



PO Box 15133
Brooksville, FL 34604
(352) 585-8326
thepermittech@gmail.com

REQUEST FOR CHANGE OF CONTRACTOR

SEPTEMBER 23RD, 2024

RE: PERMIT# 62268
JORGE PONCE

ATTN: COLUMBIA COUNTY BUILDING DEPARTMENT

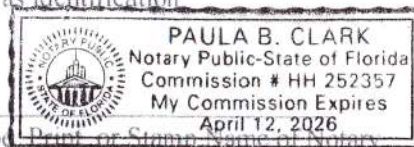
This letter is to request Columbia County Building Department to remove Tubular Building Systems as the contractor of record for permit# 62268 for Jorge Ponce. This permit was incorrectly applied for under their license, when it was supposed to be an Owner – Builder. That is why I am requesting to have Tubular Building Systems removed even though the permit is finalized. Tubular has also provided a letter to request this change.

Thank you,
Jorge Ponce

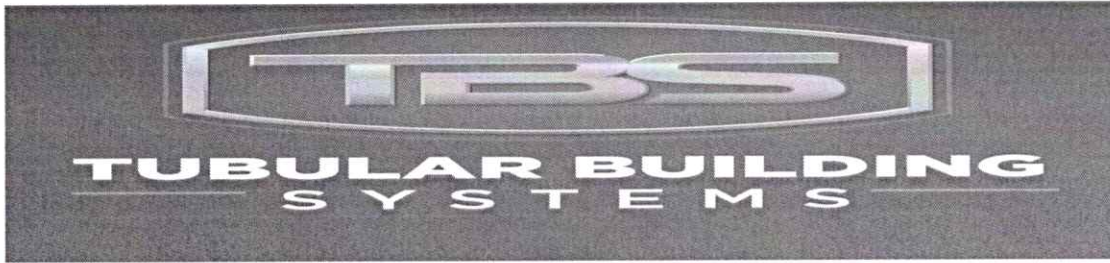
Jorge Ponce

State of Florida County of Sevier
Sworn to and subscribed before me this 16 day of October, 2024
by Jorge Ponce, who is () personally known to me, or (☒) who
produced AKI as identification

[Signature]
Signature of Notary



Type Print or Stamp Name of Notary




REQUEST TO BE REMOVED AS CONTRACTOR

SEPTEMBER 23RD, 2024

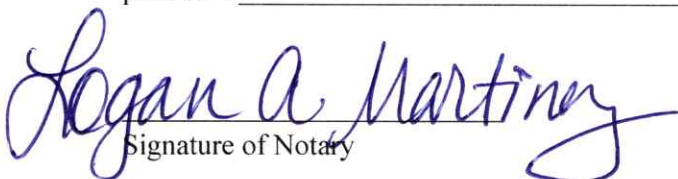
RE: PERMIT# 62268
JORGE PONCE

ATTN: COLUMBIA COUNTY BUILDING DEPARTMENT

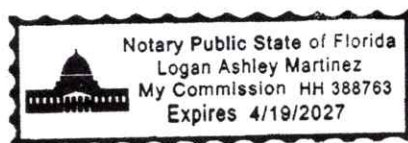
This letter is to request Columbia County Building Department to remove Tubular Building Systems as the contractor of record for permit# 62268 for Jorge Ponce. This permit was incorrectly applied for under our license, when it was supposed to be an Owner – Builder project. That is why we are requesting to be removed even though the permit is finalized so the homeowner can be listed as his own contractor. The homeowner has also provided a letter to request this change.

X 
DONALD LITTLE - TUBULAR BUILDING SYSTEMS LLC.
LICENSE # CBC1262211
PO BOX 2254
LAKE CITY FL 32056

State of Florida County of Columbia
Sworn to and subscribed before me this 23rd day of September, 2024,
by Donald Little, who is (☒) personally known to me, or (☐) who
produced _____ as identification.


Signature of Notary

Logan A. Martinez
Type, Print, or Stamp Name of Notary



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

CODES: 2020 Florida Building Code 7th 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.

Jorge E. Ponce

Printed Owners Name

Jorge E. Ponce

Owners Signature

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

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.

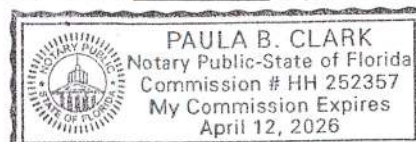
Jorge E. Ponce
Contractor's Signature

Contractor's License Number Owner/Builder
Columbia County
Competency Card Number _____

Affirmed and subscribed before me the Contractor by means of ☒ physical presence or ☐ online notarization, this 10th day of September 2023, who was personally known _____ or produced ID FK&L

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

SEAL:





COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave., Suite B-21

Lake City, FL 32055

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

OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes Chapter 489.103:

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

12. I agree to notify Columbia County Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Florida Statutes Chapter 489.503:

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

An owner of property completing the requirements of a building permit, where the contractor listed on the permit substantially completed the project as determined by the local permitting agency, for a one-family or two family residence, townhome, accessory structure of a one-family or two-family residence or townhome or individual residential condominium unit or cooperative unit. Prior to the owner qualifying for the exemption, the owner must receive approval from the local permitting agency, and the local permitting agency must determine that the contractor substantially completed the project. An owner who qualifies for the exemption under this paragraph is not required to occupy the dwelling or unit for at least 1 year after the completion of the project.

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at **850-487-1395** or <http://www.myfloridalicense.com/> for more information about licensed contractors.

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

611 SW MANATEE TERRACE, FORT WHITE, FL 32038

(Write in the address of jobsite property)

Before a building permit shall be issued, this notarized disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit.

TYPE OF CONSTRUCTION

☐ Single Family Dwelling ☐ Two-Family Residence ☐ Farm Outbuilding

☐ Addition, Alteration, Modification or other Improvement ☐ Electrical

☒ Other 14x14x10 Metal Accessory building with flood vents no slab.

☐ Contractor substantially completed project, of a _____

☐ Commercial, Cost of Construction _____ for construction of _____

I, Jorge E Ponce, have been advised of the above disclosure
(Print Property Owners Name)

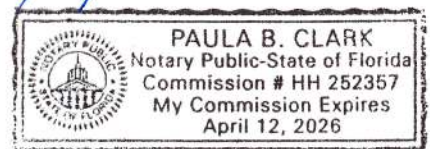
statement for exemption from contractor licensing as an owner/builder. I agree to comply with all requirements provided for in Florida Statutes allowing this exception for the construction permitted by Columbia County Building Permit.

Signature: Jorge E Ponce Date: 9/10/2023
(Signature of property owner)

NOTARY OF OWNER BUILDER SIGNATURE

The above signer is personally known to me or produced identification FL DL #

Notary Signature Paula B. Clark Date 9/10/23 (Seal)



Permit Number _____
Key Number 00-00-00-00884-000

NOTICE OF COMMENCEMENT

State of Florida
County of Columbia

THIS AREA IS RESERVED FOR CLERK OF THE COURT CERTIFICATION

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713. of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (legal description): LOT 37 UNIT 12 THREE RIVERS ESTATES. WD 999-370

a) Street (job) Address: 611 SW MANATEE TERR

2. General description of improvements: ADDING A 14 X 44 X 10 ENCLOSED METAL BUILDING

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

a) Name and address: JORGE PONCE - 611 SW MANATEE TERR, FORT WHITE FL 32038

b) Name and address of fee simple titleholder (if different than Owner listed above)

c) Interest in property: FEE SIMPLE

4. Contractor Information

a) Name and address: Owner - Builder

b) Telephone No.: _____ Fax No.: (optional) _____

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

a) Name and address: N/A

b) Telephone No.: _____

c) Amount of Bond: \$

6. Lender

a) Name and address: N/A

b) Telephone No.: _____

7. Persons 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: N/A

b) Telephone No.: _____ Fax No.: (optional) _____

8. a. In addition to himself or herself, Owner designates _____ of _____

to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b) Phone Number of Person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): 20

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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Jorge E Ponce
(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager))

Jorge E Ponce
(Print Name and Provide Signatory's Title/Office)

State of Florida County of Jefferson

The foregoing instrument was acknowledged before me this 11th day of August, 20 23

by Jorge Eugenio Ponce as owner
(Name of Person) (type of authority... e.g. officer, trustee, attorney in fact)

for Jorge Eugenio Ponce by means of (x) physical presence. (name of party on behalf of whom instrument was executed).

Personally Known ☐ Produced ID ☒ (x) online notarization.

Type of ID Florida Driver License Notary Signature Molly Williams
Print name Molly Williams

