

**TOWN OF LONGBOAT KEY
PLANNING, ZONING AND BUILDING DEPARTMENT**

501 Bay Isles Road
Longboat Key, FL 34228
Phone: 941-316-1966 FAX: 941-316-1970

BUILDING PERMIT APPLICATION

SUMMARY OF PERMITTING REGULATIONS AND PROCEDURES REQUIRED BY FLORIDA STATUTES, THE FLORIDA BUILDING CODE, AND TOWN OF LONGBOAT KEY CODE OF ORDINANCES.

FLORIDA BUILDING CODE, Section 101.2, states that the Florida Building Code – (FBC) shall apply to the construction, erection, alteration, modification, repair, equipment, use and occupancy, location, maintenance, removal and demolition of every building, structure or facility, or any appurtenances connected or attached to such buildings, structures or facilities. Section 105.1 requires that any owner, authorized agent or contractor who desires to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building, structure or outside area shall apply for and obtain a permit.

APPLICATION SUBMITTAL & REVIEWS: All application materials must be originals. Faxes will not be accepted. In order for submittals to be accepted for processing, forms must be completed and properly executed with all required supporting documentation attached. No work is authorized until a valid permit for such work has been issued. Supporting documentation – including all drawings and specifications shall be made in triplicate and be in sufficient detail to demonstrate compliance with the Florida Building Code, applicable state statutes and Town ordinances. Electrical, plumbing, mechanical and gas plans are to be submitted with the building plans and must be approved prior to issuance of any permit. All applicable fees must be paid before a permit is issued. Application and permit are subject to the FBC Administrative Section.

ADDITIONAL PERMITS REQUIRED: The Town has a multi-permit system. Separate permits are required for any building, electrical, mechanical, plumbing, or gas work and for temporary structures. Outside agency permits may be required, also. Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the necessary permits shall be subject to a fee double that of the normal permit fees.

POSTINGS REQUIRED ON-SITE: Prior to starting any work, the permit or permits shall be posted in a conspicuous location on the premises, protected from the weather, and located so as to allow the building inspectors to conveniently access them and make the required entries. All permits shall be posted at all times until issuance of a Certificate of Occupancy or final inspections.

INSPECTIONS: The FBC establishes specific required inspections, including a final inspection on each permit issued. Failure to pass an inspection due to work not ready or in violation of the technical codes will require re-inspection and payment of a re-inspection fee. If two or more re-inspections are required for the same code violation, a re-inspection fee of four times the regular fee will be imposed. Work shall not proceed on any part of a project until all successive inspections have received written approval by the Inspector. Inspections must be requested through the Planning Zoning Building (PZB) Department at least 24 hours prior to the preferred date. Inspections will be scheduled based on the availability of inspection staff. The permit holder or authorized agent is

required to meet the inspector on-site to provide access to any secured area or structure.

CHANGES TO APPROVED PLANS: Work found to be in violation of or not in conformity with the provisions of the Florida Building Code, including work not conforming to the approved plans, may cause the permit to be subject to revocation. Change orders to the approved plans must be submitted in triplicate to and approved by the PZB Department staff prior to implementation and inspection of such changes. A fee for staff time and additional permit fee for increases in project cost will be collected prior to issuing any change order.

ZONING: Compliance with the Town's zoning and related-land use codes shall be verified by Zoning Staff through review of plans signed and sealed by a design professional. All signed/sealed, to-scale site plans shall include the Lot Coverage and Non-Open Space calculations for the property. As-built drawings and field inspection are required prior to the issuance of a Statement of Zoning Compliance. (LBK 158.025)

FLOOD CONTROL / FEMA: The Town of Longboat Key participates in the Federal Emergency Management Agency's (FEMA) program for obtaining federally subsidized flood insurance, administered by the State of Florida. To ensure compliance, the Town has adopted Town Code Chapter 154, Flood Control. PZB Department staff reviews all plans and work for compliance with the Flood Control Ordinance. Additional forms and documentation are required when work is proposed in structures non-conforming to the Flood Control Ordinance.

PERMIT EXPIRATION: Every permit shall become invalid unless work is commenced within six months after its issuance or if the authorized work is suspended or abandoned for a period of six months after the time the work is commenced. Work shall be considered to be in active progress when the project has received an approved inspection within 180 days.

FLORIDA CONSTRUCTION LIEN LAW: Chapter 713, Part 1, Florida Statutes: A Notice of Commencement signed by the property owner and recorded in the Clerk's Office of the county in which the property is located will be submitted to the PZB Department prior to issuance of a permit for work exceeding \$2500, and a copy of this notice shall be posted on-site until issuance of the required notice of completion.

Application must be completed in ink or typed. All signatures must be notarized. All sections of the application must be accurately completed including the Work Description with a thorough description of all work proposed by this application. All required supporting documents, engineering, plans, etc., must be submitted for the application to be valid for review.

OFFICE USE ONLY	
Applic #:	Permit # BP:
Approved by:	Date:
Permit Fee: \$	
Receipt #:	Issued:

COMPLETE APPLICATION IN INK OR TYPE

REVIEWED UNDER 2007 FLORIDA BUILDING CODE AND STATE STATUTES

JOB SITE

PROJECT/COMPLEX NAME (IF ANY): _____
 STREET ADDRESS: _____ UNIT #: _____
 COUNTY: MANATEE SARASOTA LOT (S) #: _____ PARCEL #: _____

BUILDING PERMIT APPLICANT / CONTRACTOR OR OWNER AS CONTRACTOR PROPERTY OWNER IS APPLICANT

NOTE: Registered Contractor must be licensed in the county where project is located

LICENSES: STATE #: _____ MANATEE CO: _____ SARASOTA CO: _____
 APPLICANT/QUALIFIER NAME: _____ PHONE: _____
 COMPANY NAME: _____ FAX: _____
 STREET: _____ OTHER: _____
 CITY: _____ STATE: _____ ZIP: _____
 BONDING COMPANY: _____
 BONDING COMPANY ADDRESS: _____ STATE: _____ ZIP: _____

DESIGN PROFESSIONAL(S) Florida Licensed (must be completed for all associated design professionals)

Licensed Architect Licensed Engineer Licensed Interior Designer FLA. LICENSE #: _____
 INDIVIDUAL'S NAME: _____ PHONE: _____
 COMPANY NAME: _____ FAX: _____
 Licensed Architect Licensed Engineer Licensed Interior Designer FLA. LICENSE #: _____
 INDIVIDUAL'S NAME: _____ PHONE: _____
 COMPANY NAME: _____ FAX: _____

PROPERTY OWNER (required)

NAME AS ON PROPERTY RECORD: _____ PHONE: _____
 COMPANY NAME: _____ FAX: _____
 STREET: _____ OTHER: _____
 CITY: _____ STATE: _____ ZIP: _____
 Fee Simple Titleholder's Name & Address: _____
 (If other than Property Owner): _____
 Mortgage Lender's Name & Address: _____

TENANT (commercial projects ONLY)

BUSINESS NAME: _____
 BUSINESS OWNER'S NAME: _____ PHONE: _____
 IS THIS A NEW TENANT YES NO TOWN OF LBK OCCUPATION LICENSE #: _____, NONE
 IF NEW TENANT, WHAT WAS PRIOR TENANT/BUSINESS NAME? _____

WORK DESCRIPTION: Check all applicable boxes; provide all needed details to define work proposed in project.

EXISTING PRINCIPAL STRUCTURE—DESCRIPTION OF STRUCTURE

Building is Flood Code Conforming Non-Conforming; Year Built: _____ Fire Sprinklered? Yes No
 Flood Zone Designation for Building: _____ Total number of Stories from grade: _____
 Building Occupancy: Single Family Duplex Multi-Family Commercial Other _____
 Circle Construction Type: I-A I-B II-A II-B III-A III-B IV V-A V-B
 Comments: _____

ADDITIONS, Proposed (complete if applicable)

Bedroom(s) #: _____ Bath 1/2 Bath Kitchen Addition is #: _____ stories
 Addition is Detached, FEMA-Conforming, #: _____ stories Detached garage Attached garage
 Other/Description: _____

ALTERATIONS, Proposed (complete if applicable)

2007 FBC- Existing Building: Alteration Level (circle one) I II III

Kitchen Living room Dining room # _____ Bedroom(s) # _____ Full Bath(s) # _____ 1/2 Bath(s)
Laundry Balcony Lanai
 Other/Description: _____

NEW CONSTRUCTION OF PRINCIPAL STRUCTURE

Single-Family Duplex Multi-Family, # units: _____ Commercial, # units: _____ Other: _____
 Type of Construction (circle one): I-A I-B II-A II-B III-A III-B IV V-A V-B
 Total # Stories from grade: _____ Fire Sprinklered yes no Flood Zone for Proposed Bldg.: _

ACCESSORY STRUCTURES

* Circle Construction Type: I-A I-B II-A II-B III-A III-B IV V-A V-B

NEW ALTER	NEW ALTER	NEW ALTER
<input type="checkbox"/> <input type="checkbox"/> Pool Shell & Safety Barrier	<input type="checkbox"/> <input type="checkbox"/> Boat Lift / Davit	<input type="checkbox"/> <input type="checkbox"/> *Garage/carport - detached
<input type="checkbox"/> <input type="checkbox"/> Spa Shell & Safety Barrier	<input type="checkbox"/> <input type="checkbox"/> Boat Dock, pilings	<input type="checkbox"/> <input type="checkbox"/> *Storage Shed
<input type="checkbox"/> <input type="checkbox"/> Deck for Pool / Spa	<input type="checkbox"/> <input type="checkbox"/> Seawall / SW Cap	<input type="checkbox"/> <input type="checkbox"/> *Gazebo
<input type="checkbox"/> <input type="checkbox"/> Cage for Pool/Spa	<input type="checkbox"/> <input type="checkbox"/> Pool Safety Barrier	<input type="checkbox"/> <input type="checkbox"/> *Other: _____

Comments: _____

OTHER WORK

INSTALL MANUFACTURED HOME
 OTHER: _____

BLDG DEMOLITION:

Single-Family OTHER: _____
 Total Sq. Ft. (all floors) to be demolished _____

OTHER TRADES INVOLVED

ELECTRICAL PLUMBING GAS VENTING
LOW VOLTAGE WIRING MECHANICAL GAS PIPING
ALARM WIRING FIRE SPRINKLERS _____

PROJECT COST

PROPOSED COST FOR FLOOD CONTROL NON-CONFORMING STRUCTURE

(50% RULE) per attached Owner & Contractor affidavits & attached Contract \$ _____

ESTIMATED/ACTUAL COST FOR ENTIRE PROJECT — Include all sub-trades & work not subject to the Flood Control Code 50% rule.

\$ _____

OWNER AFFIDAVIT Applicable only to owners acting as their own contractor

I am applying for a construction permit pursuant to the owner/builder exemption set forth in Florida Statutes Section 489.103 and Florida Building Code 104.4.4.

Florida Statutes Section 489.103 DISCLOSURE STATEMENT State law requires construction to be done by licensed 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 contractor with certain restrictions even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family or two-family residence or a farm outbuilding. You may also build or improve a commercial building, provided your costs do not exceed \$75,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. 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. You 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 your building who is not licensed must work under your direct supervision and must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

Florida Building Code 104.4.4 ASBESTOS ABATEMENT DISCLOSURE STATEMENT: State law requires asbestos abatement to be done by licensed 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 asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within 1 year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. 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.

Owner's Initials: _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT

APPLICANT SIGNATURE, (contractor or owner-acting-as-own-contractor) -- no agents

Applicant's Affidavit: I certify that all the foregoing information is accurate and complete. I further certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed in accordance with the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for applicable ELECTRICAL WORK, PLUMBING, GAS, SIGNS, WELLS, POOLS, FURNACES, HEATERS, TANK, and AIR CONDITIONS, etc.

Note: If owner is applying for this permit as a contractor under Fla. Statute 489.103, said owner must personally appear at the Town Planning Zoning Building Department to sign this application form and initial the above Owner Affidavit Form.

Signature: _____ Print Name: _____

NOTARY of the State of Florida County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____,
by _____ who is personally known to me or who has produced
_____ as identification.

Signature of Notary Public, State of Florida SEAL: