



## 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)

### SCREEN ENCLOSURES (Residential or Commercial)

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

**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 \$5000.00 or more. (F.S. ch:489, F.S. ch:713)

The Deeded Property Owner must sign the 2<sup>nd</sup> 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.**

**\*Page 1 of 2 - Not required when submitted Online. Information on form completed as part of the Online application.**

- ☐ If paper submission - Two page Permit Application with *PROPERTY OWNER'S SIGNATURE & notarized* contractor signature on 2<sup>nd</sup> 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 1<sup>st</sup> 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...

- ☐ **Other as listed:** \_\_\_\_\_
- ☐ 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.

**Columbia County Remodel Permit Application**

<b>For Office Use Only</b>		Application # <u>64676</u>	Date Received _____	By _____	Permit # _____
Zoning Official _____	Date _____	Flood Zone _____	Land Use _____	Zoning _____	
FEMA Map # _____	Elevation _____	MFE _____	River _____	Plans Examiner _____	Date _____
Comments _____					
<input type="checkbox"/> NOC <input type="checkbox"/> Deed or PA <input type="checkbox"/> Dev Permit # _____ <input type="checkbox"/> In Floodway <input type="checkbox"/> Letter of Auth. from Contractor <input type="checkbox"/> F W Comp. letter <input type="checkbox"/> Owner Builder Disclosure Statement <input type="checkbox"/> Land Owner Affidavit <input type="checkbox"/> Ellisville Water <input type="checkbox"/> App Fee Paid <input type="checkbox"/> Site Plan <input type="checkbox"/> Env. Health Approval _____ <input type="checkbox"/> Sub VF Form					

Applicant (Who will sign/pickup the permit) Ryan T. Kirchner Fax \_\_\_\_\_ Phone 352-359-4747

Address 185 SW woodleaf Ct. Lake City, FL 32024

Owners Name Grace Wright Phone 562-330-0155

911 Address \_\_\_\_\_

Contractors Name Restoration Specialists Phone 352-732-2322

Address RKirchner @ RestorationSpecialists.com / 244 NW 9<sup>th</sup> St, Ocala, FL 34475

Applicant Email Admin @ RestorationSpecialists.com \*\*\*Updates will be sent here.

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

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

Architect/Engineer Name & Address Michael Thompson 4401 Vineland Rd Suite A6 Orlando, FL 32811

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 22,000

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

Construction of Screen Enclosure Lanai ☐ Commercial OR ☐ Residential

Type of Structure (House; Mobile Home; Garage; Exxon) Screen Room Size of Enclosure(L\*W\*H) 32' x 35' x 12'

Use/Occupancy of the building now Single Family Is this changing NO

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.) \_\_\_\_\_

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

**CODES: 2023 Florida Building Code 8<sup>th</sup> 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.

Grace E Wright Grace E Wright **\*\*Property owners must sign here before any permit will be issued.**  
Printed Owners Name Owners Signature

**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.

[Signature] Contractor's License Number CGC 042165  
Columbia County  
Competency Card Number \_\_\_\_\_  
Contractor's Signature

Affirmed and subscribed before me the Contractor by means of ☒ physical presence or ☐ online notarization, this 26 day of March 2024, who was personally known ☒ or produced ID ☐

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

SEAL:



(Electronic Signatures Are Accepted,)

Page 2 of 2

(Owner

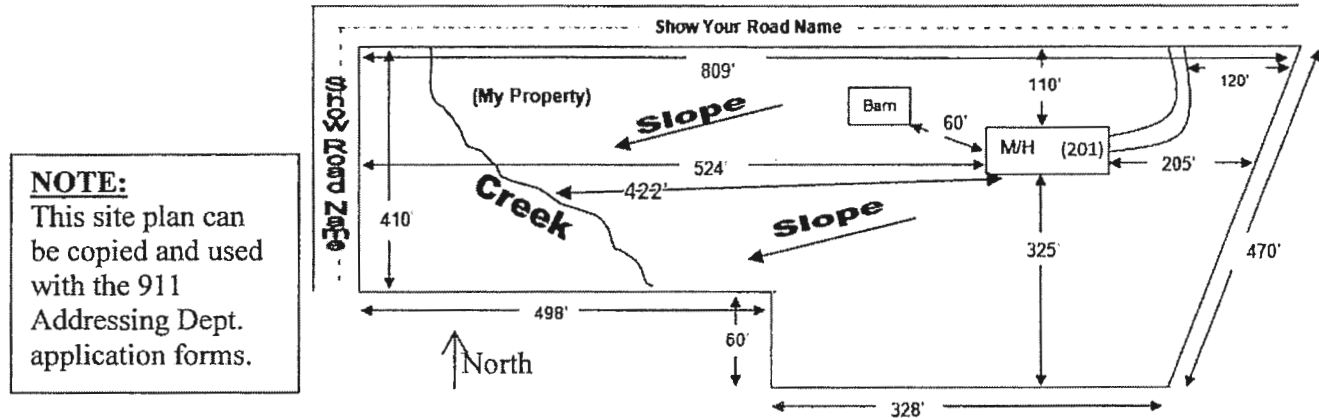
Revised 12/2023

## 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







# NOTICE OF COMMENCEMENT

Clerk's Office Stamp

Tax Parcel Identification Number:

33-35-16-02438-121

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): Lot 21 Emerald Cove S/D PHS 1.  
a) Street (job) Address: 185 SW Woodleaf Ct. Lake City, FL 32024
2. General description of improvements: Replacement of Screen Room Enclosure in accordance with engineering
3. Owner Information or Lessee information if the Lessee contracted for the improvements:  
a) Name and address: Grace Wright 185 SW Woodleaf Ct, Lake City, FL  
b) Name and address of fee simple titleholder (if other than owner):  
c) Interest in property: Owner
4. Contractor Information  
a) Name and address: Restoration Specialists 244 NW 9th St. Ocala, FL 34475  
b) Telephone No.: 352-732-2322
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. Grace E Wright  
Signature of Owner or Lessee, or Owner's or Lessee's Authorized Office/Director/Partner/Manager  
Grace E Wright  
Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me, a Florida Notary, this 25<sup>th</sup> day of March, 2024, by:

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

Personally Known \_\_\_\_\_ OR Produced Identification ☒ Type DL

Notary Signature

[Signature]



Seal:

