

HERNANDO COUNTY SINGLE FAMILY RESIDENCE PERMIT & CHECK LIST



BUILDING DIVISION

789 Providence Blvd
Brooksville, FL 34601 Phone:
(352)754-4050
www.hernandocounty.us



HERNANDO COUNTY PERMIT APPLICATION PACKET SINGLE FAMILY RESIDENCE



Introduction

This is an application for a building permit for the construction of a single family residence in Hernando County. All items listed on the attached Checklist must be submitted with your completed application. Your application cannot be processed if any one of the items listed is incomplete or missing. An application for any proposed work becomes void if not picked up within 180 days.

There is a non-refundable administrative review fee to be paid at the time your application is submitted. This fee will be credited toward the cost of your permit, if the application is approved. Many of the forms required to be submitted with this permit application are required to be notarized. Notary services are available in our office.

Impact Fees

You may be required to pay an impact fee when the permit is issued. An impact fee is a one-time assessment placed on all new development or construction.

Deed Restrictions

The Hernando County Building Services does not enforce deed restrictions. It is the owner/contractor=s responsibility to verify any deed restrictions that may apply to the property. Copies of your deed restrictions may be obtained from the Hernando County Recording Office.

Notice of Commencement

If the valuation of the job is greater than \$5,000, a NOTICE OF COMMENCEMENT (NOC) must be recorded at the Hernando County Recording Office and posted on the job site. A certified copy of the recorded NOC must be submitted prior to the first inspection. Please read the important information on the Construction Lien Law included with this packet.

Inspections

A list of required inspections will be given to you when your permit is issued. It is the contractor=s (owner/builder=s) responsibility to ensure that all required inspections are made prior to proceeding with work on projects. Inspections must be requested within ten working (10) days of completion of your project. Final inspections that have been red tagged must be reinspected within seven working (7) days. All red tag fees must be paid prior to final inspection. Upon issuance of your permit, work must begin within 180 days. If work is not begun within 180 days from permit issuance, or work is suspended or abandoned for a period of 180 days, your permit will become invalid and will be void. Be advised that lack of inspection activity for a 180 day period is considered suspension or abandonment of the permitted work.

Additionally, it is the contractor or owner/builder=s responsibility to ensure corrections are made to items that have been red tagged, the red tags paid, and re-inspections performed and approved prior to proceeding with work. Red tags must be recalled for inspection and paid, if applicable, within seven working (7) days. Failure of the contractors or owner/builders to request and receive re-inspections before proceeding with additional work may result in disciplinary action or a fine against the contractor or owner/builder.

Thirty days after the last final inspection has been completed, inspectors will make a site inspection for compliance of right-of-way sod, final driveway, and landscape requirements.

Permit Expiration

A valid permit may be extended past the 180 day time frame if an extension is requested in writing and justifiable cause has been demonstrated. Additional fees apply for an extension of the permit. Invalid (void) permits must be reactivated before work may continue under the permit. Additional fees apply for reactivating a permit. A building permit is only valid for a period of 2 years from date of issuance. Any permit not finalized or voided within 2 years is expired. Construction work not completed pursuant to an expired permit shall be re-permitted, and additional fees will apply.



HERNANDO COUNTY PERMIT APPLICATION CHECKLIST SINGLE FAMILY RESIDENCE



The following items are required to be submitted with your building permit application:

APPLICATION:

- Building Permit Application filled out completely in blue or black ink.
- Key Number of property. This can be found on your tax bill. If this is a newly created parcel, you will need to contact the Property Appraiser's Office at (352)754-4190.
- Owner/Builder Disclosure Statement (attached with this packet).
- Conditional Affidavit for Certificate of Occupancy (attached with this packet).
- Copy of Septic Tank Permit (352-540-6800 ext. 3) and/or copy of Hernando County Utility Department (352-754-4037) deposit receipt, if applicable.
- Notarized subcontractor affidavits from the electrical, plumbing, mechanical, and roofing subcontractors stating that they are doing the work for this job, or you may submit the ASubcontractor Signature Page@ attached with the application.
- Addressing receipt from the Property Appraiser's Office.

PLANS:

- Two (2) sets of structural drawings drawn to 1/4" scale, legible in blue or black ink, to include:
 - Floor Plans
 - Foundation
 - Electrical
 - Front, Side, and Rear Elevations
 - Plumbing
 - Typical Wall Section and Roof Framing Plan

Drawings are to be drawn on a minimum sheet size of 18" x 24". Do not use graph paper, lined paper, or transparent paper.

Plans for a single family residence must be:

- Designed and sealed by an architect or engineer;
- Approved alternative engineering; or
- Construction Plan Review Guide for ICC 600 (Contractors only).

- In addition to the above structural drawings, one additional floor plan is required. This copy is not required to have an architect/engineer seal. Floor plans must show dimensions of all rooms as well as the perimeter of the home and must match the floor plan included with your building plans. Floor plans must be to scale. The address of the property must be shown on the floor plan.
- Three (3) sets of Mechanical Installation Sheets (attached with this packet).
- Three (3) sets of signed Florida Energy Forms, Manual J, completed with indelible black ink.
- Two Drainage Plans (attached with this packet).
- Two (2) completed sets of Product Approval Sheets (included with this packet).
- Two (2) copies of truss drawings. Truss drawings must be sealed by the truss manufacturer and the engineer of record for the home.

ZONING:

- Two (2) site plans using County site plan form or survey only. Paper size cannot be larger than 11" x 17". Site plan must:
 - ___a. Be drawn in blue or black ink only.
 - ___b. Be drawn to scale.
 - ___c. Show any lake, canal, or river frontage.
 - ___d. Show property dimensions, shape and size.
 - ___e. Show all existing and proposed structures and their dimensions, and identify them.
 - ___f. Show all street frontages (corner lot, double frontage, etc.)
 - ___g. Show distances in feet and inches from all property lines to all structures.
 - ___h. Show any driveway on site plan.
 - ___i. Show all easements (utility, drainage, ingress/egress, conservation, etc.)
 - ___j. Show all surrounding golf courses.
- Legal description of your property (subdivision name, lot, block, unit).
- When not located in a platted subdivision or when the property has been divided, a copy of your recorded deed is required.
- Proof of legal access to a County maintained road.
- If the new residence is a replacement of an existing residence, you must provide proof (letter from Property Appraiser=s Office or equivalent) that the residence was existing on the property for the 1986 tax year to the present time.
- Two (2) completed sets of Landscaping Worksheets (attached with this packet).
- If your property is in either a V or A zone, or in a flood way, a sealed grade elevation survey is required. In the V zone, the construction plans must be certified by an architect or an engineer and be submitted with a V zone construction certificate.

Hernando County currently has two additional flood studies that are being implemented. If your property is within one of these studies, additional documents from a surveyor may be required.

NOTICE IN ALL FLOOD ZONES:

As of January 1, 2000, two (2) elevation certificates are required for the construction of a single family residence. The first elevation certification is required during construction, and may be an elevation certificate or a certified letter signed and sealed by a land surveyor or engineer. The second elevation certification is due when construction is finished and must be an elevation certificate.

To ensure that the home meets the required elevation, we will continue to place a hold on the proper inspection at the time the plans are reviewed. This hold will be removed upon receipt of the first elevation certification. Also upon receipt of the first elevation certification, the final building inspection will be placed on hold and will not be released until the second elevation certificate for finished construction is received.

CONSTRUCTION PLAN CHECKLIST/GENERAL PLAN REQUIREMENTS

- Two (2) Sets Of Construction Plans
 - 1/4" scale minimum
 - 18" x 24" sheet (Minimum acceptable size)
 - Blue, black or equally dark ink
 - Suitable for microfilm, light background (no dark copies; no graph, lined, or transparent paper)
- One (1) Copy Of Floor Plan For Property Appraiser=s Office (Not Required To Be Sealed)
- Plumbing Fixture Layout
- Electrical Layout

MASONRY CONSTRUCTION

- Foundation Plan
 - Footing location and size, with reinforcement steel location and size
 - Dowel location and size (indicate by: ■)
 - Vertical Reinforcement steel location and size (indicate by: M)
 - Shear wall location and size (indicate by: //////////////)
- Floor Framing Plan (Wood Frame Floor System Only)
 - Floor joist or floor truss location and size
 - Ledger location and size with anchor bolt location and size
 - Blocking location
- Floor Plan
 - Vertical reinforcement steel location (indicate by: M)
 - Shear wall (segments) location and size (indicate by: //////////////)
 - Ceiling diaphragm location (indicate by: shaded area)
 - Total area of openings in each exterior wall
 - Total area of exterior wall
- Elevations (All Sides Required)
 - Finished grade to eave height
 - Floor to ceiling height
 - Floor to roof peak height
 - Finished grade to stem wall height (if applicable)
 - Roof pitch
 - Eave projection length at sidewalls and gable end walls (if applicable)
 - Indicate continuous masonry gable or frame gable end truss (if applicable)
- Wall Sections/Details
 - Typical wall sections for each continuous load path from foundation through roof
 - Masonry bond beam size, reinforcement steel size and location, and precast or reinforced lintel
 - Fasteners - Manufacturer and model number or product code, nailing patterns, embedment, depth, etc.
 - Diaphragm connection with end wall and sidewall (if applicable)
 - Column details (if applicable)
- Roof Framing Plan
 - Bearing walls and girders
 - Calculated uplift loads
 - Diaphragm, blocking, and bracing locations and sizes

FRAME CONSTRUCTION

- Foundation Plan
 - Footing location and size with reinforcement steel location and size
 - Shear wall location and size - (indicate ///////////////)
 - ATie-down@ fastener location - manufacturer and model number or product code
- Floor Framing Plan (Wood Frame Floor System Only)
 - Floor joist or floor truss location and size
 - Sill plate location and size
 - Blocking location
- Floor Plan
 - Shear wall (segments) location and size (indicate ///////////////)
 - Ceiling diaphragm location
- Elevations (All Sides Required)
 - Finished grade to eave height
 - Floor to ceiling height
 - Floor to roof peak height
 - Finished grade to stem wall height (if applicable)
 - Roof pitch
 - Eave projection length at sidewalls and gable end walls (if applicable)
 - Indicate balloon frame gable or gable end truss (if applicable)
- Wall Sections/Details
 - Typical wall sections for each continuous load path from foundation through roof
 - Header size over openings
 - Fasteners - Manufacturer and model number or product code, nailing patterns, embedment depth, etc.
 - Diaphragm connection with end wall and sidewall
 - Column details (if applicable)
- Roof Framing Plan
 - Bearing walls and girders
 - Calculated uplift loads
 - Diaphragm, blocking, and bracing locations and sizes



Florida's Construction Lien Law

Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, **even if you have paid your contractor in full.**

This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.

This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself

If you hire a contractor and the improvements cost more than \$5,000, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.
- If your contract calls for partial payments before the work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)
- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.

Notice To Owner

Prior to filing a lien, a lienor who does **not** have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility is it To Get These Releases?

You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, **YOU** must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen If I Don't Get Releases Of Lien?

You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim A Lien On My Property?

Contractors, laborers, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. **Always require a release of lien from anyone who does work on your home.**

Contesting A Lien

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's Customer Contact Center at: 850.487.1395 or CallCenter@dbpr.state.fl.us

Or write to: Florida Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com › *Search for a Licensee.*

You may also contact your local building department or the Better Business Bureau.

NOTICE

POSTING OF STREET NUMBERS

The Hernando County Board of County Commissioners has adopted an ordinance entitled the AHernando County Street and Road Naming and Addressing Ordinance@ (No. 94-03) which enforces the present system for naming streets and roads and addressing in Hernando County. This action has been taken to provide rapid central dispatch for the Sheriff=s Department, Fire Departments and Emergency Medical Services and to expedite more efficient mail delivery.

Ordinance No. 89-19 requires your correct address number be displayed in a conspicuous place on the principal building so that the number is clearly legible from the street or road on which it is addressed.

If the principal building is not visible from the road, or obstructions such as fences, trees, or walls would limit visibility, the address number shall be posted at least two (2) feet above ground level, in a conspicuous place at the driveway or property entrance. Such place may include, but is not limited to mailboxes, fences, fence posts, freestanding signs, and such number shall be clearly legible from the street and not posted as to be confused with address numbers posted for nearby parcels. Freestanding signs must be outside all public rights-of-way.

Numbers used in addresses, lot numbers, unit identifications, and all such ranges shall be Arabic numerals. Letters used in unit identifications and such ranges shall be standard capital letters. Both numbers and letters shall be in a color contrasting with the structure or background surface and not be less than six (6) inches in height for commercial and four (4) inches for residential properties.

The post office requires that the address number also be posted on the mailbox. The numbers on the box must be inscribed in contrasting color in neat numerals not less than one (1) inch high on the side of the box visible to the carrier=s regular approach, or on the door if boxes are grouped. If the box is located on a different street, the street name and house number must be inscribed on the box.

Any different numbers which might be mistaken for, or confused with, the official number assigned by the County shall be removed.

Ordinance No. 94-03, Section 12 states that a violation of any provision of this ordinance shall constitute a misdemeanor and shall be punished as provided in Section 1.8 of the Hernando County Code of Ordinances.

We regret any inconvenience this may cause you, but we know you will recognize the importance of posting your address number. If you have any questions regarding this matter, please feel free to contact the Hernando County Building Division, 789 Providence Boulevard, Brooksville, Florida, 34601, telephone number (352) 754-4050.



DEPARTMENT OF SOLID WASTE

SOLID WASTE ♦ RECYCLING ♦ SW CODE ENFORCEMENT ♦ FINANCE ♦ HOUSEHOLD HAZARDOUS WASTE

14450 LANDFILL RD ♦ BROOKSVILLE, FLORIDA 34614

P 352.754.4112 ♦ F 352.754.4118 ♦ W www.HernandoCounty.us

Dear Soon-to-be Hernando County Homeowner:

Hernando County assesses all residential units (single family and multi-family) annually for solid waste disposal. The Hernando County Interim Solid Waste Disposal Assessment Ordinance (#99-17) became effective on September 1, 1999. The ordinance establishes that the solid waste disposal assessment is due and payable for all new residential units for the interim between construction completion and placement of the assessment on the property tax bill. This ordinance affects all conventional houses, duplexes, triplexes, and quadruplexes for which construction permits, and mobile homes for which set-up/tie-down permits are issued on or after September 1, 1999.

When your new home is ready to occupy, you will receive an invoice for the prorated interim solid waste disposal assessment due on your home. *Depending on when your home is completed, and when the assessment can be added to your tax bill, your interim assessment may be prorated from four (4) months= up to 16 months= assessment. (See fee schedule on back.) The annual Solid Waste Disposal Assessment is \$69.40 for single family homes and \$63.30 for each unit of multi-family homes.

You may pay the interim assessment in person at the **Hernando County Utilities Department, 15365 Cortez Blvd. Brooksville, Florida 34613**, or mail your payment to: **Hernando County Utilities Department, P.O. Box 30384, Tampa, Florida 33630**. Make checks payable to the **Hernando County Board of County Commissioners**.

The Solid Waste Disposal Assessment is not to be confused with any fee that is charged for the collection of household garbage. If you are not in the mandatory area, and do not want to hire a solid waste collection company for your household garbage, you may transport your household garbage to any of the three (3) county solid waste facilities. There is no charge, for the first 2,000 lbs of household garbage at the facilities for residents who have paid the annual Solid Waste Disposal Assessment. There are restrictions of use at the convenience centers.

If you have any questions, please call the Solid Waste Division at (352) 754-4112.

Solid Waste Single Family Unit Fee Schedule

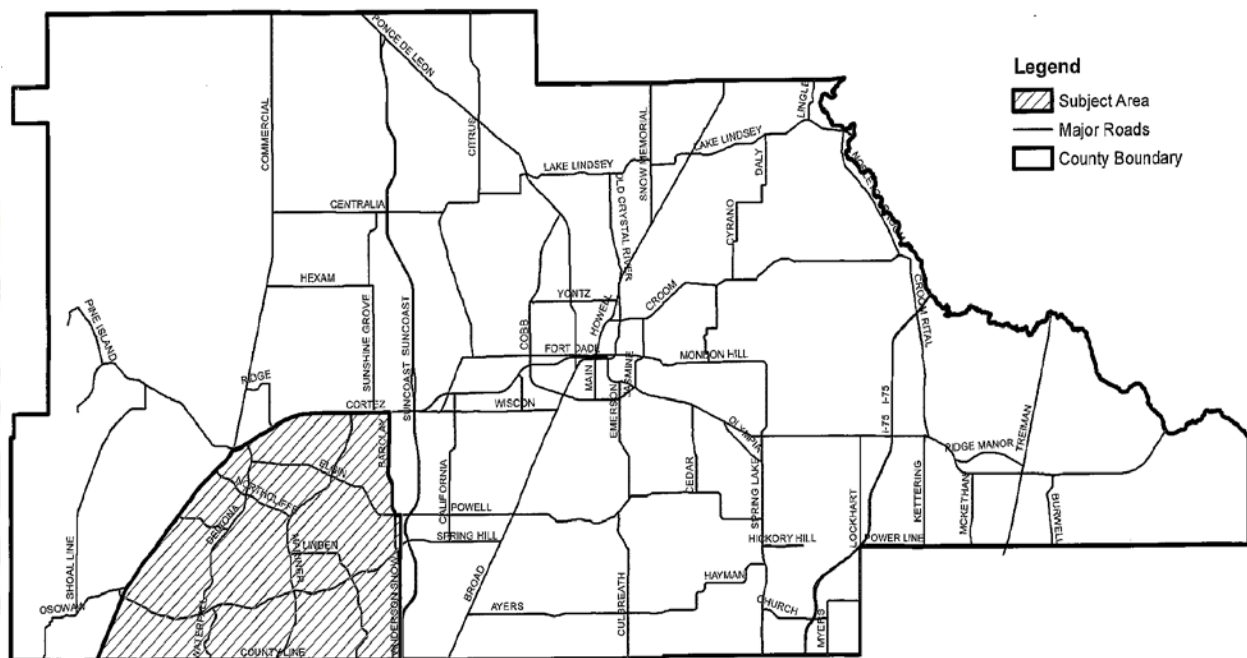
Month Certificate of Occupancy Issued	Amount Owed
January	\$ 63.42
February	\$ 57.83
March	\$52.05
April	\$ 46.27
May	\$ 40.48
June	\$ 34.70
July	\$ 28.92
August *	\$ 90.42
September *	\$ 85.16
October *	\$ 79.90
November *	\$ 74.65
December	\$ 69.40

Solid Waste Multi Family Unit Fee Schedule

Month Certificate of Occupancy Issued	Amount Owed Two (2) Units	Amount Owed Three (3) Units	Amount Owed Four (4) Units
January	\$ 116.05	\$ 174.08	\$ 232.10
February	\$ 105.50	\$ 158.25	\$ 211.00
March	\$ 94.95	\$ 142.43	\$ 189.90
April	\$ 84.40	\$ 126.60	\$ 168.80
May	\$ 73.85	\$ 110.78	\$ 147.70
June	\$ 63.30	\$ 94.95	\$ 126.60
July	\$ 52.75	\$ 79.13	\$ 105.50
August *	\$ 164.97	\$ 247.45	\$ 329.93
September *	\$ 155.38	\$ 233.06	\$ 310.75
October *	\$ 145.78	\$ 218.68	\$ 291.57
November *	\$ 136.19	\$ 204.29	\$ 272.38
December	\$ 126.60	\$189.90	\$ 253.20

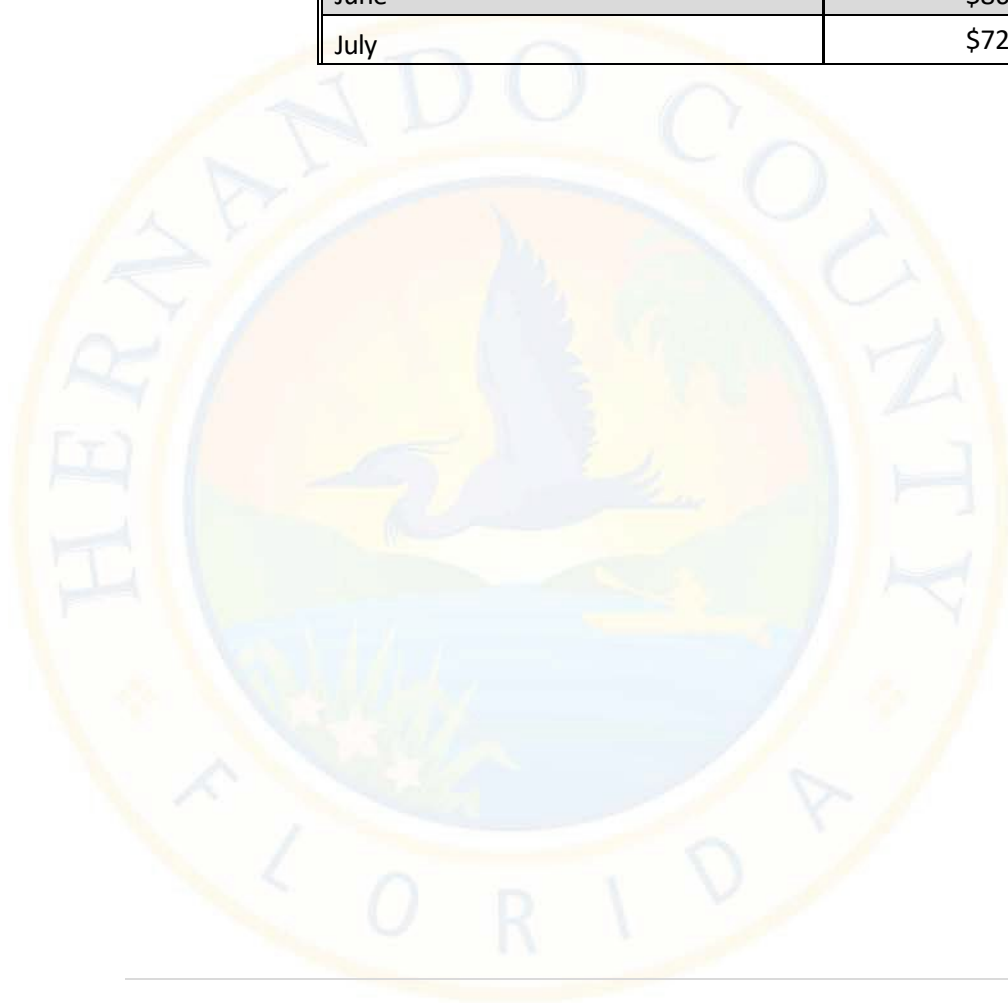
If you live in the mandatory area of Spring Hill, garbage collection is mandatory, and you are required to contract with Republic Services, Inc.

From the point of beginning at US Highway 19 and County Line Road, North on US Highway 19 to State Road 50, then East on State Road 50 to Barclay Avenue, then South on Barclay Avenue to Powell Road, then East on Powell Road to the Northwest corner of Section 14, then South along the Western boundary of Sections 14, 23, 26, and 35 to County Line Road, then West on County Line Road back to the point of beginning. All section numbers used above are in Township 23, Range 18 East.



SW Hernando County Garbage Collection MSBU Assessment Fee Schedule

Month Certificate of Occupancy Issued	Single Family Unit Prorated Assessment
August *	\$230.40
September *	\$216.00
October *	\$201.60
November *	\$187.20
December	\$172.80
January	\$158.40
February	\$144.00
March	\$129.60
April	\$115.20
May	\$100.80
June	\$86.40
July	\$72.00



**HERNANDO COUNTY
SINGLE FAMILY RESIDENCE
PERMIT APPLICATION**

FBC2023

EMAIL ADDRESS:

Permitting Service Email Address:

NOTICE:

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

Permit Application #: _____
(For Office Use ONLY)

Key #: _____

Date: _____

Describe work to be done: _____

Total Value of Proposed Project: \$ _____

Type of Construction: _____ Frame: _____ CBS: _____ Other: _____

Legal description: Lot : _____ Block : _____ Subdivision: _____ Unit : _____

Address of job site No.: _____ Street: _____

Specific Directions to job site: _____

Property owner: _____ Phone: _____

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: _____

Contractor: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Sub-Contractor List (Complete as Necessary)

Electrical: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Plumbing: _____ Phone: _____

Address: _____ City: _____ State: _____ Zip: _____

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

Mechanical: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

Roofing: _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

LP Gas : _____ Phone: _____
Address: _____ City: _____ State: _____ Zip: _____
License Number: _____ (State Certification or Hernando County # Only)

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: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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 or Agent (Including Contractor)

Print Name

State of: _____ County of: _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, _____ by _____.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced

Signature of Notary Public

Print, Type or Stamp Name of Notary

Application Approved By Permit Representative: _____

Date: _____

Rev. 11/26/2019

**CONDITIONAL AFFIDAVIT FOR CERTIFICATE
OF OCCUPANCY AND NOTICE OF CODE VIOLATION**

**STATE OF FLORIDA
COUNTY OF HERNANDO**

Permit No. _____

BEFORE ME the undersigned authority personally appeared _____
(Please print Affiant=s name)

who was sworn and says:

1. Affiant understands and agrees to perform the below marked stipulations on or before thirty (30) days from the date of issuance of a Certificate of Occupancy (C.O.) for the above described permit number.
2. Affiant further agrees and understands that failure to comply with the obligations set forth herein, within the time established herein, will cause this Affidavit to be considered a Notice of Violation pursuant to Section 162.21, Florida Statutes, as it may be amended from time to time and will allow Hernando County to have issued by a Code Enforcement Officer a citation for violation of a Hernando County Code provision without the necessity of allowing the affiant any period of time to correct the violation.
3. Affiant understands that the issuance of a citation may subject affiant to civil penalties/and or fines up to \$500.00, and/or the loss or revocation of a C. O. permitted by law, rescision of the C.O., discontinuance of electrical service, or any other action Hernando County may lawfully undertake against affiant.
4. Affiant agrees to perform the following indicated obligations:
 - _____ a) Sod the right-of-way within thirty (30) days from the issuance date of the C.O. Plugs, mulch, seeding, ornamental plants, or stone shall not be used in lieu of sod. Adjacent/damaged areas will be repaired. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
 - _____ b) Install a driveway apron, designed to meet the requirements of Hernando County=s Department of Public Works= Facility Design Guidelines within thirty (30) days from the issuance of the C.O. (Hernando County Code of Ordinance, Chapter 24, Section 24-3)
 - _____ c) Comply with all landscaping requirements to include ground cover and tree placements within thirty (30) days from the issuance of the C.O. Ground cover requirements for lots may be achieved by sodding or seeding. Trees will be left or replanted to meet the requirement of two trees per lot, or as specified according to lot size. (Hernando County Code of Ordinance, Chapter 10, Section 29)
 - _____ d) Remove any home replaced by this permitted structure within thirty (30) days of issuance of the C.O. for the proposed residence. Hernando County Code of Ordinance, Appendix A Article II, Section 2D(2)
5. By signing this affidavit, affiant hereby acknowledges that failure to achieve compliance with the aforementioned will be deemed a willful violation of the Hernando County Code of Ordinances and punishable as provided by Hernando County Code of Ordinances and Florida state law and that affiant is personally responsible for these provisions.

Signature of Owner, Contractor or Authorized Agent

Owner or Agent (Including Contractor)

Print Name

State of: _____ County of: _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization,
this ____ day of _____, ____ by _____.

☐ Personally Known OR ☐ Produced Identification - Type of Identification Produced _____

Notary Public

(Stamp, Type, or Print Name of Notary)

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 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

FLORIDA STATUTE 92.525 VERIFICATION OF DOCUMENTS; PERJURY BY FALSE WRITTEN DECLARATION, PENALTY. - (3)A PERSON WHO KNOWINGLY MAKES A FALSE DECLARATION UNDER SUBSECTION (2) IS GUILTY OF THE CRIME OF PERJURY BY FALSE WRITTEN DECLARATION, A FELONY OF THE THIRD DEGREE, PUNISHABLE AS PROVIDED IN S. 775.082, S. 775.083, OR S 775.084.

UNDER PENALTIES OF PERJURY I DECLARE THAT 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 & FLORIDA STATUTES.

Property Owner's Signature

State of: _____ County of: _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, _____, by _____.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced

Signature of Notary Public

(SEAL)

HERNANDO COUNTY BUILDING DIVISION

OWNER/BUILDER AFFIDAVIT

I, _____, am applying for a permit with the Hernando County Building Department and am choosing to exercise my right to act as the contractor on this project pursuant to the exemption for owner/builders in F.S. Ch. 489, Part I.

I have elected to pull an owner/builder permit under my own volition and certify that I am not acting on the advice of any contractor to obtain an owner/builder permit in lieu of a contractor. If a contractor is doing the work, I understand that the contractor must pull the permit.

Acknowledgments

- ☐ I am choosing to act as the contractor on my project of my own free will. _____
- ☐ I understand that as the owner/builder under this exemption, **I am the contractor of record**, and I am subject to all laws, rules, and regulations that apply to a contractor. _____
- ☐ I understand that I am subject to F.S. Ch. 489, Part I and Part II and must comply with all the regulations in this chapter that would apply to contractor. _____
- ☐ I understand that if a contractor is doing the work, the contractor is required by law to pull the permit. I understand that failure to do this could result in me being charged with aiding and abetting a contractor. _____
- ☐ I understand that as the owner/builder I have obtained a temporary license to act as the contractor for this project, and **I am the contractor of record**. As the contractor, I understand that I am no longer afforded the protection of F.S. Ch. 489 as a homeowner. _____

- ☐ I understand that this temporary license only allows me to work on this project, and does not allow me to work on any other projects requiring a contractor. _____
- ☐ I understand that this project must be for my own use or occupancy, and cannot be intended for sale or lease. Offering for sale or lease within one year may cause the County to presume that I obtained the owner/builder exemption with the intent for sale or lease of my structure and may subject me to prosecution for violation of the law. _____
- ☐ I understand that if I hire a permitting service to assist me with obtaining my building permit, I must still appear in person for all owner/builder meetings with the County and I must appear in person to pick up my permit. _____
- ☐ I understand that it is my responsibility to obtain all documents necessary to submit a complete permit application. _____
- ☐ I understand that the Building Official shall have the authority to require me to secure a licensed contractor to complete the work authorized under this permit if inspections by the Building Division reveal that I am not competent to accomplish the construction. _____

Responsibilities of Owner/Builder

- ☐ I understand that any person working on my project must possess all licenses required by state law and the Hernando County Contractor Licensing Code. _____
- ☐ I understand that any person working on my project, who is not duly licensed, must be hired as an employee, and I must provide worker's compensation as required by law, and I must deduct FICA, Medicare, and withholding tax as required by law. _____
- ☐ I understand that as the contractor of record, it is my responsibility to supervise all work done on my project by subcontractors or employees, and I will not expect the Hernando County Building Division to supervise my project. _____
- ☐ I understand that as the contractor of record I am responsible for all work done on my project, including any work done by any subcontractors or employees. _____
- ☐ I understand that any subcontractor or employees I may hire to work on my project may not be covered under my regular homeowner's insurance. _____
- ☐ I understand it is my responsibility to find out about insurances needed and to ensure that I have them. _____

- ☐ I understand that I will be responsible for all people I hire to work on my property and understand that any injuries that may occur while working on my property could result in legal action against me if I haven't provided the appropriate worker's compensation or other insurances required by law. _____

Permit Requirements

- ☐ I understand that my permit must be issued within six months from submission of the application. If not picked up within that time, my application will become void and a new application and all supporting documents will be required if I wish to continue with my project. Application fees are Non-Refundable. _____
- ☐ I understand that once my permit is issued I must adhere to the following minimum time schedules to keep my permit active:
1. The first inspection must be completed and approved with 180 days of issuance of the permit. _____
 2. At least one inspection must be approved within every 180 days' period from the date of the last completed inspection. _____
 3. My permit will expire 2 years from the date of permit issuance, and the job must be finale by the end of the 2-year period. _____
I understand that if I do not maintain inspections in the time schedules above, my permit may become inactive or expired. _____
- ☐ I understand that if my permit becomes inactive, all work must cease, and I must reactivate my permit. I understand that reactivating my permit may include additional fees. _____
- ☐ I understand that if my permit expires, all work must cease. I understand that an expired permit cannot be reactivated, and a new permit must be obtained to complete the project. _____
- ☐ I understand that a new permit for completion requires submittal of a new application and is subject to additional fees and I may be subject to meeting any and all newly enacted requirement and that I may be required to obtain new plans for a completion permit. _____
- ☐ I understand that I must post my permit card and all job site documents on my property and that the documents must be visible from the street. _____

Plan Review

- ☐ I understand that the Building Division will not design my project. It is my responsibility to submit a legible, complete, and accurate set of plans with my permit application. _____
- ☐ I understand that the Florida Building Code requires all building plans be signed and sealed by an engineer licensed in the State of Florida. _____
- ☐ I understand that the Building Division will review my building plans for compliance with adopted codes, and that I am responsible for correcting any deficiencies found on my plans. _____
- ☐ I understand that my permit cannot be issued until my building plans are in compliance with the adopted codes. _____
- ☐ I understand that all work taking place on my project must match the approved set of plans on file with the Building Division. I must submit any changes for review and approval prior to being completed on the job. _____

Inspections

- ☐ I understand that the Building Division will perform requested inspections at designated stages of my construction project. _____
- ☐ I understand that it is my responsibility to notify the Building Division when my job is ready for inspections. _____
- ☐ I understand that the Building Division has the right to enter the property at any time during construction. _____
- ☐ I understand that inspection results will be recorded on my permit card at the job site, and it is my responsibility to check the job site for inspection results. _____
- ☐ I understand that I must submit any changes for review and approval prior to the work being done. Plan changes are subject to additional fees _____
- ☐ I understand that if work does not meet code, an inspector will issue a red tag the condition must be corrected and inspected prior to continue with construction. _____
- ☐ I understand that it is my responsibility to correct any violations noted by the inspectors upon inspection and it is my responsibility to pay any fees associated with red tag notices. _____
- ☐ I understand that I am responsible for the work completed by my subcontractors or employees, and the Building Division cannot assist me in bringing the work up to code. _____

- ☐ I understand that the inspections performed by the Building Division are completed to ensure that the minimum code requirements have been met at the time of the inspection. _____
- ☐ I understand that the Building Division does not supervise my construction project. It is my responsibility as the contractor to supervise construction and provide adequate oversight of the subcontractors and workers on my job. _____
- ☐ I understand that Hernando County Ordinance requires that red tags be corrected and rescheduled for inspection within 7 business days. _____
- ☐ I understand that Hernando County Ordinance requires that final inspections be scheduled within 10 days after the work is completed.
- ☐ I understand that as an owner/builder, electrical power will not be released until all finals are complete. I am not eligible for automatic early electric release. If I require early electric release, I must submit the required form to the Building Division and must demonstrate justifiable cause
- ☐ I understand that occupancy or use of the structure cannot occur until a Certificate of Occupancy or Certificate of Completion is issued by the Building Division.

Zoning Requirements

- ☐ I understand the Hernando County Zoning Ordinance Appendix A regulates the land use, setbacks, minimum lot size, maximum height requirements and other applicable zoning regulations that may apply to my property. ____
- ☐ I understand Hernando County has an ordinance that regulates the subdividing of property. I understand that if my property is subdivided without receiving approval from the Hernando County Planning Department, it will be considered an illegal parcel and a permit cannot be issued until the subdivided parcel receives proper county approval. _____
- ☐ I understand that the requirements listed above are a synopsis of several ordinances, which has been adopted by the Board of County Commissioners and is not inclusive of all requirements or restrictions. These requirements are subject to amendment by the BOCC. I understand it is the applicant's responsibility to ensure all ordinances are complied with. I also understand, it is my responsibility to inquire and ask any questions pertaining to all ordinances. _____
- ☐ I understand that Hernando County has adopted a Similarity Ordinance, which affects construction in specific zoning districts. If my property is located within one of these specific zoning districts, I understand that my proposed structure will be subject to the Similarity Ordinance and must comply with the provisions of the Ordinance. _____

- ☐ I have been advised that Hernando County has adopted an ordinance regulating accessory structures, specifically utility sheds and detached garages, located in specific zoning districts. I understand that if my property is located within one of these specific zoning districts, and I am proposing to construct a utility shed or detached garage under this permit application, that I will be subject to this Ordinance and must comply with the provisions of the Ordinance. _____

Flood Requirements

- ☐ I understand that Hernando County has a Flood Damage Protection and Prevention Ordinance, and I am responsible for complying with all applicable provisions of Ordinance No. 84-7 and all amendments thereto, as well as all other laws ordinances affecting my project if located in a flood zone area. _____
- ☐ I understand that if my property is located in either a V Zone or A zone a sealed grade elevation survey is required. _____
- ☐ I understand that if my property is located in either an A or V Zone, a permanent pin must be put on a block column or wall marking the base flood elevation (BFE). This pin must be installed by a surveyor and cannot by anything other than paint. _____
- ☐ I understand that if my property is located in a V Zone, my construction plans must include a V Zone Construction Certificate. _____
- ☐ I understand that Hernando County currently has additional flood studies that are being implemented. If my property is within one of these studies, I understand that additional documents from a surveyor may be required. _____
- ☐ I understand that two elevation certificates are required for the construction of a single-family residence in Hernando County. The first elevation certification is required during construction. The second elevation certificate is due when construction is finished, and must be submitted to the Building Division before the final building inspection can be scheduled. _____
- ☐ I understand that all elevation certificates must be signed and sealed by a professional land surveyor or engineer. _____
- ☐ I understand that in order to ensure that my home meets the required elevation, holds will be placed on specific inspections as designated by the Building Division until the required elevation certificates are received and approved. _____

Landscape Requirements

- ☐ I understand that I must obtain approval from the Building Division before any land clearing may occur. _____
- ☐ I understand that it is unlawful to clear land without a permit. _____
- ☐ I understand the burning of cleared materials is prohibited within 1,000 feet of any property line of an existing residentially zoned housing unit. _____
- ☐ I understand that construction must begin within 30 days from site clearing. _____
- ☐ I understand that if my property is zoned agricultural, agricultural zoning of my property does not by itself constitute a bona fide agricultural operation, and does not automatically exempt me from land clearing permit _____.
- ☐ I understand that the land-clearing permit shall be posted at the job site prior to starting any land clearing activities. _____
- ☐ I understand that silt screens or hay bales may be required to be installed to minimize windblown sand or drainage impacts to neighboring lots due to my construction. _____
- ☐ I understand that prior to the issuance of a certificate of occupancy, all non-native noxious invasive plants shall be removed, and the re-growth of the non-native noxious invasive plants shall be controlled I perpetuity. _____
- ☐ I understand that no more than 50% of the landscaping shall be in a High Water Use Zone, and no more than 50% of the landscaping shall be turf grass unless varieties with excellent drought-tolerance are used. _____
- ☐ I understand that all water restrictions of the Southwest Florida Water Management District (SWFWMD) shall be followed. _____
- ☐ SWFWMD can provide assistance in choosing landscape materials that promote water conservation (Water wise Florida Landscapes brochure). _____
- ☐ I understand that if an irrigation system is installed, turf grass shall be irrigated separately from other landscaping. Low-volume emitters are required in non-turf grass that are outside the High Water Use Zone. _____
- ☐ I understand that ground cover is required at all times from previous surfaces, except during construction. Gardens are excluded from this requirement. _____
- ☐ I understand that specimen trees (18" to under 36" average diameter at breast height) and majestic trees (over 36" average diameter at breast height) shall be preserved. _____
- ☐ I understand that if I illegally remove a specimen or majestic tree, I will be subject to fines and penalties pursuant to Florida Statute 125. _____

- ☐ I understand that if I illegally remove or damage a specimen or majestic tree, I will be required to replace it with 5-inch caliper tree on a per inch basis equal to twice the diameter of the tree removed or damaged. _____
- ☐ I understand that specimen and majestic trees shall be protected during construction. _____
- ☐ I understand that tree protection during construction shall include a method of well-marked trees to- be- preserved such that these trees will not be removed.
- ☐ I understand that removal of specimen or majestic tree must be authorized by the Building Division prior to removal. _____
- ☐ I understand that trees shall be preserved or planted according to the Hernando County Landscape Ordinance. _____
- ☐ I understand that regardless of development site acreage, the total number of trees existing on the development site up to a maximum of 15 shall be either preserved or planted. Minimum number of trees to be determined at review based on square footage of property. Planted trees must be shade trees and a minimum of 2-inch caliper. _____
- ☐ I understand that any majestic trees in the proposed areas to be cleared shall be identified on the land-clearing plan. _____
- ☐ I understand that all landscaping, ground cover, and tree placement requirements must be completed within 29 days from the issuance of the certificate of occupancy. I also understand that if I am not in compliance within 30-day period, I may be subject to fines and penalties. _____
- ☐ I understand that violations of the Landscape Ordinance may include issuance of a citation and may subject me to fines and penalties, including a formal hearing before the County's Special Master. _____
- ☐ I understand that a violation of the Landscape Ordinance may be prosecuted as a second-degree misdemeanor. _____

Notice of Commencement

- ☐ I understand that according to Florida law, anyone who works on my property or provides materials for my construction has a right to file a construction lien against my property if they are not paid in full. _____
- ☐ I understand that as the contractor of record under the owner/builder exemption I assume all responsibilities of the contractor regarding Florida's Construction Lien Law. _____
- ☐ I understand that if the valuation of the work being done is more than \$5,000, I am required to file a Notice of Commencement and record it with the Clerk of Circuit Court, Recording Office. _____
- ☐ I understand that I must provide a certified copy of the recorded Notice of Commencement to the Building Division for filing with my building permit and that the permit will not be issued until I do so. _____

- ☐ I understand that a certified copy of the Notice of Commencement must be posted at the job site. _____
- ☐ I understand that it is my responsibility as the contractor of record to get all release of liens. _____
- ☐ I understand that failing to record a Notice of Commencement or incorrectly completing the Notice of Commencement could result in my having to pay twice for work or materials. _____
- ☐ I understand that contractors, laborers, material suppliers, subcontractors, and professionals such as architects, landscape architects, interior designer, engineers or land surveyors have the right to file a claim of lien for work or materials provided on my property. _____

CLOSING STATEMENT

I, _____, hereby acknowledge and understand that I am presumed know the law that applies to any aspect of executing the permit as granted, including but not limited to construction codes, law, rules, regulations and ordinances enacted or adopted by the federal or state government or any local governmental unit having jurisdiction.

I further acknowledge and understand the permitting officials or agents will make every effort to answer accurately any questions I may have that are within their competence and authority but that such officials and agents have no legal responsibility for any mistake of fact or law in issuing this permit or in assisting with other questions, and further that no such mistake of fact of law operates to bind Hernando County or any other governmental entity with respect to matters asserted. I understand and acknowledge that it is my responsibility to know the applicable law relating to this matter, and that neither Hernando County nor its permitting officials and agents are responsible for any mistake of fact or law in providing any assistance to me with respect to such applicable law.

FLORIDA STATUTE 837.06 FALSE OFFICIAL STATEMENTS. Whomever knowingly makes a false statement in writing with the intent to mislead a public servant in the performance of his official duty shall be guilty of a misdemeanor of the second degree.

Signature: _____

Signature of Building Division Representative:

Date Reviewed with Affiant: _____

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____

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 I, 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.

(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 _____ (Name of Person) as _____ (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 _____

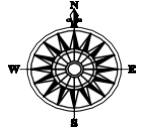
NOTARY STAMP

PRINT FORM

CLEAR FORM

**HERNANDO COUNTY BUILDING DIVISION
SITE PLAN**

(RESIDENTIAL USE ONLY)



SCALE

1" =

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 distances 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.

Building Permit Application# _____
(To be Completed by Permit Representative)

SUB-CONTRACTOR AFFIDAVIT

DATE: _____

TO WHOM IT MAY CONCERN:

I, _____,

d/b/a _____,

License Number: _____, will be the _____
(**Example:** Electrical, Mechanical,

_____ contractor for this permit application. The job address
Plumbing, Roofing, Gas, Etc.)

is: _____.

Signature of License Holder or Authorized Agent

State of: _____ County of: _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐

online notarization, this ____ day of _____, _____, by _____.

☐ Personally Known OR ☐ Produced Identification

Type of Identification Produced

Notary Public

(Stamp, Type, or Print Name of Notary)

**Hernando County Building Division
789 Providence Blvd
Brooksville, Florida 34601
(352) 754-4050**

Application No.: _____	Approved per County Landscape Ordinance (Department use only)
Lot/Block/Unit/Subdivision: _____ _____	Date: _____
Owners Name: _____	Name: _____
Address: _____	Trees Required: _____

**LANDSCAPING CLEARING PLAN
APPLICATION**

Square footage of property (must match property appraisers) _____ SF

Percentage of natural vegetation preserved _____ %

Number of existing Specimen or Majestic trees _____

Number of Specimen or Majestic trees proposed for removal _____

NOTE: ANY SPECIMEN OR MAJESTIC TREE MUST BE GRANTED A PROTECTED TREE REMOVAL PERMIT PRIOR TO THE REMOVAL.

Please acknowledge by **initialing in spaces below.**

No more than 50% percent of the landscaped areas can be irrigated turf grass. _____

SPECIMEN TREE- A tree with a DBH of eighteen (18) inches or greater but less than thirty-six (36) inches. _____

MAJESTIC TREE- A tree with a DBH of thirty-six (36) inches or greater. Palm trees shall be excluded. _____

Trees to be planted must be a minimum size of two (2) inches in caliper and half must be shade trees. _____

I, understand that this is a synopsis of Ordinance 2008-02, which was adopted by the Board of County Commissioners and is not inclusive of all landscape requirements and restrictions contained in the Ordinance. These requirements are subject to amendment by the BCC. I, also understand it is the applicant's responsibility to ensure that all sections of Ordinance 2008-02 are complied with. _____

_____	OR	_____
Signature of Owner		Contractor

State of _____ County of _____

The foregoing instrument was acknowledged before me by means of () physical presence or () online notarization, this _____ day of _____, 20____, by _____.

() Personally Known or () Produced Identification. Type of Identification Produced _____

Notary Public

NOTARY STAMP

**Hernando County Building Division
789 Providence Blvd
Brooksville, FL 34601**

For Inspections, use the Internet Inspection System (contractors) or call 754-4050 (owners)

MECHANICAL INSTALLATION SHEET

This form must be submitted before mechanical work begins.

Permit Number: _____

Construction Address: _____

Mechanical Contractor: _____
(Contractor's Name)

Company Name: _____ Phone No. _____
(dba)

Residential Air Conditioning and Heating Specifications

Cooling EER/SEER _____ Heating COP/HSPF _____

Gas _____ AFUE _____ HRU _____ Solar Heating _____

Unit 1

Unit 2

Condenser Unit Manufacturer	_____	_____
Condenser Model Number	_____	_____
Air Handler Manufacturer	_____	_____
Air Handler Model Number	_____	_____
KW of Electric Heat	_____	_____
Package Unit Manufacturer	_____	_____
Package Unit Model Number	_____	_____
Gas Furnace Manufacturer	_____	_____
Gas Furnace Model Number	_____	_____
AC and Heating Duct System Type	_____	_____
Bath Ventilation:	Ducted _____	Ductless _____
Range Hood:	Ducted _____	Ductless _____
Commercial hood & Duct System	Type _____	Refrigeration _____
Misc.	_____	

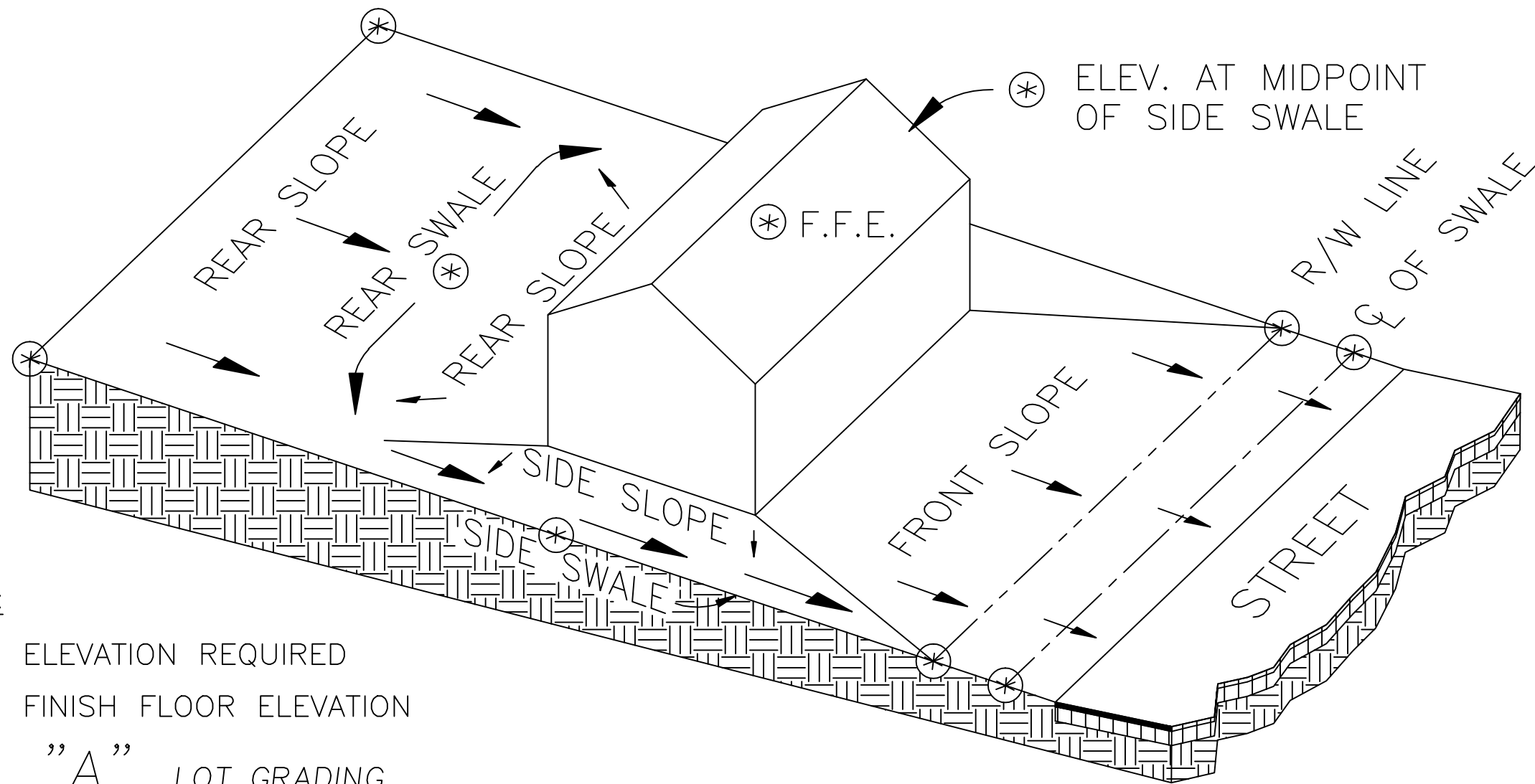
Contractor: Print Name: _____

Signature: _____

[illegible]

HERNANDO COUNTY PRODUCT APPROVAL SUBMITTAL SHEET PAGE 2

[illegible]



LEGEND:

(*) ELEVATION REQUIRED
F.F.E. FINISH FLOOR ELEVATION

TYPICAL "A" LOT GRADING

NOTES:

1. USE WITH SHEET III-15, LOT GRADING RULES.
2. TYPICAL "A" REPRESENTS REAR SLOPING SITES. WHERE THE SITE IS SLOPED, THE STRUCTURE WILL BE ELEVATED AT LEAST 12" ABOVE THE HIGHEST ELEVATION THE HOUSE SITS ON. DRAINAGE WILL BE AWAY FROM AND AROUND THE STRUCTURE.
3. REAR SWALE MINIMUM DEPTH 12" BELOW FINISH FLOOR ELEVATION REAR SWALE SHALL DIRECT RUNOFF TO SIDE SWALE FLOWING INTO COUNTY RIGHT-OF-WAY.

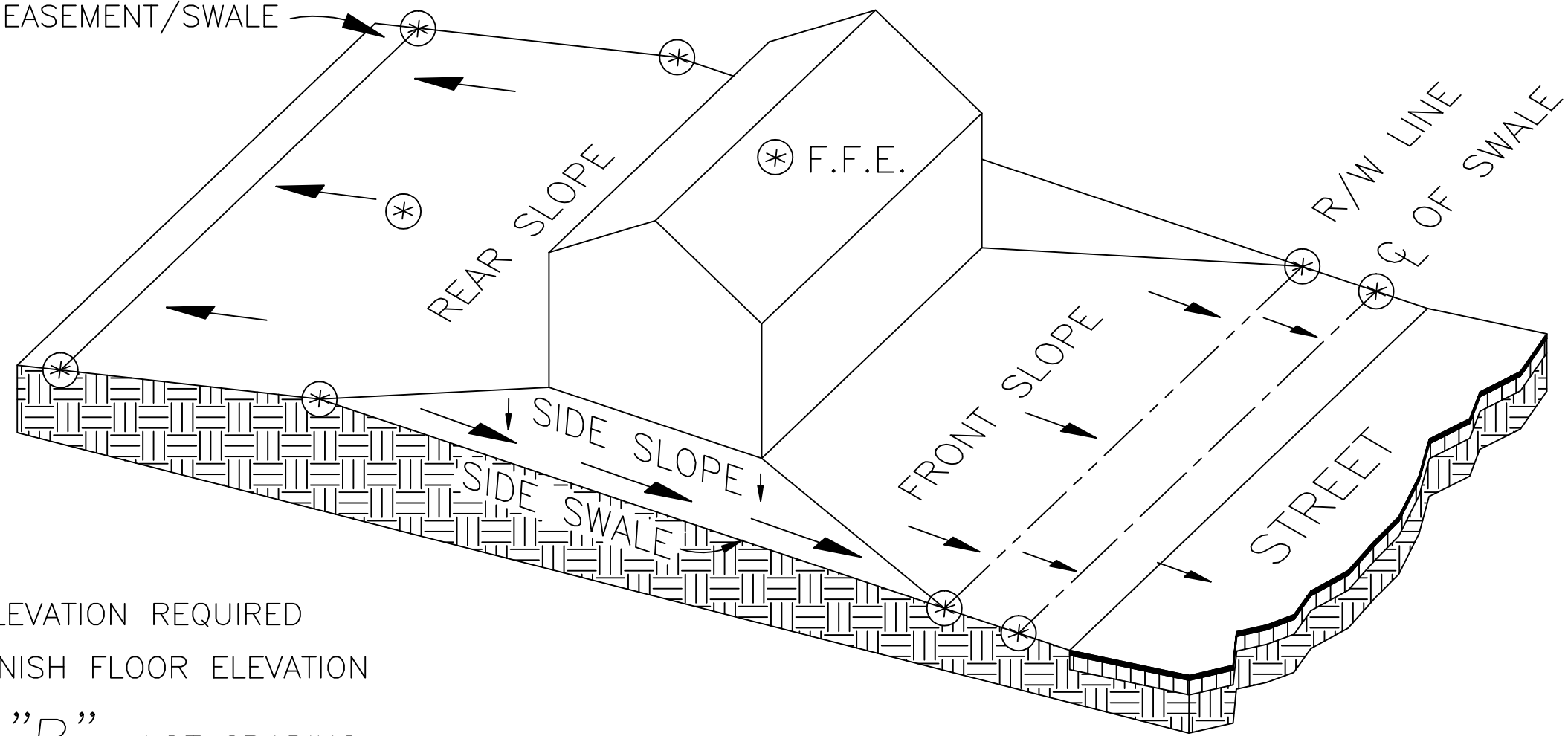
TITLE: DRAINAGE / EROSION STANDARD
LOT AND BLOCK GRADING "A"

APPROVED BY: C. G. MIXSON, P.E.
DATE: 10-01-08
NO.: III-12

HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION

1525 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34801
PH. (352)754-4062 FAX. (352)754-4423

DRAINAGE EASEMENT/SWALE



LEGEND:

(*) ELEVATION REQUIRED
F.F.E. FINISH FLOOR ELEVATION

TYPICAL "B" LOT GRADING

NOTES:

1. USE WITH SHEET III-15, LOT GRADING RULES.
2. TYPICAL "B" REPRESENTS FLAT OR DEPRESSED SITES.
IF THE SITE IS FLAT OR DEPRESSED, THE FIRST FLOOR OF THE STRUCTURE SHALL BE AT LEAST 12" ABOVE THE CROWN OF THE ROAD, MEASURED AT THE MID-POINT OF THE FRONT OF THE HOUSE PAD.
3. FINISH FLOOR ELEVATION TO BE A MIN. 12" ABOVE C OF ROAD GRADE AND BE AT OR ABOVE THE 100 YEAR FLOOD PLAIN.

TITLE: DRAINAGE / EROSION STANDARD
LOT AND BLOCK GRADING "B"

APPROVED BY: C. G. MIXSON, P.E.
DATE: 10-01-08
NO.: III-13

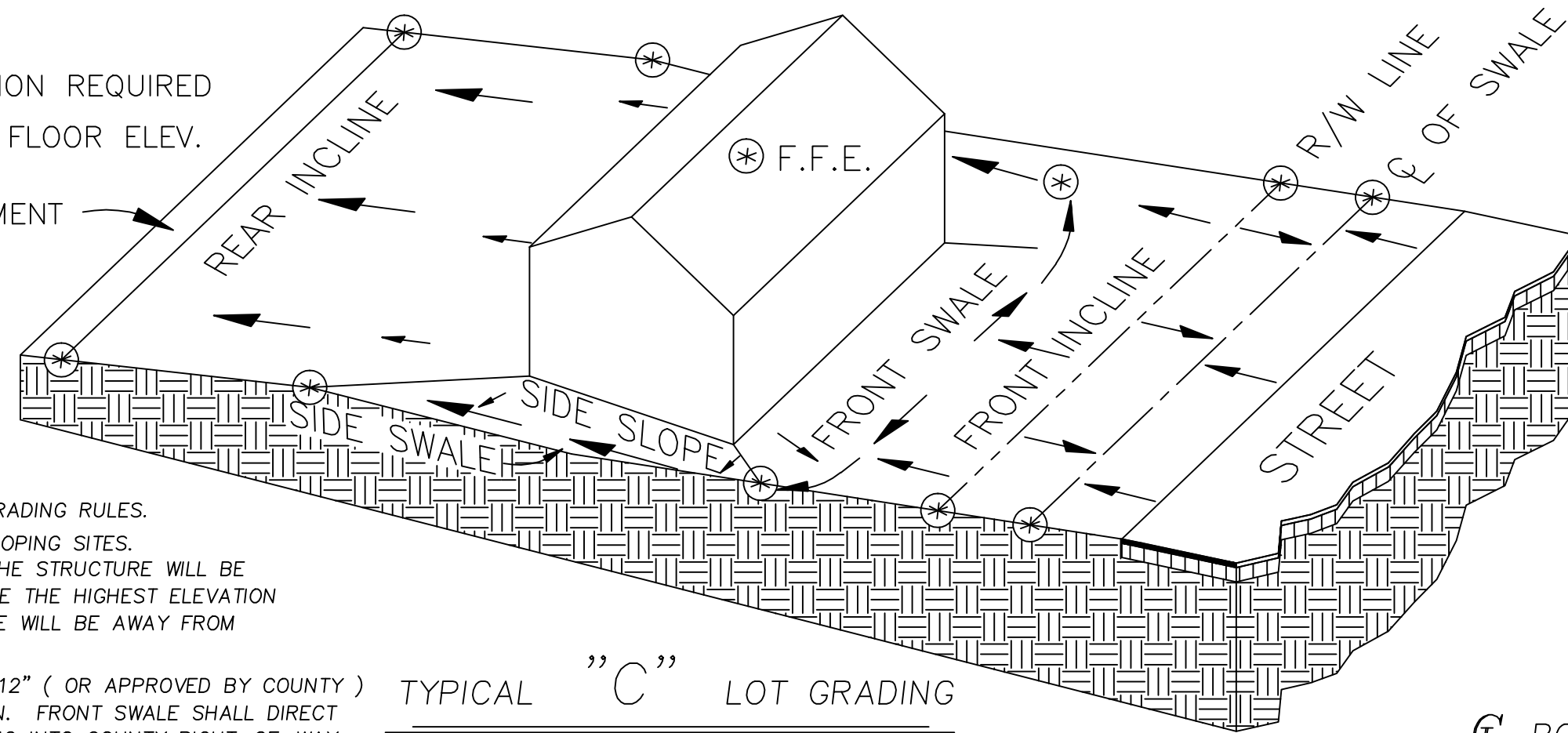
HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1626 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34601
PH. (352)754-4062 FAX. (352)754-4423

LEGEND:

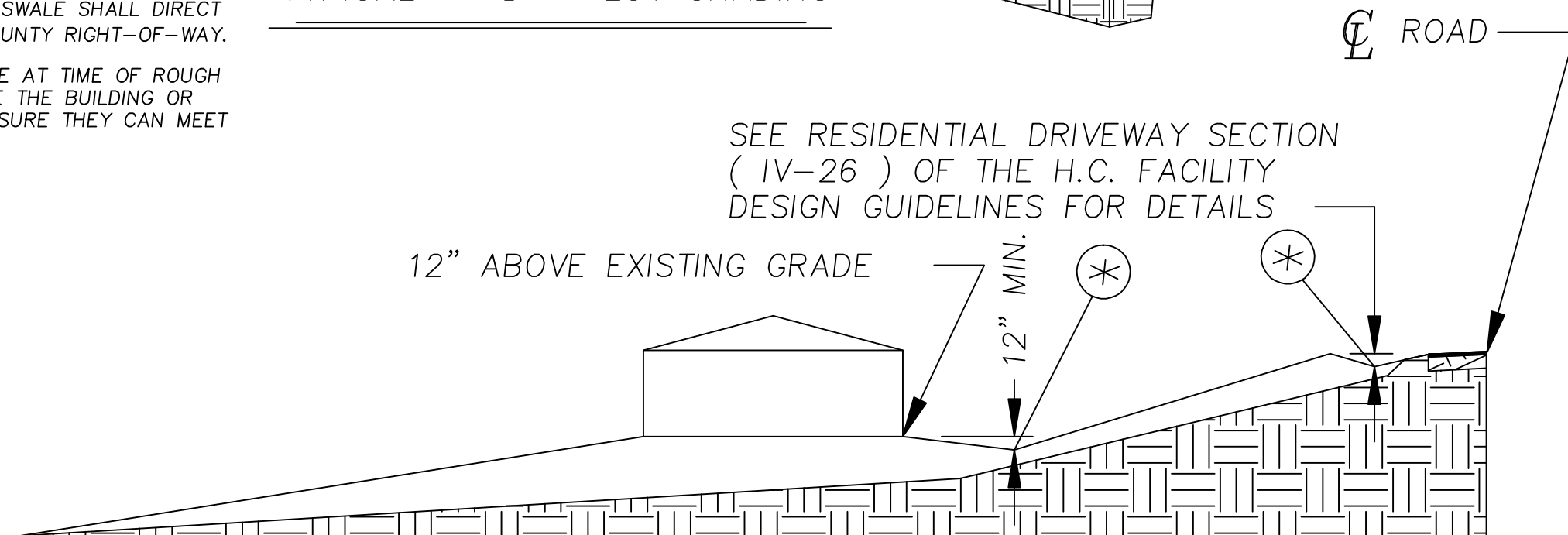
- (*) ELEVATION REQUIRED
F.F.E. FINISH FLOOR ELEV.
DRAINAGE EASEMENT

NOTES:

1. USE WITH SHEET III-16, LOT GRADING RULES.
2. TYPICAL "C" REPRESENTS SLOPING SITES. WHERE THE SITE IS SLOPED, THE STRUCTURE WILL BE ELEVATED AT LEAST 12" ABOVE THE HIGHEST ELEVATION THE HOUSE SITS ON. DRAINAGE WILL BE AWAY FROM AND AROUND THE STRUCTURE.
3. FRONT SWALE MINIMUM DEPTH 12" (OR APPROVED BY COUNTY) BELOW FINISH FLOOR ELEVATION. FRONT SWALE SHALL DIRECT RUNOFF TO SIDE SWALE FLOWING INTO COUNTY RIGHT-OF-WAY.
4. IF DRIVEWAY IS GREATER THEN 10% SLOPE AT TIME OF ROUGH GRADE, BUILDER MAY BE REQUIRED TO MOVE THE BUILDING OR PROVIDE AND ENGINEERED SITE PLAN TO ENSURE THEY CAN MEET DRIVEWAY STANDARDS AND POSITIVE FLOW.



TYPICAL "C" LOT GRADING



DRIVEWAY CROSS SECTION

TITLE: DRAINAGE / EROSION STANDARD
LOT AND BLOCK GRADING "C"

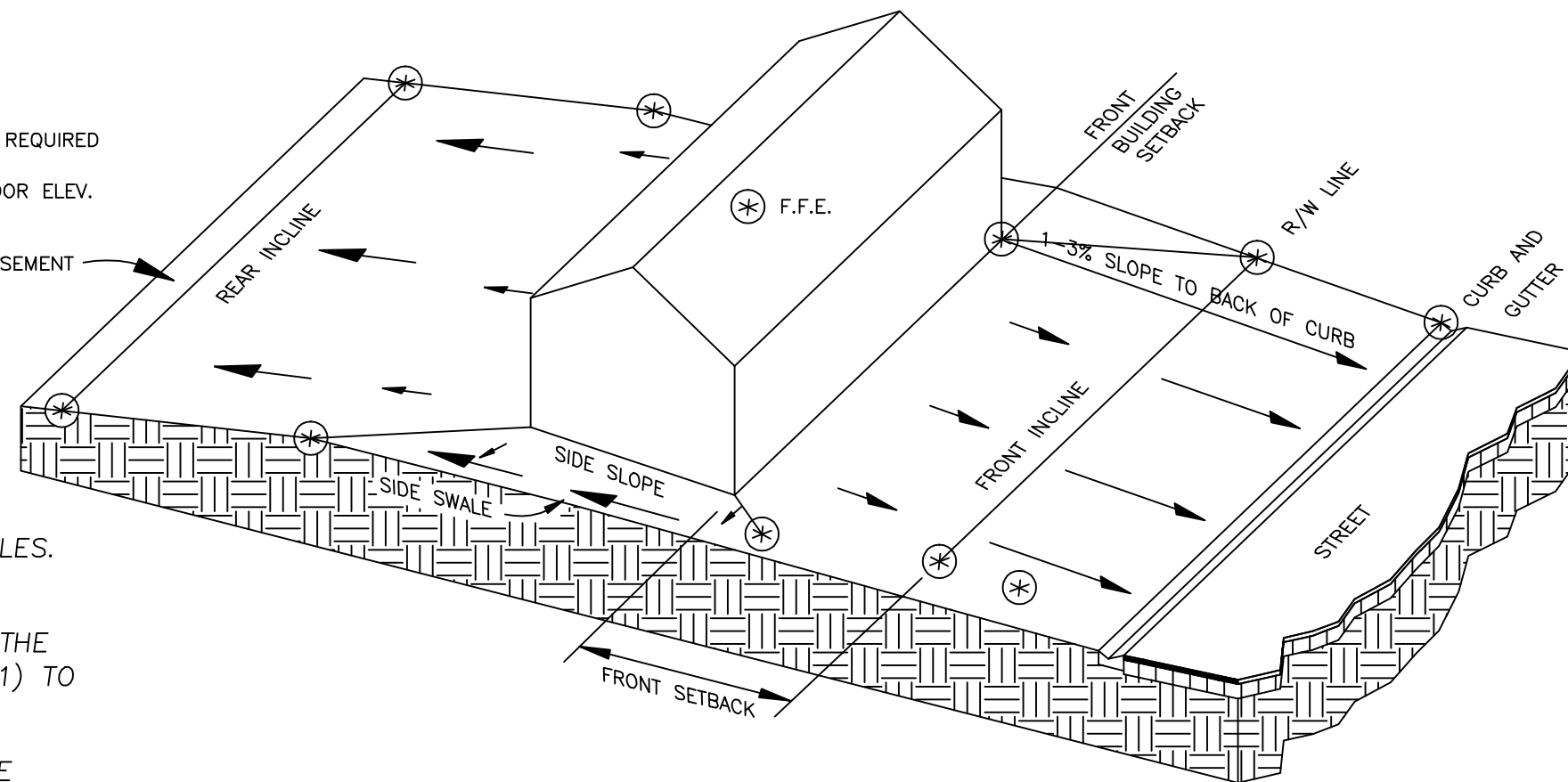
APPROVED BY: C. G. MIXSON, P.E.
DATE: 10-01-08
NO.: III-14

HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1525 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34801
PH. (352)754-4062 FAX. (352)754-4423

LEGEND:

(*) ELEVATION REQUIRED
F.F.E. FINISH FLOOR ELEV.

DRAINAGE EASEMENT



NOTES:

1. USE WITH SHEET III-16, LOT GRADING RULES.

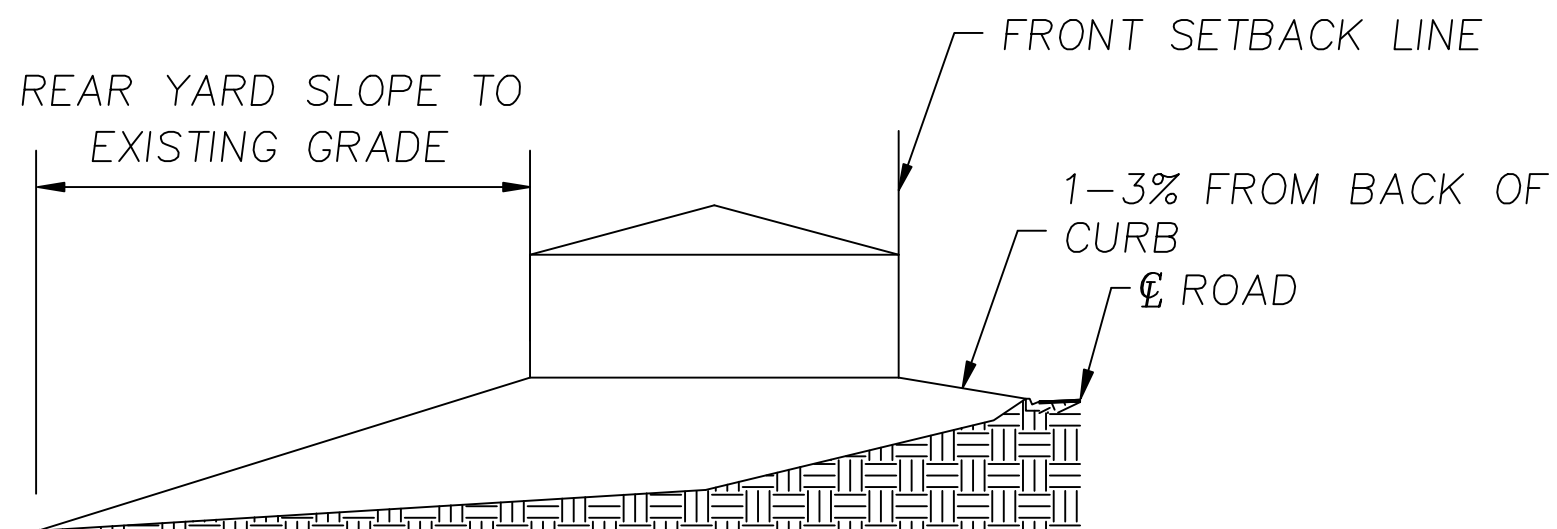
2. TYPICAL "D" REPRESENTS SLOPING SITES WHERE THE SITE IS SLOPED TO THE REAR, THE STRUCTURE WILL BE ELEVATED FROM ONE (1) TO THREE (3) PERCENT ABOVE THE ADJACENT STREET @ THE UPGRADIENT LOT LINE AND STREET PROTECTED INTERSECTION. DRAINAGE WILL BE AWAY FROM THE STRUCTURE.

FRONT: 1-3% TO BACK OF CURB

SIDE: MAXIMUM 5:1 AWAY FROM STRUCTURE TO SIDE CENTERLINE.

REAR: SLOPE TO EXISTING GRADE @ REAR LOT LINE.

TYPICAL "D" LOT GRADING



DRIVEWAY CROSS SECTION

TITLE: DRAINAGE / EROSION STANDARD
LOT AND BLOCK GRADING " D "

APPROVED BY: C. G. MIXSON, P.E.
DATE: 10-01-08
NO.: III-15

HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1525 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34601
PH. (352)754-4062 FAX. (352)754-4423

LOT GRADING RULES FOR ALL LOTS

1. THIS STANDARD IS INTENDED TO MEET THE PROVISIONS OF THE FLORIDA BUILDING CODE REQUIRING DRAINAGE BE DESIGNED TO CARRY WATER AWAY FROM STRUCTURE. IT IS NOT INTENDED TO AND DOES NOT NECESSARILY PREVENT FLOODING CAUSED BY THE STRUCTURE BEING LOCATED IN A FLOOD PRONE AREA.
2. THE FINISHED FLOOR ELEVATION SHOULD BE SHOWN ON SUBDIVISION FINAL CONSTRUCTION PLANS TO THE NEAREST 1/TENTH (0.1) FOOT.
3. PROVISIONS SHOULD BE MADE TO RECEIVE RUNOFF FROM HIGHER ADJACENT LOTS, AND TO DISCHARGE TO LOWER LOTS AT AN APPROPRIATE LOCATION
4. FINISHED FLOOR ELEVATIONS OF ADJACENT STRUCTURES, IF EXISTING, SHALL BE PROVIDED.
5. ELEVATION OF SWALE @ AT EACH PROPERTY LINE PROJECTION AND BOTH CULVERT INVERTS, IF EXISTING, SHALL BE PROVIDED.
6. FILL OR CUTS 30" OR GREATER SHALL REQUIRE AN ENGINEERED SITE PLAN TO ADDRESS DRAINAGE AND SLOPE STABILITY.
7. FRONT, SIDE, AND REAR SLOPES SHALL NOT BE STEEPER THAN 3:1.
8. NO STRUCTURE, BUILDING, OR IMPROVEMENT CAN ENCROACH, OR BE CONSTRUCTED WITHIN EASEMENTS.
9. IF SIDE AND/OR REAR EASEMENTS EXIST, AND IF RETAINING WALL CONSTRUCTION IS REQUIRED ALONG SIDE AND/OR REAR OF LOT, THE SIDE AND/OR REAR LOT EASEMENTS MUST FIRST BE VACATED AND THE RETAINING WALL(s) MUST THEN BE CONSTRUCTED ADJACENT TO THE PROPERTY LINE.
10. LOTS WITH 5' SIDE SETBACKS/EASEMENTS REQUIRE AN ENGINEERED SITE PLAN FOR ANY CONSTRUCTION.
11. LOTS WITH A 5' SETBACK THAT EXCEED 8" DIFFERENCE IN F.F.E. BETWEEN THEM REQUIRE A STEM WALL OR RETAINING WALL BETWEEN THEM, (LOCATIONS TO BE SHOWN ON PLANS). LOTS WITH 7.5' SETBACK THAT EXCEED 18" DIFFERENCE IN F.F.E. BETWEEN THEM REQUIRE A STEM WALL OR RETAINING WALL BETWEEN THEM, (LOCATIONS TO BE SHOWN ON PLANS). LOTS WITH A 10' SETBACK THAT EXCEED 28" DIFFERENCE IN F.F.E. BETWEEN THEM REQUIRE A STEM WALL OR RETAINING WALL BETWEEN THEM, (LOCATIONS TO BE SHOWN ON PLANS).
12. ALL SINGLE FAMILY RESIDENTIAL AND ACCESSORY STRUCTURES SHALL RECEIVE A FINAL GRADE AND DRAINAGE INSPECTION PRIOR TO ISSUANCE OF THE CERTIFICATE OF OCCUPANCY.
13. ALL FINISHED FLOOR ELEVATIONS SHALL BE AT OR ABOVE THE 100 YEAR FLOOD PLAIN ELEVATION.
14. THE HOUSE SHALL BE 12" HIGHER THAN THE FLOW LINE OF THE SWALE ALL AROUND THE HOUSE.
15. LOTS WITHIN THE VELOCITY ZONE, THE 100-YEAR FLOOD ZONE, AND INFILL LOTS SHALL REQUIRE KNOCKOUT WALLS, STEM WALLS, AND/OR RETAINING WALLS AS NECESSARY TO PROVIDE ADEQUATE DRAINAGE AND ACCEPTABLE GRADE TRANSITIONS TO ADJACENT LOT ELEVATIONS.
16. LOT GRADING SHALL MAINTAIN HISTORICAL FLOW PATHS AND PREVENT ACCUMULATION OF WATER OR EXCESSIVE RUNOFF ONTO ADJACENT PROPERTIES.
17. SIDE SWALES SHALL DRAIN TO THE FRONT OR REAR ON EACH LOT AND SHALL FUNCTION INDEPENDENTLY FROM ALL ADJOINING LOTS.
18. WHERE A SEPTIC SYSTEM MOUND IS REQUIRED, ADEQUATE DISTANCE MUST BE PROVIDED BETWEEN THE TOE OF SLOPE OF THE MOUND AND THE PROPERTY LINE TO ADDRESS DRAINAGE ISSUES (SEE LOT GRADING RULE 16 ABOVE).
19. IN SUBDIVISIONS ADJACENT LOTS GENERALLY SHARE A COMMON SWALE. THE CENTER OF THE SWALE IS THE PROPERTY LINE. THE FIRST HOUSE BUILT MUST ESTABLISH THEIR HALF OF THE COMMON SWALE.

TITLE: DRAINAGE / EROSION STANDARD
LOT GRADING RULES

APPROVED BY: C. G. MIXSON, P. E.
DATE: 10-01-08
NO.: III-16

HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1525 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34601
PH. (352)754-4062 FAX. (352)754-4423