

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)

Screen Enclosure Application Checklist

(Residential or Commercial)

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
- ☐ Product Approval Code Specifications Form
- ☐ 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)
- ☐ **IF REQUIRED** ~ 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.

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Columbia County, Florida

Screen Enclosure 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 _____

Is this for a pool? Yes ☐ No ☐ ☐ Commercial ☐ Residential

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****

Screen Room Permit Notice:

All screen rooms must comply with the 2023 Florida Building Code and the Columbia County Land Development Regulations. Applications must include structural details, attachment methods, and site setbacks. Approval of this permit does not exempt the project from meeting zoning, floodplain, or wind-load requirements. Inspections are required and must be approved prior to use.

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

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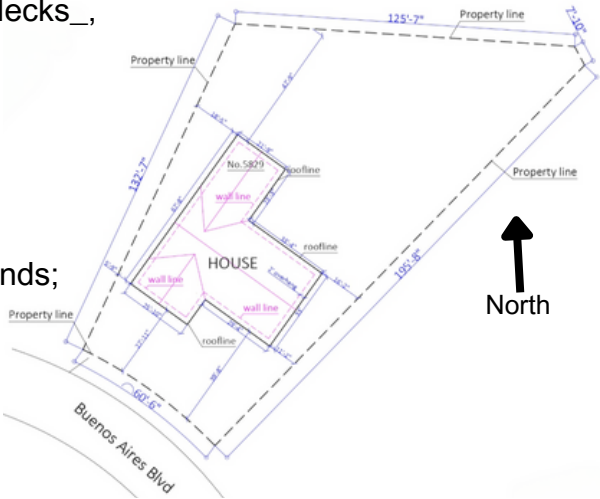
PROPOSED SITE PLAN



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, Florida

EXISTING SLAB AFFIDAVIT

Columbia County, Florida

Building Department

135 NE Hernando Avenue

Lake City, Florida 32055

Phone: 386-758-1008

www.columbiacountyfla.com

PROJECT INFORMATION

Subject Property Address: _____

City/State: _____ Zip Code: _____

Type of Construction: _____

FLORIDA BUILDING CODE REFERENCES

**(For use with Storage Buildings or
Screen Rooms w/ Existing Slab)**

R506.2.3 VAPOR RETARDER

A 6-mil (0.006 inch; 152 µm) polyethylene or approved vapor retarder with joints lapped not less than 6 inches (152 mm) shall be placed between the concrete floor slab and the base course or the prepared subgrade where no base course exists.

Exceptions: The vapor retarder is not required for the following:

- Garages, utility buildings and other unheated accessory structures
- For unheated storage rooms having an area of less than 70 square feet (6.5 m²) and carports
- Driveways, walks, patios, and other flatwork not likely to be enclosed and heated at a later date
- Where approved by the building official, based on local site conditions

R318.7 INSPECTION FOR TERMITES

In order to provide for inspection for termite infestation, clearance between exterior wall coverings and final earth grade on the exterior of a building shall not be less than 6 inches (152mm).

Exceptions:

- Paint or decorative cementitious finish less than ¾ inch (17.1 mm) thick adhered directly to the masonry foundation sidewall
- Access or vehicle ramps which rise to the interior finished floor elevation for the width of such ramps only
- A 4-inch (102 mm) inspection space above patio and garage slabs and entry areas
- If the patio has been soil treated for termites, the finished floor elevation may match the building interior finished floor elevations on masonry construction only
- Masonry veneers constructed in accordance with Section R318.4

STATEMENT TO ATTEST

I have read and understand the requirements of Sections R506.2.3 and R318.7 above from the Florida Building Code, Residential and understand that by using my existing slab, I may not comply completely with building code.

I further understand the possibility of future problems such as, but not limited to, drainage, moisture penetration through the slab causing buckling or blistering of flooring, and the potential damage from termites if new or existing slab obstructs any ability to notice termite infestation.

Owner's Signature _____

Owner's Printed Name _____

NOTARY PUBLIC ACKNOWLEDGMENT (Required)

STATE OF _____
COUNTY _____

The foregoing instrument acknowledged before me by means of () physical presence or () online notarization, this ____ day of _____, 20____, by _____, who is () personally known to me or () has provided the following identification: _____

(Seal)

Notary Public Signature _____

Notary Printed Name _____

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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: _____

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)

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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			

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 _____

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 _____

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