



# 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](http://www.columbiacountyfla.com/BuildingandZoning.asp)

## NEW COMMERCIAL CONSTRUCTION

**Submit Permit Applications Online at:** <https://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx>

2<sup>nd</sup> 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 1<sup>st</sup> 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:

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:

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

# Columbia County New Building Permit Application

**For Office Use Only** Application # \_\_\_\_\_ Date Received \_\_\_\_\_ By \_\_\_\_\_ Permit # \_\_\_\_\_  
 Zoning Official \_\_\_\_\_ Date \_\_\_\_\_ Flood Zone \_\_\_\_\_ Land Use \_\_\_\_\_ Zoning \_\_\_\_\_  
 FEMA Map # \_\_\_\_\_ Elevation \_\_\_\_\_ MFE \_\_\_\_\_ River \_\_\_\_\_ Plans Examiner \_\_\_\_\_ Date \_\_\_\_\_  
 Comments \_\_\_\_\_  
☐ NOC ☐ EH ☐ Deed or PA ☐ Site Plan ☐ State Road Info ☐ Well letter ☐ 911 Sheet ☐ Parent Parcel # \_\_\_\_\_  
☐ Dev Permit # \_\_\_\_\_ ☐ In Floodway ☐ Letter of Auth. from Contractor ☐ F W Comp. letter  
☐ Owner Builder Disclosure Statement ☐ Land Owner Affidavit ☐ Ellisville Water ☐ App Fee Paid ☐ Sub VF Form

Septic Permit No. \_\_\_\_\_ OR City Water ☒ Fax \_\_\_\_\_

Applicant (Who will sign/pickup the permit) Julie Gardner Phone 407-318-6442

Address 655 P.O Box 655 Sanford, FL 32773

Owners Name John Fitzgerald Phone 407-318-6442

911 Address 1476 SW Walter Ave, Lake City, FL 32024

Contractors Name John Fitzgerald Inc. Phone 407-318-6442

Address 655 P.O Box 655 Sanford, FL 32773

Contractor Email playgroundpermit@gmail.com \*\*\*Include to get updates on this job.

Fee Simple Owner Name & Address \_\_\_\_\_

Bonding Co. Name & Address \_\_\_\_\_

Architect/Engineer Name & Address \_\_\_\_\_

Mortgage Lenders Name & Address \_\_\_\_\_

Circle the correct power company ☐ FL Power & Light ☐ Clay Elec. ☐ Suwannee Valley Elec. ☐ Duke Energy

Property ID Number 11-5S-16-03568-004 Estimated Construction Cost 19,785.00

Subdivision Name \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_ Unit \_\_\_\_\_ Phase \_\_\_\_\_

Driving Directions from a Major Road \_\_\_\_\_

Construction of Playground Equipment \_\_\_\_\_ Y Commercial OR \_\_\_\_\_ Residential

Proposed Use/Occupancy \_\_\_\_\_ Number of Existing Dwellings on Property \_\_\_\_\_

Is the Building Fire Sprinkled? \_\_\_\_\_ If Yes, blueprints included \_\_\_\_\_ Or Explain \_\_\_\_\_

Circle Proposed ☐ Culvert Permit or ☐ Culvert Waiver or ☐ D.O.T. Permit or ☐ Have an Existing Drive

Actual Distance of Structure from Property Lines - Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Number of Stories \_\_\_\_\_ Heated Floor Area \_\_\_\_\_ Total Floor Area \_\_\_\_\_ Acreage \_\_\_\_\_

Zoning Applications applied for (Site & Development Plan, Special Exception, etc.) \_\_\_\_\_

**Columbia County Building Permit Application – "Owner and Contractor Signature Page"**

**CODES: 2020 Florida Building Code 7<sup>th</sup> Edition and the 2017 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.

*Belmont Academy, Inc.*

*Jay Poole*  
**Printed Owners Name**

*[Signature]*  
**Owners Signature**

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

*President ? Board Chair*

**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.

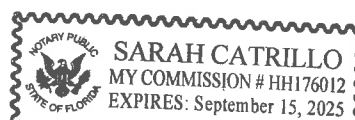
*CBC1250614*  
**Contractor's Signature License Number B.C.**

*[Signature]*  
**Contractor's License Number  
Columbia County  
Competency Card Number**

Affirmed and subscribed before me the Contractor by means of ☒ physical presence or ☐ online notarization, this 08 day of April 2022, who was personally known ☒ or produced ID ☐

*[Signature]*  
**State of Florida Notary Signature (For the Contractor)**

**SEAL:**



## SUBCONTRACTOR VERIFICATION

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 contractors 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.

**Use website to confirm licenses:** <http://www.columbiacountyfla.com/PermitSearch/ContractorSearch.aspx>

**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.

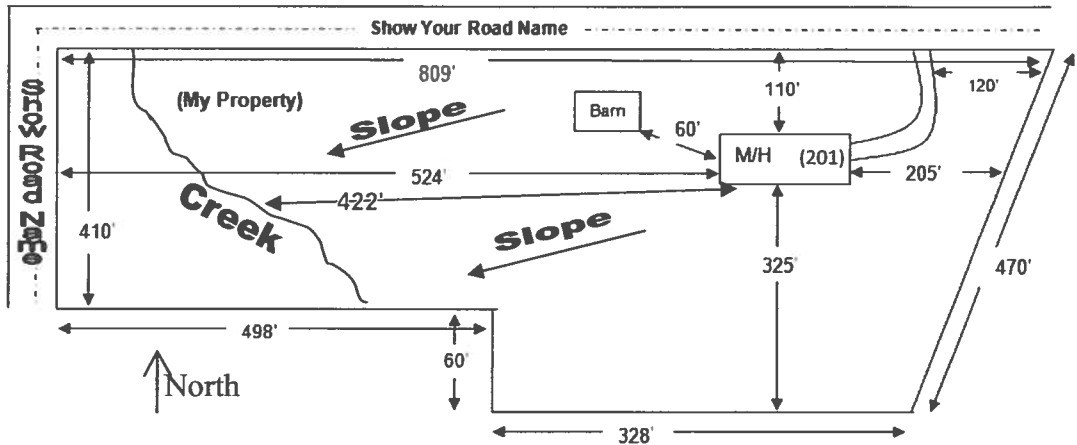
<b>ELECTRICAL</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>MECHANICAL/A/C</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>PLUMBING/GAS</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>ROOFING</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>SHEET METAL</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>FIRE SYSTEM/SPRINKLER</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>SOLAR</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
<b>STATE SPECIALTY</b> <input type="checkbox"/> CC# _____	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	<u>Need</u> <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE

## 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 at the entrance to the nearest property line
- ☐ 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

Revised 7/1/15



#### **NOTE:**

This site plan can be copied and used with the 911 Addressing Dept. application forms.



COLUMBIA COUNTY BUILDING DEPARTMENT  
135 NE Hernando Ave, Suite B-21, Lake City, FL 32055  
Phone: 386-758-1008 Fax: 386-758-2160

# LETTER OF AUTHORIZATION TO SIGN FOR PERMITS

I, John Fitzgerald (license holder name), licensed qualifier  
for John Fitzgerald Inc. (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 or 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 Authorized Person
1. John Hair	1.
2. Nicholas Johnson	2.
3. Nathaniel Wright	3.
4. George Evans	4.
5. Julia Gardner	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), or officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supersede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

John Fitzgerald  
License Holders Signature (Notarized)

CBC1250614 04-07-2022  
License Number Date

## NOTARY INFORMATION:

STATE OF: Florida COUNTY OF: Seminole

The above license holder, whose name is John Fitzgerald  
personally appeared before me and is known by me or has produced identification  
(type of I.D.) Personally Known on this 07 day of April, 2022.

Sarah Catrillo  
NOTARY'S SIGNATURE

(Seal/Stamp)





# NOTICE OF COMMENCEMENT

Clerk's Office Stamp

Tax Parcel Identification Number:

11-5S-16-03568-004

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): COMM AT INTER OF W LINE OF E 1/2 OF NE 1/4 OF SEC WITH N RW OF SR 240, N ALONG W LINE 954.99 FT FOR POB, CONT N 723.71 FT, E ALONG N LINE OF SEC 3

a) Street (job) Address: 1476 SW Walter Ave. Lake City, FL 32024

2. General description of improvements: Installation of Playground Equipment

3. Owner Information or Lessee information if the Lessee contracted for the improvements:

a) Name and address: Belmont Academy, Inc 1476 SW Walter Ave Lake City, FL 32024

b) Name and address of fee simple titleholder (if other than owner)

c) Interest in property

4. Contractor Information

a) Name and address: John Fitzgerald Inc. PO Box 655, Sanford, FL 32773

b) Telephone No.: 407-318-6442

5. Surety Information (if applicable, a copy of the payment bond is attached):

a) Name and address:

b) Amount of Bond:

c) Telephone No.:

6. Lender

a) Name and address:

b) Phone No.:

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 No.:

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: OF

b) Telephone No.:

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 JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

STATE OF FLORIDA  
COUNTY OF COLUMBIA

10.

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

Jay Poole, President & Board Chair

Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me, a Florida Notary, this 8<sup>th</sup> day of April, 2022, by:

Jay Poole  
(Name of Person)

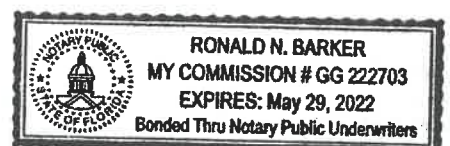
as Board Chair  
(Type of Authority)

for Belmont Academy  
(name of party on behalf of whom instrument was executed)

Personally Known ☒ OR Produced Identification ☐

Notary Signature

Notary Stamp or Seal:





# COLUMBIA COUNTY

## 911 ADDRESSING / GIS DEPARTMENT

P. O. Box 1787, Lake City, FL 32056-1787  
263 NW Lake City Ave., Lake City, FL 32055

Telephone: (386) 758-1125 \* Fax: (386) 758-1365 \* Email: ron\_croft@columbiacountyfla.com



### Application for 911 Address Assignment Form

**NOTE: ADDRESS ASSIGNMENT MAY REQUIRE UP TO 10 WORKING DAYS.**  
**IF THE ADDRESSING DEPARTMENT NEEDS TO CONDUCT ON SITE GPS**  
**LOCATION IDENTIFICATION OR OTHER ACTIONS, ADDITIONAL TIME**  
**MAY BE REQUIRED.**

Date of Request: \_\_\_\_\_

Requester Last Name: \_\_\_\_\_

First Name: \_\_\_\_\_

Contact Telephone Number: \_\_\_\_\_

(Cell Phone Number if Provided): \_\_\_\_\_

Requested for Self: ☐ or Requested for Company: ☐  
(check one)

If Address is Requested by a Company, Provide Name of Requesting Company:

\_\_\_\_\_

Parcel Identification Number: \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

If in Subdivision, Provide Name Of Subdivision:

\_\_\_\_\_

Phase or Unit Number (if any): \_\_\_\_\_ Block Number (if any): \_\_\_\_\_

Lot Number: \_\_\_\_\_

**Attach Site Plan or you may use back of Request Form for Site Plan:**  
**Requirements for Site Plan Are Listed on Back of Request From:**  
**(NOTE: Site Plan Does NOT have to be a survey or to scale; FURTHER a**  
**Environmental Health Dept. Site Plan showing only a 210 by 210 cutout of a**  
**property will NOT suffice for Addressing Requirements.)**

#### Addressing / GIS Department Use Only:

Date Received: \_\_\_\_\_

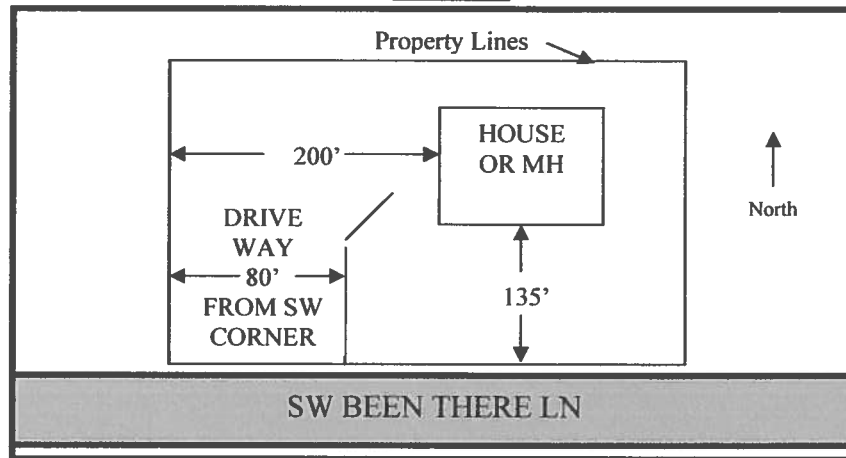
Date Assigned: \_\_\_\_\_

ID Number: \_\_\_\_\_

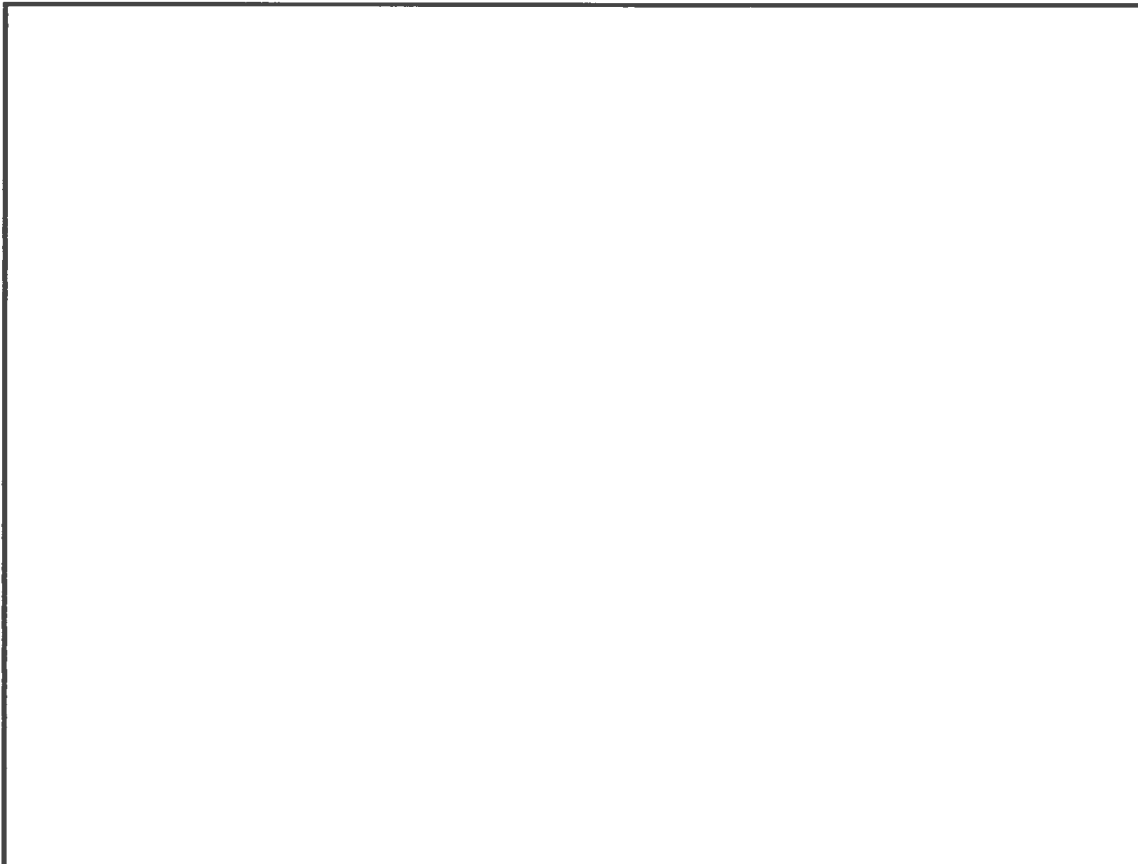


1. A PLAT, PLAN, OR DRAWING SHOWING THE PROPERTY LINES OF THE PARCEL.
2. LOCATION OF PLANNED RESIDENT OR BUSINESS STRUCTURE ON THE PROPERTY WITH DISTANCES FROM AT LEAST TWO OF THE PROPERTY LINES TO THE STRUCTURE (SEE SAMPLE BELOW).
3. LOCATION OF THE ACCESS POINT (DRIVEWAY, ETC.) ON THE ROADWAY FROM WHICH LOCATION IS TO BE ADDRESSED WITH A DISTANCE FROM A PARALLEL PROPERTY LINE AND OR PROPERTY CORNER (SEE SAMPLE BELOW).
4. TRAVEL OF THE DRIVEWAY FROM THE ACCESS POINT TO THE STRUCTURE (SEE SAMPLE BELOW).

**SAMPLE:**



**SITE PLAN BOX:**





# Columbia County

## BUILDING DEPARTMENT

Revised March 2021

### COMMERCIAL MINIMUM PLAN CHECKLIST

#### MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR THE 2020 FLORIDA BUILDING CODE ,FLORIDA PLUMBING CODE,FLORIDA MECHANICAL CODE,FLORIDA FUEL AND GAS CODE 2020 EFFECTIVE 1 JAN 2021 AND 2017 NATIONAL ELECTRICAL

##### ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES. ALL PLANS OR DRAWING SHALL PROVIDED 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 (4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES

GENERAL REQUIREMENTS:		Items to Include Each Box shall be Marked as Applicable		
1	All drawings must be clear, concise and drawn to scale, details that are not used shall be marked void.	YES	NO	N/A
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 for 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.	YES	NO	N/A
3	The design professional signature shall be affixed to the plans	YES	NO	N/A
4	Two (2) complete sets of plans with the architecture or engineer signature and the date the affix embossed official seal was placed on the plans	YES	NO	N/A

**Two (2) complete sets of plans containing the following information:**

Building Site Plan Requirements		Items to Include- Each Box shall be Marked as Applicable		
4	Parking, including provision Florida Building Code Accessibility Code	Yes	No	N/A
5	Fire access, showing all drive way which will be accessible for emergency vehicles	Yes	No	N/A
6	Driving/turning radius of parking lots	Yes	No	N/A
7	Vehicle loading include truck dock loading or rail site loading	Yes	No	N/A
8	Nearest or number of onsite Fire hydrant/water supply/post indicator valve (PIV)	Yes	No	N/A
9	Set back of all existing or proposed structures from each structure and property boundaries, Show all separation including assumed property lines	Yes	No	N/A
10	Location of specific tanks(above or under grown ,water lines and sewer lines and septic tank and drain fields	Yes	No	N/A

11	All structures exterior views include finished floor elevation									Yes	No	N/A
12	Total height of structure(s) form established grade									Yes	No	N/A
	Review required by the Columbia County Fire Department Items 13 <sup>Th</sup> 43 (We Contact the Fire Inspector For You.)											
Occupancy group use circle all uses:		Group A	Group B	Group E	Group F	Group H	Group I	Group M	Group R	Group S	Group U D	
13	Special occupancy requirements.									Yes	No	N/A
14	Incidental use areas (total square footage for each room of use area)									Yes	No	N/A
15	Mixed occupancies									Yes	No	N/A
16	REQUIRED SEPARATION OF OCCUPANCIES IN HOURS FBC TABLE 707.3.10									Yes	No	N/A
Minimum type of permitted construction by code for occupancy use circle the construction type FBC 602												
17	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-resistant construction requirements shall be shown, include the following components				
18	Fire-resistant separations	Yes	No	N/A
19	Fire-resistant protection for type of construction	Yes	No	N/A
20	Protection of openings and penetrations of rated walls	Yes	No	N/A
21	Protection of corridors and penetrations of rated walls	Yes	No	N/A
22	Fire blocking and draftstopping and calculated fire resistance	Yes	No	N/A
Fire suppression systems shall be shown include:				
23	Early warning smoke evacuation systems Schematic fire sprinklers Standpipes	Yes	No	N/A
24	Standpipes	Yes	No	N/A
25	Pre-engineered systems	Yes	No	N/A
26	Riser diagram	Yes	No	N/A
Life safety systems shall be shown include the following requirements:				
27	Occupant load and egress capacities	Yes	No	N/A
28	Early warning	Yes	No	N/A
29	Smoke control	Yes	No	N/A
30	Stair pressurization	Yes	No	N/A
31	Systems schematic	Yes	No	N/A
Occupancy load/egress requirements shall be shown include:				
32	Occupancy load	Yes	No	N/A
33	Gross occupancy load	Yes	No	N/A
34	Net occupancy load	Yes	No	N/A
35	Means of egress	Yes	No	N/A
36	Exit access	Yes	No	N/A
37	Exit discharge	Yes	No	N/A
38	Stairs construction/geometry and protection	Yes	No	N/A
39	Doors	Yes	No	N/A
40	Emergency lighting and exit signs	Yes	No	N/A
41	Specific occupancy requirements	Yes	No	N/A

42	Construction requirements	Yes	No	N/A
43	Horizontal exits/exit passageways	Yes	No	N/A

Items to Include  
 Each Box shall be  
 Marked as  
 Applicable

Structural requirements shall be shown include:				
44	Soil conditions/analysis	Yes	No	N/A
45	Termite protection	Yes	No	N/A
46	Design loads	Yes	No	N/A
47	Wind requirements	Yes	No	N/A
48	Building envelope	Yes	No	N/A
49	Structural calculations (if required)	Yes	No	N/A
50	Foundation <b>For</b> structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A
51	Wall systems	Yes	No	N/A
52	Floor systems	Yes	No	N/A
53	Roof systems	Yes	No	N/A
54	Threshold inspection plan	Yes	No	N/A
55	Stair systems	Yes	No	N/A
Materials shall be shown include the following				
56	Wood	Yes	No	N/A
57	Steel	Yes	No	N/A
58	Aluminum	Yes	No	N/A
59	Concrete	Yes	No	N/A
60	Plastic	Yes	No	N/A
61	Glass	Yes	No	N/A
62	Masonry	Yes	No	N/A
63	Gypsum board and plaster	Yes	No	N/A
64	Insulating (mechanical)	Yes	No	N/A
65	Roofing	Yes	No	N/A
66	Insulation	Yes	No	N/A
Accessibility requirements shall be shown include the following				
67	Site requirements	Yes	No	N/A
68	Accessible route	Yes	No	N/A
69	Vertical accessibility	Yes	No	N/A
70	Toilet and bathing facilities	Yes	No	N/A
71	Drinking fountains	Yes	No	N/A
72	Equipment	Yes	No	N/A
73	Special occupancy requirements	Yes	No	N/A
74	Fair housing requirements	Yes	No	N/A

Interior requirements shall include the following				
75	Review required by the Columbia County Fire Department Items 75 <sup>Th</sup> 80	Yes	No	N/A
	Interior finishes (flame spread/smoke development)			
76	Light and ventilation	Yes	No	N/A
77	Sanitation	Yes	No	N/A
Special systems				
78	Elevators	Yes	No	N/A
79	Escalators	Yes	No	N/A
80	Lifts	Yes	No	N/A
Swimming pools				
81	Barrier requirements	Yes	No	N/A
82	Spas and Wading pools	Yes	No	N/A
83	Access required per Florida Building Code 454.1.2.5	Yes	No	N/A

Items to Include-Each Box shall be Circled as Applicable				
Electrical				
84	Wiring	Yes	No	N/A
85	Services <b>For</b> structures with foundation which establish new electrical utility companies service connection a Concrete Encased Electrode will be required within the foundation to serve as an grounding electrode system. Per the National Electrical Code article 250.52.3	Yes	No	N/A
86	Feeders and branch circuits	Yes	No	N/A
87	Overcurrent protection	Yes	No	N/A
88	Grounding	Yes	No	N/A
89	Wiring methods and materials	Yes	No	N/A
90	GFCIs	Yes	No	N/A
91	Equipment	Yes	No	N/A
92	Special occupancies	Yes	No	N/A
93	Emergency systems	Yes	No	N/A
94	Communication systems	Yes	No	N/A
95	Low voltage	Yes	No	N/A
96	Load calculations	Yes	No	N/A
Plumbing				
97	Minimum plumbing facilities	Yes	No	N/A
98	Fixture requirements	Yes	No	N/A
99	Water supply piping	Yes	No	N/A
100	Sanitary drainage	Yes	No	N/A
101	Water heaters	Yes	No	N/A
102	Vents	Yes	No	N/A
103	Roof drainage	Yes	No	N/A
104	Back flow prevention	Yes	No	N/A

105	Irrigation	Yes	No	N/A
106	Location of water supply line	Yes	No	N/A
107	Grease traps	Yes	No	N/A
108	Environmental requirements	Yes	No	N/A
109	Plumbing riser	Yes	No	N/A
<b>Mechanical</b>				
110	Energy calculations	Yes	No	N/A
111	<b>Review required by the Columbia County Fire Department Items 111<sup>th</sup> 114</b> Exhaust systems	Yes	No	N/A
112	Clothes dryer exhaust	Yes	No	N/A
113	Kitchen equipment exhaust	Yes	No	N/A
114	Specialty exhaust systems	Yes	No	N/A
<b>Equipment location</b>				
115	Make-up air	Yes	No	N/A
116	Roof-mounted equipment	Yes	No	N/A
117	Duct systems	Yes	No	N/A
118	Ventilation	Yes	No	N/A
119	Laboratory	Yes	No	N/A
120	Combustion air	Yes	No	N/A
121	Chimneys, fireplaces and vents	Yes	No	N/A
122	Appliances	Yes	No	N/A
123	Boilers	Yes	No	N/A
124	Refrigeration	Yes	No	N/A
125	Bathroom ventilation	Yes	No	N/A
		Items to Include- Each Box shall be Marked as Applicable		
<b>Gas</b>				
126	<b>Review required by the Columbia County Fire Department Items 126<sup>th</sup> 134</b> Gas piping	Yes	No	N/A
127	Venting	Yes	No	N/A
128	Combustion air	Yes	No	N/A
129	Chimneys and vents	Yes	No	N/A
130	Appliances	Yes	No	N/A
131	Type of gas	Yes	No	N/A
132	Fireplaces	Yes	No	N/A
133	LP tank location	Yes	No	N/A
134	Riser diagram/shutoffs	Yes	No	N/A
<b>Notice of Commencement</b>				
135	A recorded (in the Columbia County Clerk Office) notice of commencement is required to be on file with the building department . <i>Before Any Inspections Will Be Done</i>	Yes	No	N/A
<b>Disclosure Statement for Owner Builders</b>		Yes	No	N/A



Private Potable Water						
136	Horse power of pump motor	SEE PAGE 7- ON HOW TO PROVIDE THIS DOCUMENTATION.		Yes	No	N/A
137	Capacity of pressure tank			Yes	No	N/A
138	Cycle stop valve if used			Yes	No	N/A
				Items to Include- Each Box shall be Marked as Applicable		

**THE FOLLOWING ITEMS MUST BE SUBMITTED WITH BUILDING PLANS**

139	<b>Building Permit Application</b>	A Building Permit Application is to be completed by following the checklist all supporting documents must be submitted. Completed Applications can be mailed with The \$15.00 application fee.	Yes	No	N/A
140	<b>Parcel Number</b>	The parcel number (Tax ID number) from the Property Appraiser is required. A copy of property deed is also required. (386) 758-1084	Yes	No	N/A
141	<b>Environmental Health Permit or Sewer Tap Approval</b>	A copy of an approved Environmental Health (386) 758-1058 waste water disposal permit or an approved City of Lake City(386) 752-2031 OR County sewer tap letter is required before a building permit can be issued.  <b>Toilet facilities shall be provided for construction workers</b>	Yes	No	N/A
142	<b>Driveway Connection</b>	If the property does not have an existing access to a public road, then an application for a culvert permit must be made ( <b>\$25.00</b> ). County Public Works Dept. determines the size and length of every culvert before installation and completes a final inspection before permanent power is granted. Culvert installation for commercial, industrial and other uses shall <b>conform to the approved site plan or to the specifications of a registered engineer. Use or joint use of driveways will comply with Florida Department of Transportation specifications.</b> If the project is to be located on an F.D.O.T. maintained road, then an F.D.O.T. access permit is required.	Yes	No	N/A
143	<b>Suwannee River Water Management District Approval</b>	All commercial projects must have an SRWMD permit issued or an exemption letter, before a building permit will be issued.	Yes	No	N/A
144	<b>Flood Management</b>	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) <b>has been</b> 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) <b>has not been</b> established shall meet the requirements of section 8.7 of Columbia County Land Development Regulations. A development permit will also be required. <b>The development permit cost is \$50.00</b>	Yes	No	N/A
145	<b>Flood Management</b>	A CERTIFIED FINISHED FLOOR ELEVATIONS 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	Yes	No	N/A
146	<b>911 Address</b>	An application for a 911 address must be applied for and <b>received</b> through the Columbia County Emergency Management Office of 911 Addressing Department (386) 758-1125.	Yes	No	N/A

## **ONCE ZONING HAS BEEN APPROVED FOR THIS PROJECT.**

### **Private Potable Water**

Well letter provided by the well driller OR City of Lake City Utilities Department (386-752-2031) Letter of Availability OR Ellisville/County Utilities (386-758-1019) Letter of Availability.

### **Sewage Disposal**

**Septic System** – An approved signed site plan from Environmental Health (386-758-1058)

**City OR County Sewage-** A Letter of Availability from either department. (See above contact numbers.)

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Pursuant to Chapter one (administration) section 101.2 of the Florida Building Code: Section 105.3.2 **Time limitation 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 such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.

Pursuant to Chapter one (administration) section 101.2 of the Florida Building Code: Section 105.4.1 **Permit intent.** A permit issued shall be constructed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code. Every permit issued shall become invalid unless the work authorized by such permit is commenced within six months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of six months after the time the work is commenced.

Section 105.4.1.1: If work has commenced and the permit is revoked, becomes null and void, or expires because of lack of progress or abandonment, a new permit covering the proposed construction shall be obtained before proceeding with the work.

Section 105.4.1.2: If a new permit is not obtained within 180 days from the date the initial permit became null and void, the building official is authorized to require that any work which has been commenced or completed be removed from the building site. Alternately, a new permit may be issued on application, providing the work in place and required to complete the structure meets all applicable regulations in effect at the time the initial permit became null and void and any regulations which may have become effective between the date of expiration and the date of issuance of the new permit.

Section 105.4.1.3: Work shall be considered to be in active progress when the permit has received an approved inspection within 180 days. This provision shall not be applicable in case of civil commotion or strike or when the building work is halted due directly to judicial injunction, order or similar process.

Section 105.4.1.4: The fee for renewal reissuance and extension of a permit shall be set forth by the administrative authority.

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**Ordinance Sec. 90-75. - Construction debris.** (e) It shall be unlawful for any person to dispose of or discard solid waste, including construction or demolition debris at any place within the county other than on an authorized disposal site or at the county's solid waste facilities. The temporary storage, not to exceed seven days of solid waste (excluding construction and demolition debris) on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance, shall not be deemed a violation of this section. The temporary storage of construction and demolition debris on the premises where generated or vegetative trash pending disposition as authorized by law or ordinance shall not be deemed in violation of this section; provided, however, such construction and demolition debris must be disposed of in accordance with this article prior to the county's issuance of a certificate of occupancy for the premises. The burning of lumber from a construction or demolition project or vegetative trash when done so with legal and proper permits from the authorized agencies and in accordance with such agencies' rules and regulations, shall not be deemed a violation of this section. No person shall bury, throw, place, or deposit, or cause to be buried, thrown, placed, or deposited, any solid waste, special waste, or debris of any kind into or on any of the public streets, road right-of-way, highways, bridges, alleys, lanes, thoroughfares, waters, canals, or vacant lots or lands within the county. No person shall bury any vegetative trash on any of the public streets, road right-of-way, highways, bridges, lanes, thoroughfares, waters, canals, or lots less than ten acres in size within the county.

**When the submitted application is approved for permitting the applicant will be notified by phone as to the date and time a building permit will be prepared and issued by the Columbia County Building & Zoning Department.**

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements.

Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

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 WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCTURAL METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCTURAL COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR</b>			
<b>ENVELOPE PRODUCTS</b>			

NOTES: \_\_\_\_\_

As required by Florida Statute 553.842 and Florida Administrative Code 9B-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 product 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)