



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

EXISTING RESIDENTIAL OR COMMERCIAL EXTERIOR ~ INTERIOR ~ REMODELS ~ UPGRADES

PERMIT EXEMPTION: If the construction job cost is \$4000.00 or less, no permit is required. (County Ord.2012-2) 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 \$2500.00 or more. (F.S. ch:489, F.S. ch:713)

The Deeded Property Owner must sign the 2nd page of the application. If the customer has a **notarized Power of Attorney for from the Deeded Property Owner**, then that named person can sign for the owner.

For Corporate Ownership we must have documents to prove the person signing as the owner has the Authority to do so. (By: Articles of Incorporation, Proper contract documents, officer's authority on company letterhead, or other notarized documents; these documents will be reviewed prior to permit issuance.)

Agents cannot sign the Application for the contractor this must be the license holder.

- ☐ Two page Permit Application with *PROPERTY OWNER'S SIGNATURE* & *notarized* contractor signature on 2nd page **and**, if a plan review is required the \$15.00 application fee.
- ☐ Subcontractors Verification Form, **signed** by the license holder/contractor that is subcontracted the job, if subcontractors are being used.
- ☐ License Holders (Contractors) must complete a "Letter of Authorization" for who signs the permit.
- ☐ If an Owner Builder, Notarized Disclosure Statement (Owner Builders **must** sign for the Permit).
- ☐ Recorded deed or Property Appraiser's parcel details printout; **and if**
- ☐ Owner is Corporation or Trust, **provide** corporate articles listing the signor, trust executor or POA forms.
- ☐ Product Approval Code Spec sheet, **if adding or replacing products with Florida approval numbers.**
- ☐ Recorded Notice of Commencement; before the 1st inspection.
- ☐ Provide information on Development Permits/Zoning Applications applied for, if applicable.
- ☐ **List of the job details including all stages of construction and all work being performed; STAFF WILL THEN FURTHER DETERMINE IF A PLAN REVIEW IS REQUIRED,**

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 percent 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.

Which may include...

- ☐ Site Plan with dimensions from each property line to the new addition. **Required if adding square footage.**
- ☐ 2 sets of blueprints **or** floor plans for safety review, Signed & Sealed Engineering, if any structural changes.
- ☐ 2 sets of Signed & Sealed truss engineering, if any roof changes.
- ☐ 2 sets of energy code & Manual J forms, if required.
- ☐ Septic Release or Septic Signed site plan from Environmental Health Department, call 386-758-1058.

Applications can be mailed, include the \$15.00 fee, checks to BCC or Board of County Commissioners. Revised 7-1-15

Columbia County Remodel 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 ☐ Deed or PA ☐ 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

☐ Site Plan ☐ Env. Health Approval _____ ☐ Sub VF Form

Applicant (Who will sign/pickup the permit) Scott Sapp or Shelly Sapp Fax _____ Phone (352) 978-2822

Address 346 SE SEAWOLF WAY High Springs, FL 32643

Owners Name Susan Brass Phone 386-454-4398

911 Address 346 SE SEAWOLF WAY High Springs FL 32643

Contractors Name Scott Sapp Phone (352) 577-4106 cell

Address 8490 NE 61 Place Bronson FL 32621

Contractor Email a1alum27@aol.com ***Include to get updates on this job.

Fee Simple Owner Name & Address N/A

Bonding Co. Name & Address Old Republic Surety Group PO Box 1635 Milwaukee, WI 53201

Architect/Engineer Name & Address Driscoll Engineering PO Box 357577 Gainesville 32606

Mortgage Lenders Name & Address N/A

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

Property ID Number 35-65-17-09860-030 (36461) Estimated Construction Cost 30,000.00

Subdivision Name N/A Lot 29430 Block N/A Unit N/A Phase N/A

Driving Directions from a Major Road _____

Construction of Carport, concrete, Screen room + concrete Commercial OR ☒ Residential

Type of Structure (House; Mobile Home; Garage; Exxon) Screen Room, Carport & concrete slabs

Use/Occupancy of the building now yard Is this changing _____

If Yes, Explain, Proposed Use/Occupancy _____

Is the building Fire Sprinkled? NO If Yes, blueprints included _____ Or Explain _____

Entrance Changes (Ingress/Egress) NO If Yes, Explain _____

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



Head north on
NE Hernando
Ave toward NE
Justice St



350 feet



Turn left onto NE
Madison St



200 feet



Turn left onto
US-441 S/N
Marion Ave
Continue to follow
US-441 S



2.9 miles



Turn left onto
US-441 S/US
Hwy 41 S



16 miles



Turn left onto SE
Sprite Loop



0.6 miles



Turn left onto
Bible Camp Rd



1.9 miles



Turn left onto SE Seawolf Way

0.3 miles

246 SE Seawolf Way

SUBCONTRACTOR VERIFICATION

APPLICATION/PERMIT # _____ JOB NAME Susan Bragg

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.

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

Parcel: << 35-6S-17-09860-030 (36461) >>

Owner & Property Info

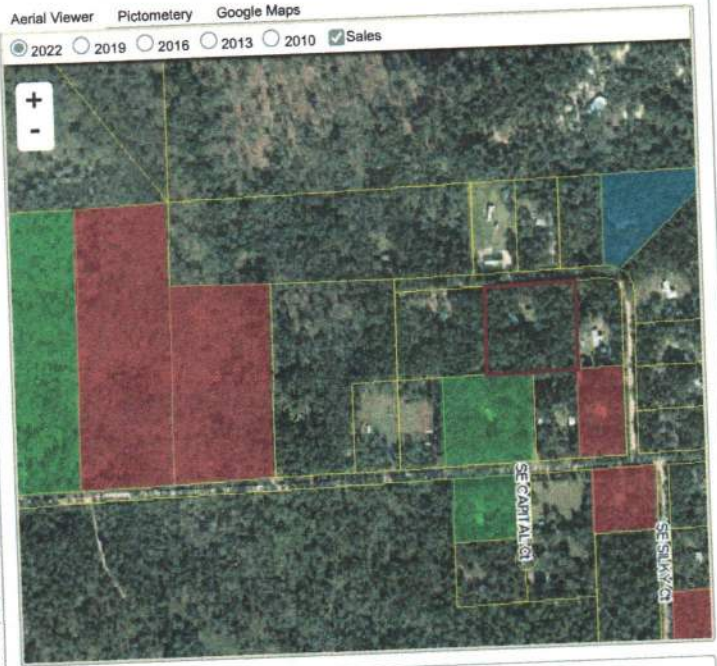
Result: 1 of 1

Owner	BRAGG BRUCE W BRAGG SUSAN F 346 SE SEAWOLF WAY HIGH SPRINGS, FL 32643		
Site	346 SE SEAWOLF Way, HIGH SPRINGS		
Description*	LOTS 29 & 30 HAWKS RIDGE ACRES S/D. 410-228, 713-57,		
Area	0 AC	S/T/R	35-6S-17
Use Code**	MOBILE HOME (0200)	Tax District	3

*The Description above is not to be used as the Legal Description for this parcel in any legal transaction.
**The Use Code is a FL Dept. of Revenue (DOR) code and is not maintained by the Property Appraiser's office. Please contact your city or county Planning & Zoning office for specific zoning information.

Property & Assessment Values

2022 Certified Values		2023 Working Values	
Mkt Land	\$30,000	Mkt Land	\$30,000
Ag Land	\$0	Ag Land	\$0
Building	\$73,665	Building	\$73,665
XFOB	\$4,450	XFOB	\$4,450
Just	\$108,115	Just	\$108,115
Class	\$0	Class	\$0
Appraised	\$108,115	Appraised	\$108,115
SOH Cap [?]	\$33,970	SOH Cap [?]	\$31,006
Assessed	\$78,585	Assessed	\$80,493
Exempt	HX HB	Exempt	HX HB
Total Taxable	county:\$35,560 city:\$0 other:\$0 school:\$53,585	Total Taxable	county:\$36,616 city:\$0 other:\$0 school:\$55,493



Sales History

Sale Date	Sale Price	Book/Page	Deed	V/I	Qualification (Codes)	RCode
2/19/1990	\$17,000	0713/0057	WD	V	Q	

Building Characteristics

Bldg Sketch	Description*	Year Blt	Base SF	Actual SF	Bldg Value
Sketch	MANUF 1 (0201)	2004	1890	1890	\$73,665

*Bldg Desc determinations are used by the Property Appraisers office solely for the purpose of determining a property's Just Value for ad valorem tax purposes and should not be used for any other purpose.

Extra Features & Out Buildings (Codes)

Code	Desc	Year Blt	Value	Units	Dims
0080	DECKING	2005	\$400.00	1.00	0 x 0
0294	SHED WOOD/VINYL	2013	\$600.00	1.00	0 x 0
0252	LEAN-TO W/O FLOOR	2013	\$200.00	1.00	0 x 0
9945	Well/Sept		\$3,250.00	1.00	0 x 0

Land Breakdown

Code	Desc	Units	Adjustments	Eff Rate	Land Value
0200	MBL HM (MKT)	1.000 LT (0.000 AC)	1.0000/1.0000 1.0000/ /	\$15,000 /LT	\$15,000
0000	VAC RES (MKT)	1.000 LT (0.000 AC)	1.0000/1.0000 1.0000/ /	\$15,000 /LT	\$15,000

Search Result: 1 of 1

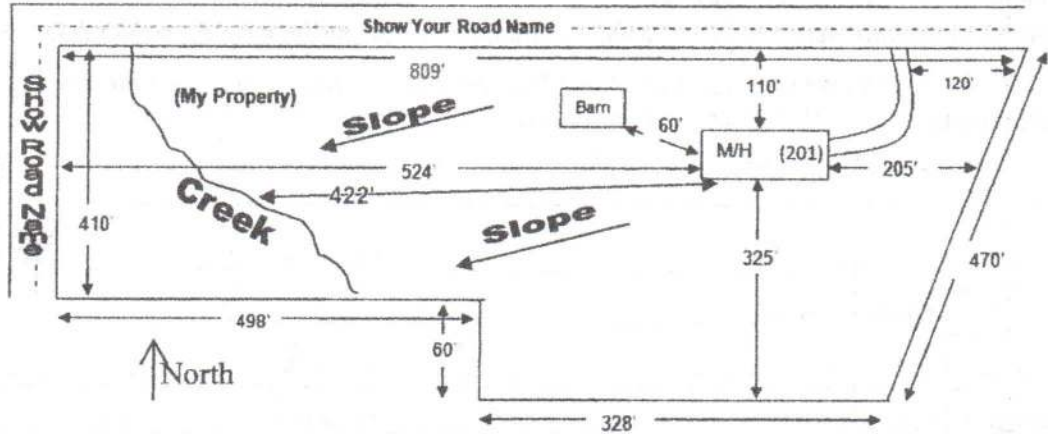
by: GrizzlyLogic.com

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.

See
survey

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

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 WALL			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
4. ROOFING PRODUCTS			
A. ASPHALT SHINGLES			
B. NON-STRUCTURAL METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER	Lansray	Comp roof	FL7561.1RS
5. STRUCTURAL COMPONENTS			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
6. NEW EXTERIOR ENVELOPE PRODUCTS			

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.


Contractor OR Agent Signature

1-24-23
Date

NOTES: _____

