

HVAC PERMIT APPLICATION

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

OFFICE USE ONLY

Applic #: _____ PERMIT # HP: _____
Approved By: _____ Date: _____
Fees Due: \$ _____
Receipt #: _____ Issued: _____

REPLACEMENT A/C UNITS MUST BE INSPECTED WHILE BEING INSTALLED TO ENSURE ACCESS BY THE INSPECTOR.
FAILURE TO DO SO WILL RESULT IN A RE-INSPECTION FEE. PLEASE MAKE ARRANGEMENTS ACCORDINGLY.

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 #: _____

CONTRACTUAL DESCRIPTION -- Your contract for work is as a:

- 1) **SUBCONTRACTOR UNDER A BUILDING CONTRACTOR NAMED** _____
Bldg. Permit is: Pending approval Issued permit # BP.: _____
- 2) **INDEPENDENT WORK**, unrelated to other construction or permit: Amount of contract: \$ _____
If a FEMA non-conforming structure, total improvement cost from FEMA forms attached: \$ _____

WORK DESCRIPTION

NEW CONSTRUCTION:

ALTERATIONS:

OTHER:

HVAC/MECHANICAL PERMIT APPLICANT PROPERTY OWNER IS APPLICANT

NOTE: Registered Contractor must be licensed in the county 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: _____

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: _____ IS THIS A NEW TENANT YES NO
BUSINESS OWNER'S NAME: _____ PHONE: _____
IF NEW TENANT, WHAT WAS PRIOR TENANT/BUSINESS NAME? _____

FEES FOR HVAC PERMIT:

301	ALTERATIONS, ADDITIONS, REPAIRS:	# of inspections _____	x \$50.00	= \$ _____
		pools/spas = 2 inspections		
302	NEW RESIDENTIAL & COMMERCIAL LIVING OR WORKING AREA	# square feet new area _____	x \$00.07	= \$ _____
303	COMMERCIAL BOILERS:	# units _____	x \$43.25	= \$ _____
304	MISCELLANEOUS FEES NOT COVERED ABOVE	Amount set by Department		= \$ _____
310	RE-INSPECTION OF WORK FOUND IMPROPER	# inspections _____	x \$50.00	= \$ _____
TOTAL PERMIT FEE DUE				= \$ _____

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 and 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: