

HERNANDO COUNTY  
BUILDING PERMIT APPLICATION

Want a Deficiency Report Faxed to you?  
Please Provide Your FAX#: \_\_\_\_\_  
Permitting Service FAX #: \_\_\_\_\_  
E-Mail \_\_\_\_\_

**NOTICE:**  
No structure, building, or improvement can encroach or be  
constructed within an easement.

Permit Application No. \_\_\_\_\_

Key #: \_\_\_\_\_

Date: \_\_\_\_\_

Describe work to be done: \_\_\_\_\_

Valuation of work to be done: \$ \_\_\_\_\_

Type of construction: \_\_\_\_\_ Frame: \_\_\_\_\_ CBS: \_\_\_\_\_ Other: \_\_\_\_\_

Legal description: Lot : \_\_\_\_\_ Block : \_\_\_\_\_ Subdivision: \_\_\_\_\_ Unit : \_\_\_\_\_

Address of job site: No.: \_\_\_\_\_ Street: \_\_\_\_\_ City: \_\_\_\_\_, Hernando County

Directions to job site: \_\_\_\_\_

Property owner: \_\_\_\_\_ Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Interest in property: \_\_\_\_\_

Name of fee simple titleholder (If Other Than Owner): \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Permitting Service Name: \_\_\_\_\_ Phone : \_\_\_\_\_ Contact Name: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

E-Mail: \_\_\_\_\_

Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

**Sub-Contractor List (Complete as Necessary)**

Electrical: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

Plumbing: \_\_\_\_\_ Phone : \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

Mechanical : \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

Roofing: \_\_\_\_\_ Phone: \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

Aluminum: \_\_\_\_\_ Phone \_\_\_\_\_

License Number: \_\_\_\_\_ (State Certification or Hernando County # Only)

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Master Plan File #: \_\_\_\_\_ Plan Name: \_\_\_\_\_

Architect/Engineer's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.

OWNER'S AFFIDAVIT: I certify that all of the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:** ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SEC 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 RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
Owner/Contractor or Authorized Agent

State of: \_\_\_\_\_ 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

(SEAL)

Application Approved By Permit Representative: \_\_\_\_\_

## OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes 455.228(1)

### Homeowners hiring unlicensed contractors may be subject to a fine of up to \$5,000.00

To qualify for exemption under any of the following subsections, an owner must personally appear and sign the building permit application. A power of attorney cannot be accepted.

#### Disclosure Statement - Statement required by Florida Statute 489.103(7)

1. I understand that state law requires construction to be done 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.

\_\_\_\_\_Initial

2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

\_\_\_\_\_Initial

3. 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 having 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. Any contractors hired by me will be added to the permit.

\_\_\_\_\_Initial

4. 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. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

\_\_\_\_\_Initial

5. I understand that, as the owner-builder, I must provide direct, on site supervision of the construction.

\_\_\_\_\_Initial

6. 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 the licenses required by law and by county or municipal ordinance.

\_\_\_\_\_Initial

7. I understand that it is a frequent practice 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 or her employees while working on my property. My homeowner's insurance may not provide coverage for those 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

8. 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

9. 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-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

\_\_\_\_\_Initial

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or [www.myfloridalicense.com/dbpr/consumers.html](http://www.myfloridalicense.com/dbpr/consumers.html) for more information about licensed contractors. I also may contact Hernando County Building Division at 352-754-4050.

\_\_\_\_\_Initial

11. I am aware of, and consent to, an owner-builder building permit 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

12. I agree to notify Hernando County Building Division 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 workers' compensation coverage.

\_\_\_\_\_Initial

**Disclosure Statement-(Electric)-Statement Required by Florida Statute 489.503(6)**

State law requires electrical contracting to be done by licensed electrical 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 electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. 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.

\_\_\_\_\_Initial

**I HAVE READ AND FULLY UNDERSTAND THE ABOVE DISCLOSURE STATEMENT AND AGREE TO ABIDE BY THE PROVISIONS REGULATING OWNER/BUILDER PERMITS SET FORTH ABOVE AND IN HERNANDO COUNTY CODE OF ORDINANCES.**

\_\_\_\_\_  
Property Owner's Signature

State of: \_\_\_\_\_ 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

(SEAL)

Permit Number \_\_\_\_\_  
Key Number \_\_\_\_\_

## NOTICE OF COMMENCEMENT

State of Florida  
County of Hernando

THIS AREA IS RESERVED FOR CLERK OF THE COURT CERTIFICATION

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713. of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (*legal description*): \_\_\_\_\_

a) Street (*job*) Address: \_\_\_\_\_

2. General description of improvements: \_\_\_\_\_

3. Owner Information or Lessee information if the Lessee contracted for the improvement:

a) Name and address: \_\_\_\_\_

b) Name and address of fee simple titleholder (if different than Owner listed above) \_\_\_\_\_

c) Interest in property: \_\_\_\_\_

4. Contractor Information

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_ Fax No.: (optional) \_\_\_\_\_

5. Surety (if applicable, a copy of the payment bond is attached)

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

c) Amount of Bond: \$ \_\_\_\_\_

6. Lender

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_

7. 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) 7., Florida Statutes:

a) Name and address: \_\_\_\_\_

b) Telephone No.: \_\_\_\_\_ Fax No.: (optional) \_\_\_\_\_

8.a. In addition to himself or herself, 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 designated by Owner: \_\_\_\_\_

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be 1 year from the date of recording unless a different date is specified): \_\_\_\_\_, 20\_\_\_\_

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\_\_\_\_\_  
(Signature of Owner or Lessee, or Owner's or Lessee's (Authorized Officer/Director/Partner/Manager)

\_\_\_\_\_  
(Print Name and Provide Signatory's Title/Office)

State of \_\_\_\_\_ County of \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ as \_\_\_\_\_  
(Name of Person) (type of authority, ...e.g. officer, trustee, attorney in fact)

for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

Personally Known  Produced ID

Type of ID \_\_\_\_\_ Notary Signature \_\_\_\_\_

Print name \_\_\_\_\_

NOTARY STAMP

**HERNANDO COUNTY DEVELOPMENT DEPARTMENT  
SITE PLAN**



# \_\_\_\_\_

**(RESIDENTIAL USE ONLY)**

**SCALE**

1" =

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**SITE PLAN MUST:**

- \* Not exceed 11" x 17"
- \* Be drawn in blue or black ink only.
- \* Be drawn to scale.
- \* Show any lake, canal, or river frontage.
- \* Show property dimensions, shape and size.
- \* Show all existing and proposed structures and their dimensions, and identify them.
- \* Show all street frontages (corner lot, double frontage, etc.)
- \* Show distance in feet and inches from all property lines to all structures.
- \* Show any driveway on site plan.
- \* Show all easements (utility, drainage, ingress,/egress, conservation, etc.)
- \* Show all surrounding golf courses.