

# 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](mailto:bldginfo@columbiacountyfla.com)

Scan QR code to submit online.

(On next page)

## Remodel Application Checklist

(Residential or Commercial: Exterior ~ Interior ~ Remodels ~ Upgrades)

**PERMIT EXEMPTION:** If the construction job cost is \$5000 or less, no permit is required. (County Ord. 2025-05) This does not change the requirement for the use of licensed contractors and the requirement of recording a Notice of Commencement when the cost is \$5000 or more. (F.S. ch:489, F.S. ch:713)

- ☐ 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- ☐ 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
- ☐ If an Owner Builder, Notarized Owner Disclosure Statement is required
- ☐ Detailed Scope of Work- List job details including all stages and all work to be performed-- STAFF WILL DETERMINE IF A PLAN REVIEW IS REQUIRED
- ☐ Product Approval Code Specifications Form (for Exterior Products)
- ☐ Recorded Notice of Commencement; before 1st inspection
- ☐ **IF REQUIRED** ~ Signed & Sealed Engineering, Signed & Sealed Truss Engineering, Energy Code & Manual J Forms, Septic Release or Signed Site Plan from Environmental Health
- ☐ Any other necessary documents requested (Floodplain Notice to Owner, etc...)

**PLAN REVIEW IS REQUIRED FOR:** Any property located within a Flood Zone OR any Substantial Improvement

- Any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50% of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the Building Official and that is the minimum necessary to ensure living conditions; or (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

**Published 10/2025**



# Columbia County, Florida

## Remodel Application



\*\*Scan QR Code to  
complete application online.

|                                   |                            |                       |
|-----------------------------------|----------------------------|-----------------------|
| <b><u>For Office Use Only</u></b> | <b>Application #</b> _____ | <b>Permit #</b> _____ |
| <b>Comments/Notes</b> _____       |                            |                       |
| _____                             |                            |                       |
| _____                             |                            |                       |

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

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**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** \_\_\_\_\_

**Parcel #** \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

**Estimated Cost of Job** \_\_\_\_\_ ☐ Commercial ☐ Residential

**This is a remodel of:** \_\_\_\_\_

**Is this remodel creating additional heated sq ft?** ☐ Yes ☐ No

**PLAN REVIEW IS REQUIRED FOR: Any property located within a Flood Zone OR any Substantial Improvement** - Any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50% of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the Building Official and that is the minimum necessary to ensure living conditions; or (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

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

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# COLUMBIA COUNTY BUILDING DEPARTMENT

## SCOPE OF WORK FORM

2023 Florida Building Code, Energy Conservation, 8<sup>th</sup> Edition

|                                                                                                                                                                                         |          |          |                                                         |
|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------|----------|---------------------------------------------------------|
| <b><u>BUILDING (INTERIOR)</u></b>                                                                                                                                                       |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No interior work being done.   |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>BUILDING (EXTERIOR)</u></b>                                                                                                                                                       |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No exterior work being done.   |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>MECHANICAL</u></b>                                                                                                                                                                |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No mechanical work being done. |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>ELECTRICAL</u></b>                                                                                                                                                                |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No electrical work being done. |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>PLUMBING</u></b>                                                                                                                                                                  |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No plumbing work being done.   |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>GAS</u></b>                                                                                                                                                                       |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No gas work being done.        |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |
| <b><u>ROOF</u></b> <span style="background-color: #e0ffff; padding: 2px;">**If more than 25% of the roof is being replaced/repaired, a re-roof permit must be pulled separately.</span> |          |          |                                                         |
| 1. _____                                                                                                                                                                                | 3. _____ | 5. _____ | <input type="checkbox"/> No roofing work being done.    |
| 2. _____                                                                                                                                                                                | 4. _____ | 6. _____ |                                                         |

# 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 #: \_\_\_\_\_

# 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](http://www.floridabuilding.org) **\*Paper form not required if online submittal for roofs ONLY**

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

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

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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.                             |

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.

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License Number \_\_\_\_\_

Date \_\_\_\_\_

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(Seal/Stamp)

Notary's Signature \_\_\_\_\_

Notary's Printed Name \_\_\_\_\_

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