



Please read this in full; if you have additional questions after reading, please call 904-297-7050 or email building@greencovesprings.com.

You **must** own the property and the improvements must be for your own use and occupancy. The property cannot be up for sale, lease, rent, or be entirely vacant. The property cannot be up for sale, lease or rent for an entire year after construction.

Question	Answer
<p>What documents do I need to bring?</p>	<p>It depends on the type of permit you're applying for, but in general, you may need:</p> <ol style="list-style-type: none"> 1. Warranty deed or other proof of ownership 2. 2 sets of construction plans, if applicable 3. A survey of your property showing setbacks, existing structures, new structures, and the distance from new structures to the property lines, if applicable 4. Form of government issued ID 5. Information from the manufacturer about the product, e.g. Florida product approvals, windloads, et cetera, if applicable <p style="text-align: center;">Please refer to the appropriate permit checklist for your exact needs.</p>
<p>What information will I need for the permitting forms?</p>	<ol style="list-style-type: none"> 1. Job Site Address 2. Job Cost 3. Work description / scope of work <p style="text-align: center;">Please refer to the following example forms to understand what you need to fill out <i>minimally</i> to complete the applications.</p>
<p>What happens after I submit the application?</p>	<p>Again, this depends on the permit type; in general, your permit application may follow these steps:</p> <ol style="list-style-type: none"> 1. <i>Complete</i> application is logged in the City's permitting software by the Building Assistant. 2. Land Development Regulations compliance review by the Planning & Zoning Director 3. Building Code compliance review by the Building Official 4. If both compliance reviews are approved, the Building Assistant will notify you via e-mail with a payment request. 5. Payment is made (in-person or remotely). 6. The permit is issued, and you are provided with a copy of the permit and a "job copy" of your plans to have on-site. If the job cost exceeds \$2,500, you will need to get a Notice of Commencement recorded at the Recording Office inside the courthouse; a copy of the recorded NOC must be provided to the Building Assistant (in-person or via e-mail) prior to the first inspection. 7. You do the work as described in the application / plans; once complete or as required throughout the work, you schedule inspections with the Building Assistant. We inspect Monday through Thursday, and we schedule next day inspections. Call 904-297-7050 or e-mail building@greencovesprings.com with the type of inspection needed and your permit number. 8. Upon completion of a final inspection, your project can be issued a Certificate of Completion or Certificate of Occupancy as appropriate.



EXAMPLE DOCUMENT - PLEASE UTILIZE AS A RESOURCE WHEN COMPLETING YOUR OWN PERMIT APPLICATION

CITY OF GREEN COVE SPRINGS
BUILDING PERMIT APPLICATION

COMPLETE ALL HIGHLIGHTED LINES

Application must be typed or printed legibly in ink. Complete all relevant fields

Official Use Only form with sections: PROJECT IDENTIFICATION, PROPERTY OWNERSHIP DETAILS, BUILDING PERMIT ADDRESS, LICENSED CONTRACTOR, FEE SIMPLE TITLEHOLDER, BONDING COMPANY, MORTGAGE LENDER, SETBACKS, JOB COST, Square Footage of Improvements, BRIEF DESCRIPTION OF WORK, OWNER or AGENT, CONTRACTOR.

Your signature MUST be notarized; staff can provide this service, but you MUST sign the document in front of staff and provide a government-issued ID.



EXAMPLE DOCUMENT - PLEASE UTILIZE AS A RESOURCE WHEN COMPLETING YOUR OWN PERMIT APPLICATION

FOR OFFICE USE ONLY

Approved Denied Approval with conditions below

Amount Paid: Receipt #:

Development Services Director:

City of Green Cove Springs Application for Certificate of Land Development Regulations (LDR) Compliance

You must have all information for your application to be considered complete. Incomplete applications will not be accepted.

A. PROCESS:

- 1. Zoning Approval (Certificate of LDR Compliance).
2. Building Department Approval (Building Permit, Change of Use Permit, Change of Occupancy, and/or Local Business Tax License, as required for type of development activity).
3. Pay Local Business Tax License Fee, if applicable.

B. PERMIT/LICENSE TYPE (CHECK ALL THAT APPLY):

- Local Business Tax Commercial New Residential New
Commercial Addition/Remodel Residential Addition/Remodel Fence
Pool/Spa Install Garage Screen Enclosure
Storage Shed Sign Other:

Check the box which applies

C. PROJECT:

- 1. Project/Business Name (if applicable):
2. Current Occupant:
3. Address of Subject Property:
4. Parcel ID Number(s):
5. Subdivision: Unit: Block: Lot:
6. Existing Use of Property:
7. Proposed Use of Property:
8. Type of Construction Proposed:
9. Number of Existing Structures on the Property:
10. Number of Striped Parking Spaces on Site:
11. Gross Square Footage of Building, Pool, etc.:
12. Unit/Suite Square Footage:
13. Property Acreage:
14. Building Height (at peak):

D. APPLICANT

- 1. Name of Applicant(s) or Contact Person(s): Title:
Company (if applicable):
Mailing address:
City: State: ZIP:
Telephone: (904) FAX: (904) e-mail:

Complete the highlighted items. Your parcel number and property acreage can be found on the property appraiser's website

I/We certify and acknowledge that:

1. Prior to receiving a final certificate of occupancy I/We must comply with the current Florida Building Code through the Development Services Department and obtain any necessary permits.
2. I/We must comply with the requirements of the City of Green Cove Springs.
3. I /We must obtain a Local Business Tax License, if required.
4. I/We must meet parking standards and any use specific standards for the zoning district.
5. Falsifying information may result in the LDR Compliance Permit being revoked.

Signature of Applicant

Typed or printed name and title of applicant

Date

Signature of Co-applicant

Typed or printed name of co-applicant

Date

State of _____ County of _____

The foregoing application, _____, 20____, by _____
 _____ as identification. _____ e produced _____
 NOTARY SEAL _____

Your signature MUST be notarized. Staff can provide this service, but you must sign the document in front of staff and provide your government-issued ID.

Office Use Only:

Review Date: _____

FLUM: _____

Zoning District: _____

Max. Lot Coverage: _____ Lot Coverage Proposed _____

Max. Height Allowed: _____ Height of Structures Proposed _____

Setbacks: F _____ R _____ SR _____ SL _____ Not Applicable: _____

of Parking Spaces Required: _____ # of Parking Provided _____

Enclosed Garage: _____

Accessory Use Height: _____

Max. Fence Height Allowed: _____ Height of Fence Proposed _____

Architectural Review Board Approval Required: Yes No If yes, Date of Approval: _____

Accessory Use: Yes No If yes, requirements met: _____

Previous Site Plan Approval: Yes No If yes, Date of Approval: _____

Home Occupation: Yes No If yes, Date of Approval: _____

Alcoholic Beverage License Required: Yes No Application been submitted? _____

FEMA Flood Zone: _____ BFE _____ FFE _____

Located in Wellfield Protection Zone: Yes No

Comments/Conditions of Approval: _____

EXAMPLE DOCUMENT - PLEASE UTILIZE AS A RESOURCE WHEN COMPLETING YOUR OWN PERMIT

NOTICE OF COMMENCEMENT

Permit Number: _____

Florida, County of Clay

The undersigned hereby gives notice that improvement to be made on the property described in this Notice of Commencement, in accordance with Chapter 713, Florida Statutes, the following information is provided:

Minimally, complete the highlighted lines with the requested information. If you have a contractor, surety bond, or lender associated with the work, or would like to designate persons other than yourself who may be served/given Lienor's Notice, complete 4-8 as appropriate.

1. **Description of Property (Legal and street address):** _____

2. **General description of improvement:** _____

3. **Owner information:**

Legal Description can be found on your deed or on Clay County Property Appraiser's website.

a. **Name and address:** _____

b. **Interest in property:** _____

c. **Name and address of fee simple titleholder (if other than Owner):** _____

4. **Contractor's Name, address and Phone number:** _____

5. **Surety: Name, address, Phone:** _____ **Amount of Bond: \$** _____

6. **Lender's Name, address and Phone number:** _____

7. a. **Persons 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) Florida Statutes (Name, Address & Phone numbers):** _____

8. a. **In addition to himself, Owner designates** _____ **of** _____ **to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.** b. **Phone Number of person or entity:** _____

9. **Expiration date of notice of commencement (the expiration date is 1 year from date of recording unless a different date is specified):** _____

Only required to be completed if you would like to select a date which exceeds one year; if your Notice expires prior to the completion of construction, you WILL have to file a new notice.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER TO THE CONTRACTOR FOR THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER 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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Date: _____

Signature of Owner or Owner's Authorized Officer/Director/Partner/Manager)

Notary Signature: _____ Seal: _____

Personally Known _____ or Produced ID _____

Type of Identification produced: _____

Verification pursuant to Section 92.525, Florida Statutes

Your signature MUST be notarized. Staff can provide this service, but you MUST sign the document in front of staff and provide your government-issued ID. After staff notarizes this document, it will be returned to you so you may get it recorded at the Clay County Courthouse.

You MUST record a Notice of Commencement if the job cost exceeds \$2,500. A copy of the recorded NOC must be provided to the Building Assistant prior to the first inspection. It can be submitted via e-mail, building@greencovesprings.com, if desired.



Owner - Builder Disclosure Statement

City of Green Cove Springs

Florida Statutes, Chapter 489, Part I, Section 489.103 (7)

1. I, YOUR NAME, understand that state law requires construction to be provided by a licensed contractor and have applied for an Owner-Builder permit under an exemption from the law. The exemption specifies that I, as the Owner of the property listed, may act as my own Contractor with certain restrictions even though I do not have a license. Exemptions for Owner-Builder Permits in lieu of licensed contractor as stipulated in Florida Statutes 489.103 (7) _____ **Initial.**
2. I understand that, as an Owner-Builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a Licensed Contractor and have the permit filed in his or her name instead of my own name. I also understand that a Contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts and registered with the City of Green Cove Springs. _____ **Initial.**
3. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease (Rental Property). If a building or residence that I have built or substantially improved by myself is sold or leased within one (1) year after the construction is complete, the law will presume that I built or substantially improve it for sale or lease, which violates the exemption. _____ **Initial.**
4. I understand that, as the Owner-Builder, I must provide direct, onsite supervision of the construction. _____ **Initial.**
5. I understand that I may not hire an unlicensed person to act as my Contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have licenses required by law and by city ordinance. _____ **Initial.**
6. I understand that it is frequent practices of unlicensed persons to have the property owner obtain an Owner-Builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I as an Owner-Builder may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his employees while working on my property. My homeowner's insurance may not provide coverages for these injuries. I am willfully acting as an Owner-Builder and am aware of the limits of my insurance coverage for injuries to workers on my property. _____ **Initial.**
7. I understand that I 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 my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of Federal Income Tax and Social Security contributions under the Federal Insurance Contributions Act (FICA) and must provide Workers' Compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk. _____ **Initial.**

8. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern Owner-Builder as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. _____ **Initial.**

9. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service (IRS), the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Construction Industry Licensing Board at 850-487-1395 or www.myfloridalicense.com for more information about licensed contractors. _____ **Initial.**

10. I am aware of, and consent to, Owner-Builder building permits applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address. _____ **Initial.**

11. I agree to notify the City of Green Cove Springs Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. _____ **Initial.**

Licensed Contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an Owner-Builder permit and wish to hire a Licensed Contractor, you will be responsible for verifying whether the Contractor is properly licensed and the status of the Contractor's Worker's Compensation coverage.

The City of Green Cove Springs Building Department staff cannot instruct you on how to complete your project.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the Building Department. A copy of the property owner's driver's license, or other form of government issued verification, and the notarized signature of the property owner is required when the permit is issued. I hereby certify that I have read and examined this affidavit and know the same to be complete and correct.

Construction Address: _____

Signature of Owner/Applicant: _____ **Date:** _____

Printed Name: _____

Sworn to and subscribed before me this _____ day of _____ 20__

Personally known _____ or produced identification _____.

Type of identification produced _____

Signature of Notary: _____ **Date:** _____



Your signature **MUST** be notarized. Staff can provide this service, but you **MUST** sign the document in front of staff and provide your government-issued ID.