



# Mechanical, Electrical, or Plumbing Checklist

Please include the following items in the order shown below. For questions on required items, please call 904-297-7050 or email [building@greencovesprings.com](mailto:building@greencovesprings.com).

**Incomplete permit application packets will not be placed in the review cycle until they are complete.**

	<b>Trade Permit Application</b> <u>Mechanical</u> <u>Electric</u> <u>Plumbing</u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A";
	<u>Owner/Builder Disclosure</u>	<b>Applicable to Owner/Builders Only</b> An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to sign before a Building employee in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute <a href="#">489.503(6)</a> in order to be exempt from professional licensure requirements as an Owner/Builder.
	<u>Notice of Commencement</u>	<b>Required when job cost exceeds \$2,500 (\$7,500 for mechanical)</b> Florida Statute <a href="#">713.13(1)(a)</a> : Except for an improvement that is exempt pursuant to s. 713.02(5), an owner or the owner's authorized agent before actually commencing to improve any real property, or recommencing completion of any improvement after default or abandonment, whether or not a project has a payment bond complying with s. 713.23, shall record a notice of commencement in the clerk's office and forthwith post either a certified copy thereof or a notarized statement that the notice of commencement has been filed for recording along with a copy thereof.
	<u>Warranty Deed</u>	