

City of Green Cove Springs
 321 Walnut St, Green Cove Springs, FL 32043
 904-297-7050
building@greencovesprings.com
www.greencovesprings.com/bldg



Roof, Siding, or Size-for-Size Window/Door 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.

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

	<u>Building Permit Application</u>	Complete all information in the spaces provided. If information requested does not apply, insert "N/A";
	<u>Owner/Builder Disclosure</u>	<p style="text-align: center;">Applicable to Owner/Builders Only</p> <p>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 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder.</p>
	<u>Notice of Commencement</u>	<p>Required when job cost exceeds \$2,500 (\$7,500 for mechanical)</p> <p>Florida Statute 713.13(1)(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.</p>
	Warranty Deed	
	HOA/ARB Approval	Required for residences in Magnolia Point or Magnolia West
	House Layout (Two [2] copies)	Must show which windows / doors are being replaced, where siding is being replaced (if not for the whole house). Not required for reroof/roof-over.
	Product Approvals (Two [2] copies)	Options: https://www.floridabuilding.org/pr/pr_app_srch.aspx or GCS Fillable Product Approval Sheet