations. A permit becomes invalid unless work is commenced within six months after issuance, or if work is suspended or abandoned for six months after commencement.

Section 105.4.1.1 - Permit Revocation and Reissuance

If work has commenced and the permit is revoked, becomes null and void, or expires due to lack of progress or abandonment, a new permit must be obtained before proceeding.

Section 105.4.1.2 - Permit Expiration

If a new permit is not obtained within 180 days after the original permit becomes null and void, the building official may require the removal of any work commenced or completed. Alternatively, a new permit may be issued if the existing work complies with applicable regulations at the time of permit expiration and those effective between expiration and reissuance.

Section 105.4.1.3 - Active Progress

Work is considered active when an approved inspection occurs within 180 days. This requirement does not apply if work is halted due to civil commotion, strike, judicial injunction, or similar processes.

Section 105.4.1.4 - Renewal/Extension Fees

The fee for permit renewal, reissuance, or extension shall be set by the administrative authority.

Building Permit Notification

Once your application is approved, you will receive an email from the Columbia County Building & Zoning Department informing you that your building permit is ready to be issued upon payment.

Ordinance Sec. 90-75 – Construction Debris

It is unlawful to dispose of solid waste, including construction or demolition debris, except at authorized disposal sites or the county's waste facilities. Temporary storage of construction or demolition debris on-site for up to seven days is allowed, pending lawful disposal. However, debris must be removed before a certificate of occupancy is issued. The burning of construction debris or vegetative trash is allowed if done in compliance with legal permits and regulations. Disposal of solid waste, special waste, or debris in public streets, right-of-ways, or other public areas is prohibited, and no burial of vegetative trash is allowed on public property under 10 acres.

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 #: _____

NOTICE TO APPLICANT/OWNER REGARDING FLOODING

Please read carefully before you begin your construction project!

WARNING: The degree of flood protection required by County's floodplain ordinance and the Florida Building Code are considered as minimum regulatory purposes only. The floodplain ordinance and Florida Building Code are based on scientific and engineering considerations, but do not include actual, observed events of flooding that may have occurred at your property. You should also keep in mind that larger floods have, can, and will occur from time to time. Flood heights may be increased by man-made or natural causes. Approval of your permit under the floodplain ordinance does not imply that the permitted structure will be free from flooding or flood damage. The Special Flood Hazard Areas and Base Flood elevations are contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps. The County adopts these maps for purposes of compliance with the National Flood Insurance Program, but makes no representations or assurances of their accuracy or reliability. The County does not maintain, track, or provide flood history data for any particular parcel of land.

THERE IS NO GUARANTY OF VESTED USE, EXISTING USE, OR FUTURE USE CREATED BY YOUR COMPLIANCE WITH THE FLOODPLAIN ORDINANCE. YOU ARE RESPONSIBLE FOR ASSESSING YOUR OWN PARTICULAR FLOOD RISK AND YOU ARE ENCOURAGED TO SPEAK WITH NEIGHBORING OWNERS AND THE PREVIOUS OWNERS OF YOUR LAND TO OBTAIN FIRST-HAND KNOWLEDGE OF YOUR PROPERTY'S SPECIFIC FLOOD HISTORY.

DISCLAIMER OF LIABILITY. The County floodplain ordinance does not create liability on the part of Board of County Commissioners of Columbia County or any officer or employee thereof for any flood damage that results from reliance on the ordinance, or any administrative decision lawfully made thereunder. Again, it is your responsibility to assess your property's flood risk and build accordingly.

For more information, see the Columbia County Code of Ordinances, Land Development Regulations, Article 8, at: https://library.municode.com/fl/columbia_county. Additional information can also be found on the County Building Department's web page: <https://www.columbiacountyfla.com/BuildingandZoning.asp>.

ACKNOWLEDGEMENT

I have read and understand the foregoing **NOTICE TO APPLICANT/OWNER REGARDING FLOOD ZONES**. I understand it is my responsibility to determine my property's flood risk, and that the County has made me no assurances that my property can not or will not flood.

OWNER SIGNATURE: _____

PRINT NAME: _____

PARCEL # OR ADDRESS: _____

Product Approval Code Specifications

As required by Florida Statute 553.842 and Florida Administrative Code 8B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ www.floridabuilding.org ***Paper form not required if online submittal for roofs ONLY**

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1.Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional/Roll Up			
D. Other			
2. Windows			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
3. Panel Walls			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Non-Struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Other			
5. Struct Componenets			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Others			
6. New Exterior			
A. Envelope Products			

ROOFING UNDERLAYMENT AFFIDAVIT

Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

REQUIRED FOR WALK-IN OR PAPER SUBMITTALS

www.columbiacountyfla.com

Job Address: _____

I (Print Name) _____, as a Florida license Roofing Contractor or an Owner Builder, I understand to comply with the 2023 Florida Building Code 8th Edition underlayment requirements, I must select an option for sealing the roof deck.

The options are summarized below...

☐ A self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 applied over the entire roof.

☐ A minimum 4-inch-wide strip of self-adhering polymer-modified bitumen complying with ASTM D1970 or a minimum 3 ³/₄ - wide strip of self-adhering flexible flashing tape complying with AAMA 711, applied over all joints in the roof decking. A felt underlayment complying with ASTM D226 Type II, ASTM D4869 Type III or IV, or ASTM D6757, or a synthetic underlayment meeting the performance requirements specified, is required to be applied over the strips/tape over the entire roof.

☐ Two layers of felt underlayment comply with ASTM D226 Type II or ASTM D4869 Type III or IV, or two layers of a synthetic underlayment meeting the performance requirements specified, lapped and fastened as specified.

☐ Other (explain) _____

Contractor/Owners Signature _____

FINAL INSPECTION & CERTIFICATE OF COMPLETION: This completed form and photographs must be uploaded to your permit via online at the Application Submission login (link) [Welcome to Columbia County Online \(columbiacountyfla.com\)](http://Welcome to Columbia County Online (columbiacountyfla.com)).

If for a roofing permit, clearly visible in the Photographs must be the permit number or address and must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing. (Not required for additions or New Residential)

Published 10/2025

Recording Stamp



TAX ID/PARCEL #:

NOTICE OF COMMENCEMENT

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real 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 _____
as _____ for _____
DATE MONTH YEAR NAME OF PERSON
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

Published 10/2025

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 _____

Published 10/2025

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.

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 _____

Published 10/2025