



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

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

☐ 2nd pg Permit Application with *PROPERTY OWNER'S Signature & Notarized Contractor Signature*
*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: ****1st page of application not needed if online submission**

☐ 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 applications must be submitted online. Verifications are also online.

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:

☐ 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:

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 ☐ 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 ☐ ☐ Sub VF Form

Septic Permit No. _____ OR City Water ☐ Fax _____

Applicant (Who will sign/pickup the permit) _____ Phone _____

Address _____

Owners Name _____ Phone _____

911 Address _____

Contractors Name _____ Phone _____

Address _____

Contact Email _____ ***Updates will be sent here

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 _____ Estimated Construction Cost _____

Subdivision Name _____ Lot _____ Block _____ Unit _____ Phase _____

Construction of _____ ☐ Commercial OR ☐ Residential

Proposed Use/Occupancy _____ Number of Existing Dwellings on Property _____

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

☐ Check Proposed - ☐ Culvert Permit ☐ Culvert Waiver ☐ D.O.T. Permit ☐ 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: 2023 Florida Building Code 8th Edition and the 2020 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.

Printed Owners Name

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.

Contractor's License Number _____
Columbia County
Competency Card Number _____

Contractor's Signature

Affirmed and subscribed before me the Contractor by means of ☐ physical presence or ☐ online notarization, this _____ day of _____ 20____, who was personally known ☐ or produced ID ☐

State of Florida Notary Signature (For the Contractor)

SEAL:

NOTICE TO APPLICANT/OWNER REGARDING FLOODING

Please read carefully before you begin your construction project!

WARNING: The degree of flood protection required by this County's floodplain ordinance and the Florida Building Code are considered as minimum for 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>.

ACKNOWLEDGMENT

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: _____

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.

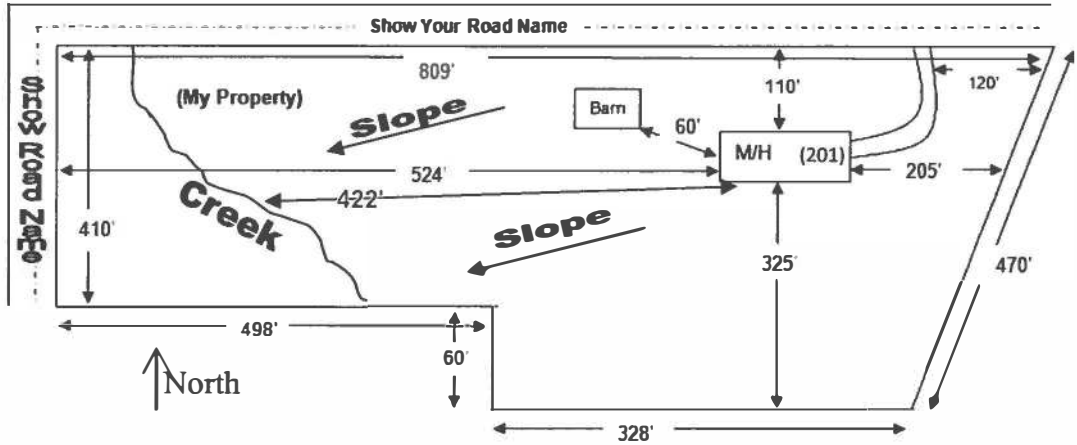
ELECTRICAL <input checked="checked" type="checkbox"/>	Print Name _____ Signature _____ Company Name: _____ License #: _____ Phone #: _____	Need <input type="checkbox"/> Lic <input type="checkbox"/> Liab <input type="checkbox"/> W/C <input type="checkbox"/> EX <input type="checkbox"/> DE
MECHANICAL/A/C <input checked="checked" type="checkbox"/>	Print Name _____ Signature _____ Company Name: _____ 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: _____ 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: _____ 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: _____ 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: _____ 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: _____ 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: _____ License #: _____ Phone #: _____	Need <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, _____ (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 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.	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), 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.

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____.

NOTARY'S SIGNATURE

(Seal/Stamp)

NOTICE OF COMMENCEMENT

Clerk's Office Stamp

Tax Parcel Identification Number:

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 No.: _____
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(l)(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

Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me, a Florida Notary, this _____ day of _____, 20____, by:

_____ as _____ for _____
(Name of Person) (Type of Authority) (name of party on behalf of whom instrument was executed)

Personally Known _____ OR Produced Identification _____ Type _____

Notary Signature _____ Notary Stamp or Seal:

To Apply for a 911 Address

Applications must be submitted online using the link below.

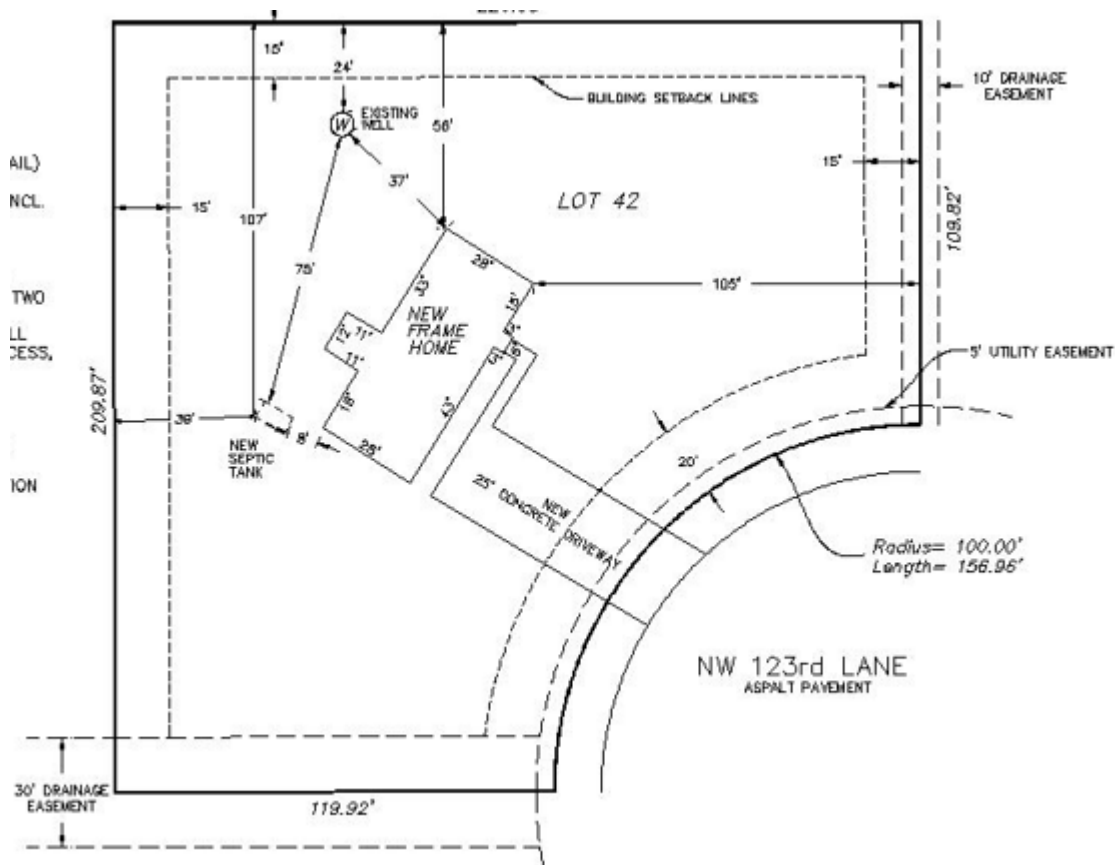
www.columbiacountyfla.com/PermitSearch/AddressingApplication.aspx

Please be prepared to upload a site plan similar to the one below.

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

****If applying for a building permit, please use the same site plan for the 911 Address Application.**



Please note that it can take up to 14 business days for your application to be processed.



COLUMBIA COUNTY BUILDING DEPARTMENT RESIDENTIAL CHECK LIST

MINIMUM PLAN REQUIREMENTS: FLORIDA BUILDING CODE RESIDENTIAL 2023 EFFECTIVE 1 JANUARY 2024 AND
THE NATIONAL ELECTRICAL 2020 EFFECTIVE 1 JANUARY 2024

ALL REQUIREMENTS ARE SUBJECT TO CHANGE

ALL BUILDING PLANS MUST INDICATE COMPLIANCE WITH THE CURRENT FLORIDA BUILDING CODES RESIDENTIAL AND THE NATIONAL ELECTRICAL CODE. ALL PLANS OR DRAWINGS SHALL PROVIDE 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 ONE-AND-TWO FAMILY DWELLINGS, FBC 1609.1 THRU 1609.6.

FOR DESIGN PURPOSES THE FOLLOWING BASIC WIND SPEEDS ARE PER FLORIDA BUILDING CODE FIGURE 1609.3(1) THROUGH 1609.3(4) ULTIMATE DESIGN WIND SPEEDS FOR RISK CATEGORY AND BUILDINGS AND OTHER STRUCTURES Revised 7/1/20

Submit Online at- <http://www.columbiacountyfla.com/BuildingandZoning.asp>

Items to Include-
Each Box shall be
Circled as
Applicable

GENERAL REQUIREMENTS:

APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL

Select From Drop down

1	Two (2) complete sets of plans containing the following:	<input checked="" type="checkbox"/>			
2	All drawings must be clear, concise, drawn to scale, details that are not used shall be marked void	<input checked="" type="checkbox"/>			
3	Condition space (Sq. Ft.) 768	Total (Sq. Ft.) under roof 1152	Yes	No	NA

Designers name and signature shall be on all documents and a licensed architect or engineer, signature and official embossed seal shall be affixed to the plans and documents as per the FLORIDA BUILDING CODES BUILDING 107.1.

Site Plan information including:

4	Dimensions of lot or parcel of land	Yes		
5	Dimensions of all building set backs	Yes		
6	Location of all other structures (include square footage of structures) on parcel, existing or proposed well and septic tank and all utility easements.	Yes		
7	Provide a full legal description of property.	Yes		

Wind-load Engineering Summary, calculations and any details are required.

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Circled as Applicable		
8	Plans or specifications must show compliance with FBCR Chapter 3	Yes	No	NA
Select From Drop down				
9	Basic wind speed (3-second gust), miles per hour	Yes		
10	(Wind exposure – if more than one wind exposure is used, the wind exposure and applicable wind direction shall be indicated)	Yes		
11	Wind importance factor and nature of occupancy	Yes		
12	The applicable internal pressure coefficient, Components and Cladding	Yes		
13	The design wind pressure in terms of psf (kN/m ²), to be used for the design of exterior component, cladding materials not speciffally designed by the registered design professional.	Yes		

Elevations Drawing including:

14	All side views of the structure	Yes		
15	Roof pitch	Yes		
16	Overhang dimensions and detail with attic ventilation	Yes		
17	Location, size and height above roof of chimneys	Yes		
18	Location and size of skylights with Florida Product Approval	NA		
19	Number of stories	Yes		
20	Building height from the established grade to the roofs highest peak	Yes		

Floor Plan Including:

21	Dimensioned area plan showing rooms, attached garage, breeze ways, covered porches, deck, balconies	Yes		
22	Raised floor surfaces located more than 30 inches above the floor or grade	Yes		
23	All exterior and interior shear walls indicated	Yes		
24	Shear wall opening shown (Windows, Doors and Garage doors)	Yes		
25	Show compliance with Section FBCR 310 Emergency escape and rescue opening shown in each bedroom (net clear opening shown) and Show compliance with Section FBCR 312.2.1 where the opening of an operable window is located more than 72 inches above the finished grade or surface below, the lowest part of the clear opening of the window shall be a minimum of 24 inches above the finished floor of the room in which the window is located. Glazing between the floor and 24 inches shall be fixed or have openings through which a 4-inch-diameter sphere cannot pass.	Yes		
26	Safety glazing of glass where needed	Yes		
27	Fireplaces types (gas appliance) (vented or non-vented) or wood burning with Hearth (see chapter 10 and chapter 24 of FBCR)	NA		
28	Show stairs with dimensions (width, tread and riser and total run) details of guardrails, Handrails	NA		
29	Identify accessibility of bathroom (see FBCR SECTION 320)	Yes		

All materials placed within opening or onto/into exterior walls, soffits or roofs shall have Florida product approval number and mfg. installation information submitted with the plans (see Florida product approval form)

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Circled as Applicable		
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FBCR 403: Foundation Plans

Select From Drop down

30	Location of all load-bearing walls footings indicated as standard, monolithic, dimensions, size and type of reinforcing.	Yes		
31	All posts and/or column footing including size and reinforcing	Yes		
32	Any special support required by soil analysis such as piling.	Yes		
33	Assumed load-bearing value of soil _____ Pound Per Square Foot	NA		
34	Location of horizontal and vertical steel, for foundation or walls (include # size and type) For 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	NA		

FBCR 506: CONCRETE SLAB ON GRADE

35	Show Vapor retarder (6mil. Polyethylene with joints overlaid 6 inches and sealed)	Yes		
36	Show control joints, synthetic fiber reinforcement or welded wire fabric reinforcement and Supports	Yes		

FBCR 318: PROTECTION AGAINST TERMITES

37	Indicate on the foundation plan if soil treatment is used for subterranean termite prevention or Submit other approved termite protection methods. Protection shall be provided by registered termiticides	Yes		
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FBCR 606: Masonry Walls and Stem walls (load bearing & shear Walls)

38	Show all materials making up walls, wall height, and Block size, mortar type	Yes		
39	Show all Lintel sizes, type, spans and tie-beam sizes and spacing of reinforcement	Yes		

Metal frame shear wall and roof systems shall be designed, signed and sealed by Florida Prof. Engineer or Architect

Floor Framing System: First and/or second story

40	Floor truss package shall including layout and details, signed and sealed by Florida Registered Professional Engineer	NA		
41	Show conventional floor joist type, size, span, spacing and attachment to load bearing walls, stem walls and/or piers	NA		
42	Girder type, size and spacing to load bearing walls, stem wall and/or piers	Yes		
43	Attachment of joist to girder	Yes		
44	Wind load requirements where applicable	Yes		
45	Show required under-floor crawl space	NA		
46	Show required amount of ventilation opening for under-floor spaces	NA		
47	Show required covering of ventilation opening	NA		
48	Show the required access opening to access to under-floor spaces	NA		
49	Show the sub-floor structural panel sheathing type, thickness and fastener schedule on the edges & intermediate of the areas structural panel sheathing	NA		
50	Show Draftstopping, Fire caulking and Fire blocking	Yes		
51	Show fireproofing requirements for garages attached to living spaces, per FBCR section 302.6	NA		
52	Provide live and dead load rating of floor framing systems (psf).	NA		

FBCR CHAPTER 6 WOOD WALL FRAMING CONSTRUCTION

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Circled as Applicable		
Select from Drop down				
53	Stud type, grade, size, wall height and oc spacing for all load bearing or shear walls	Yes		
54	Fastener schedule for structural members per table FBC 2304.10.1 are to be shown	Yes		
55	Show wood structural panel's sheathing attachment to studs, joist, trusses, rafters and structural members, showing fastener schedule attachment on the edges & intermediate of the areas structural panel sheathing	Yes		
56	Show all required connectors with a max uplift rating and required number of connectors and oc spacing for continuous connection of structural walls to foundation and roof trusses or rafter systems	Yes		
57	Show sizes, type, span lengths and required number of support jack studs, king studs for shear wall opening and girder or header per FBC 2304.3.	Yes		
58	Indicate where pressure treated wood will be placed	Yes		
59	Show all wall structural panel sheathing, grade, thickness and show fastener schedule for structural panel sheathing edges & intermediate areas	Yes		
60	A detail showing gable truss bracing, wall balloon framing details or/and wall hinge bracing detail	Yes		

FBC :ROOF SYSTEMS:

61	Truss design drawing shall meet section FBC 2303.1 Wood trusses	Yes		
62	Include a layout and truss details, signed and sealed by Florida Professional Engineer	Yes		
63	Show types of connector's assemblies' and resistance uplift rating for all trusses and rafters	Yes		
64	Show gable ends with rake beams showing reinforcement or gable truss and wall bracing details	Yes		
65	Provide dead load rating of trusses	Yes		

FBC 2304.4:Conventional Roof Framing Layout

66	Rafter and ridge beams sizes, span, species and spacing	NA		
67	Connectors to wall assemblies' include assemblies' resistance to uplift rating	Yes		
68	Valley framing and support details	Yes		
69	Provide dead load rating of rafter system	NA		

FBC 2304.8 ROOF SHEATHING

70	Include all materials which will make up the roof decking, identification of structural panel sheathing, grade, thickness	Yes		
71	Show fastener Size and schedule for structural panel sheathing on the edges & intermediate areas	Yes		

ROOF ASSEMBLIES FRC Chapter 9

72	Include all materials which will make up the roof assemblies covering	Yes		
73	Submit Florida Product Approval numbers for each component of the roof assemblies covering	Yes		

FBC Energy Chapter 4

Residential construction shall comply with this code by using the following compliance methods in the FBC Chapter 4, Residential buildings compliance methods. **Two of the required forms are to be submitted, N1100.1.1.1 As an alternative to the computerized Compliance Method A, the Alternate Residential Point System Method hand calculation, Alternate Form 600A, may be used. All requirements specific to this calculation are located in Sub appendix C to Appendix G. Buildings complying by this alternative shall meet all mandatory requirements of this chapter. Computerized versions of the Alternate Residential Point System Method shall not be acceptable for code compliance.**

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL		Items to Include- Each Box shall be Circled as Applicable		
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Select from Drop Down

74	Show the insulation R value for the following areas of the structure	Yes		
75	Attic space	Yes		
76	Exterior wall cavity	Yes		
77	Crawl space	NA		

HVAC information

78	Submit two copies of a Manual J sizing equipment or equivalent computation study	Yes		
79	Exhaust fans shown in bathrooms Mechanical exhaust capacity of 50 cfm intermittent or 20 cfm continuous required	Yes		
80	Show clothes dryer route and total run of exhaust duct	Yes		

Plumbing Fixture layout shown

81	All fixtures waste water lines shall be shown on the foundation plan	Yes		
82	Show the location of water heater	Yes		

Private Potable Water

83	Pump motor horse power	Yes		
84	Reservoir pressure tank gallon capacity	Yes		
85	Rating of cycle stop valve if used	NA		

Electrical layout shown including

86	Show Switches, receptacles outlets, lighting fixtures and Ceiling fans	Yes		
87	Show all 120-volt, single phase, 15- and 20-ampere branch circuits outlets required to be protected by Ground-Fault Circuit Interrupter (GFCI) Article 210.8 A	Yes		
88	Show the location of smoke detectors & Carbon monoxide detectors	Yes		
89	Show service panel, sub-panel, location(s) and total ampere ratings	Yes		
90	On the electrical plans identify the electrical service overcurrent protection device for the main electrical service. This device shall be installed on the exterior of structures to serve as a disconnecting means for the utility company electrical service. Conductors used from the exterior disconnecting means to a panel or sub panel shall have four-wire conductors, of which one conductor shall be used as an equipment ground. Indicate if the utility company service entrance cable will be of the overhead or underground type. For 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		
91	Appliances and HVAC equipment and disconnects	Yes		
92	Show all 120-volt, single phase, 15- and 20-ampere branch circuits supplying outlets installed in dwelling unit family rooms, dining rooms, living rooms, parlors, libraries, dens, bedrooms, sunrooms, recreation rooms, closets, hallways, or similar rooms or areas shall be protected by a listed Combination arc-fault circuit interrupter, Protection device.	Yes		

Notice Of Commencement:

A notice of commencement form **RECORDED** in the Columbia County Clerk Office is required to be filed with the Building Department **BEFORE ANY INSPECTIONS** can be performed.

GENERAL REQUIREMENTS: APPLICANT – PLEASE CHECK ALL APPLICABLE BOXES BEFORE SUBMITTAL	Items to Include- Each Box shall be Circled as Applicable
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****ITEMS 95, 96, & 98 Are Required After APPROVAL from the ZONING DEPT.*****Select from Drop down*

93	Building Permit Application A current Building Permit Application is to be completed, by following the Checklist all supporting documents must be submitted.	Yes		
94	Parcel Number The parcel number (Tax ID number) from the Property Appraisers Office (386) 758-1083 is required. A copy of property deed is also required. www.columbiacountyfla.com	Yes		
95	Environmental Health Permit or Sewer Tap Approval A copy of a approved Columbia County Environmental Health (386) 758-1058	Yes		
96	City of Lake City A City Water and/or Sewer letter. Call 386-752-2031	NA		
97	Toilet facilities shall be provided for all construction sites	Yes		
98	Town of Fort White (386) 497-2321 If the parcel in the application for building permit is within the Corporate city limits of Fort White, an approval land use development letter issued by the Town of Fort is required to be submitted with the application for a building permit.	NA		
99	Flood Information: All projects within the Floodway of the Suwannee or Santa Fe Rivers shall require permitting through the Suwannee River Water Management District, before submitting a application to this office. Any project located within a flood zone where the base flood elevation (100 year flood) has been established shall meet the requirements of Section 8.5.2 of the Columbia County Land Development Regulations. Any project located within a flood zone where the base flood elevation has not been established (Zone A) shall meet the requirements of Section 8.5.3 of the Columbia County Land Development Regulations (Municode.com)	NA		
100	CERTIFIED FINISHED FLOOR ELEVATIONS will be required on any project where the approved FIRM Flood Maps show the property is in a AE, Floodway, and AH flood zones. Additionally One Foot Rise letters are required for AE and AH zones. In the Floodway Flood zones a Zero Rise letter is required.	Yes		
101	A Flood development permit is also required for AE, Floodway & AH. Development permit cost is \$50.00	-		
102	Driveway Connection: A Right-of-way application must be applied for with all new structures. If drive is confirmed to be existing, a fee may not be applied. If it is determined a connection is necessary, the fee is \$150.00. 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. 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		
103	911 Address: An application for a 911 address must be applied for and received through the Columbia County Office of 911 Addressing Department online.	Yes		

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.

Disclosure Statement for Owner Builders:

If you as the Applicant will be acting as your own contractor or owner/builder under section 489.103(7) Florida Statutes, you must submit the required notarized Owner Builder Disclosure Statement form.

****This form can be printed from the Columbia County Website on the Building and Zoning page under Documents. Web address is - <http://www.columbiacountyfla.com/BuildingandZoning.asp>**

Section 105 of the Florida Building Code defines the:

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.

Single-family residential dwelling.

Section 105.3.4 A building permit for a single-family residential dwelling must be issued within 30 working days of application therefor unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

Permit intent.

Section 105.4.1: 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.

If work has 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.

New Permit.

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.

Work Shall Be:

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.

The Fee:

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

Notification:

When the application is approved for permitting the applicant will be notified by email as to the status by the Columbia County Building & Zoning Department.

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-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
5. STRUCT 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 Owner Signature

NOTES:

Envelope Leakage Test Report (Blower Door Test)

Residential Prescriptive, Performance or ERI Method Compliance

2023 Florida Building Code, Energy Conservation, 8th Edition

Jurisdiction:		Permit #:	
Job Information			
Builder:		Community:	Lot:
Address:		Unit:	
City:		State:	Zip:
Air Leakage Test Results <i>Passing results must meet either the Performance, Prescriptive, or ERI Method</i>			
PRESCRIPTIVE METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding 7 air changes per hour at a pressure of 0.2 inch w.g. (50 Pascals) in Climate Zones 1 and 2			
PERFORMANCE or ERI METHOD- The building or dwelling unit shall be tested and verified as having an air leakage rate of not exceeding the selected ACH(50) value, as shown on FORM R405-2023 (Performance) or R406-2023 (ERI), section labeled as Infiltration, sub-section ACH. <i>ACH(50) specified on Form R405-2023-Energy Calc (Performance) or R406-2023 (ERI):</i> _____			
<div><div><div>_____ X 60 ÷ _____ = _____</div><div>CFM(50)</div><div><input type="checkbox"/> PASS</div></div><div><div><div>_____</div><div>Building Volume</div><div><input type="checkbox"/> FAIL</div></div><div><div>ACH(50)</div><div>When ACH(50) is less than 3, Mechanical Ventilation Installation must be verified by building department.</div></div></div></div>		<div><div><div>Method for calculating building volume</div><div><input type="radio"/> Retrieved from architectural plans</div><div><input type="radio"/> Code software calculated</div><div><input type="radio"/> Field measured and calculated</div></div></div>	
R402.4.1.2 Testing. The building or dwelling unit shall be tested and verified as having an air leakage rate not exceeding seven air changes per hour in Climate Zones 1 and 2, and three air changes per hour in Climate Zones 3 through 8. Dwelling units with an air leakage rate less than three air changes per hour shall be provided with whole-house mechanical ventilation in accordance with Section R403.6.1 of this code and Section M1507.3 of the <i>Florida Building Code, Residential</i> . Testing shall be conducted in accordance with ANSI/RESNET/ICC 380 and reported at a pressure of 0.2 inch w.g. (50 pascals). Testing shall be conducted by either individual as defined in Section 553.993(5) or (7), <i>Florida Statutes</i> , or individuals licensed as set forth in Section 489.105(3)(f), (g) or (i) or an <i>approved</i> third party. A written report of the results of the test shall be signed by the party conducting the test and provided to the code <i>official</i> . Testing shall be performed at any time after creation of all penetrations of the <i>building thermal envelope</i> . Exception: Testing is not required for additions, alterations, renovations or repairs of the building thermal envelope of existing buildings in which new construction is less than 85 percent of the building thermal envelope. During testing: <ol style="list-style-type: none">1. Exterior windows and doors, fireplace and stove doors shall be closed, but not sealed, beyond the intended weatherstripping or other infiltration control measures.2. Dampers including exhaust, intake, makeup air, backdraft and flue dampers shall be closed, but not sealed beyond intended infiltration control measures.3. Interior doors, if installed at the time of the test, shall be open.4. Exterior doors for continuous ventilation systems and heat recovery ventilators shall be closed and sealed.5. Heating and cooling systems, if installed at the time of the test, shall be turned off.6. Supply and return registers, if installed at the time of the test, shall be fully open.7. If an attic is both air sealed and insulated at the roof deck, interior access doors and hatches between the conditioned space volume and the attic shall be opened during the test and the volume of the attic shall be added to the conditioned space volume for purposes of reporting an infiltration volume and calculating the air leakage of the home.			
Testing Company			
Company Name: _____ Phone: _____ I hereby verify that the above Air Leakage results are in accordance with the 2023 Florida Building Code Energy Conservation (8 th Edition) requirements according to the compliance method selected above.			
Signature of Tester: _____ Date of Test: _____			
Printed Name of Tester: _____			
License/Certification #: _____ Issuing Authority: _____			



Columbia County, Florida
Building Department
135 NE Hernando Avenue
Lake City, Florida 32055
Phone: 386-758-1008

ROOFING UNDERLAYMENT AFFIDAVIT

www.columbiacountyfla.com

REQUIRED FOR WALK-IN OR PAPER SUBMITTALS

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 selfadhering polymer-modified bitumen complying with ASTM D1970 or a minimum 3 ¾ - inch wide strip of selfadhering 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 ASTM 0226 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)