



COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave., Suite B-21, Lake City, FL 32055

Office: 386-758-1008 Fax: 386-758-2160

www.columbiacountyfla.com/BuildingandZoning.asp

NEW CONSTRUCTION RESIDENTIAL OR COMMERCIAL

ANY NEW ~ ADDITIONS ~ METAL BUILDINGS ~ ENCLOSURES

_____ 2nd pg Permit Application with *PROPERTY OWNER'S Signature & Notarized Contractor Signature* + \$15.00
*The Deeded Property owner must sign page 2 of the Application. If the customer has a **notarized Power of Attorney** from the Deeded Property Owner, then that named person can sign for the owner.*

1 -Notes:

Subcontractors Verification Form, **signed** by the license holder/contractor that is subcontracted the job.

2 -Notes:

License Holders (Contractors) must complete a "Letter of Authorization" for who signs the permit.

3 -Notes:

If an Owner Builder, Notarized Disclosure Statement (Owner Builders must sign for the Permit)

4 -Notes:

Recorded deed or Property Appraiser's parcel details printout; **and if**

5 -Notes:

Owner is Corporation or Trust, **provide** corporate articles listing the signor, trust executor or POA forms.

6 -Notes:

Site plan with actual distances of the structure to each property line

8 -Notes:

911 Address form, Phone 386-758-1125 #1 ALL CONSTRUCTION REQUIRES VERIFICATION

9 -Notes:

Residential or Commercial Checklist completed including Product Approval Code Spec sheet.

10 -Notes:

Recorded Notice of Commencement; before the 1st inspection.

11 -Notes:

2 sets of plans (blueprints) folded to 9 x 12 size with Signed & Sealed Engineering

13 -Notes:

2 sets of Signed & Sealed truss engineering, if not included within the building blueprints

45 -Notes:

2 sets of energy code & Manual J forms, if required.

15 -Notes:

Provide information on Development Permits/Zoning Applications applied for, if applicable.

16 -Notes:

Needed AFTER Zoning Review and Approval has been allowed for this project.

Approved and Signed Site Plan from Environmental Health on the septic 386-758-1058

Notes: [Existing septic; certification in progress](#)

New Wells need a letter from the well driller (Well Letter); **or** if on City Water provide City Water Letter;
or if the property is in the Ellisville Water System area contact 386-719-7565 for review.

Notes: [Existing well](#)

Applications can be mailed, include the \$15.00 fee, checks to BCC or Board of County Commissioners.