

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.

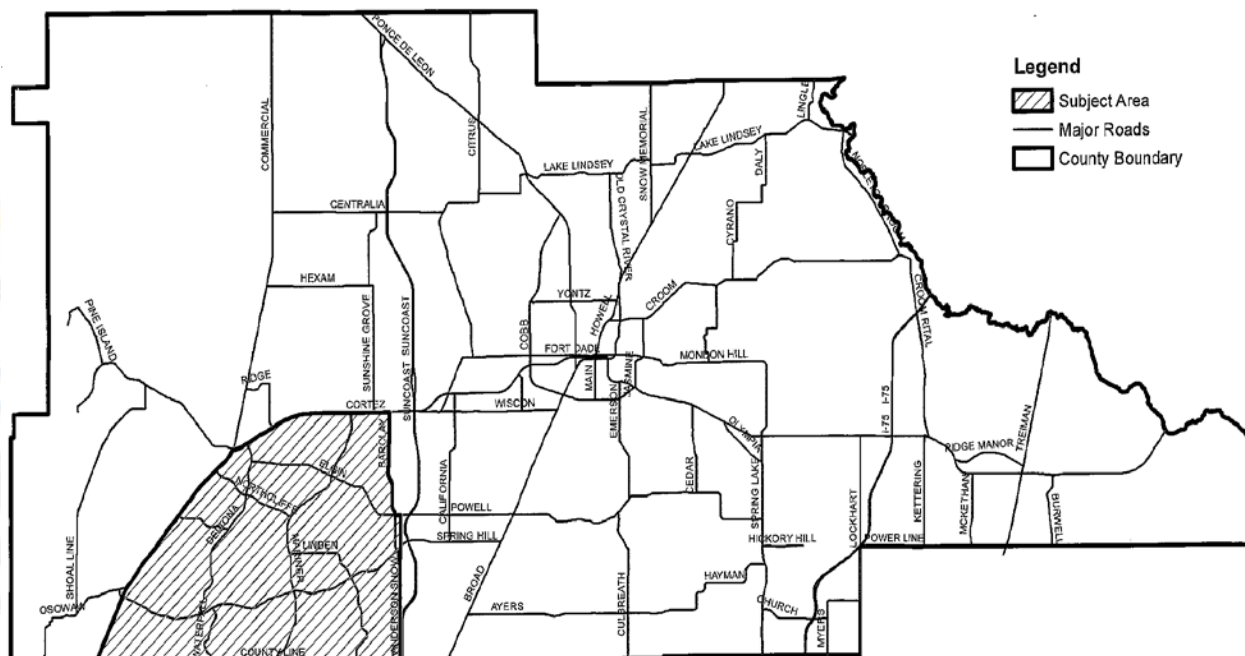
Solid Waste Single Family Unit Fee Schedule

| 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

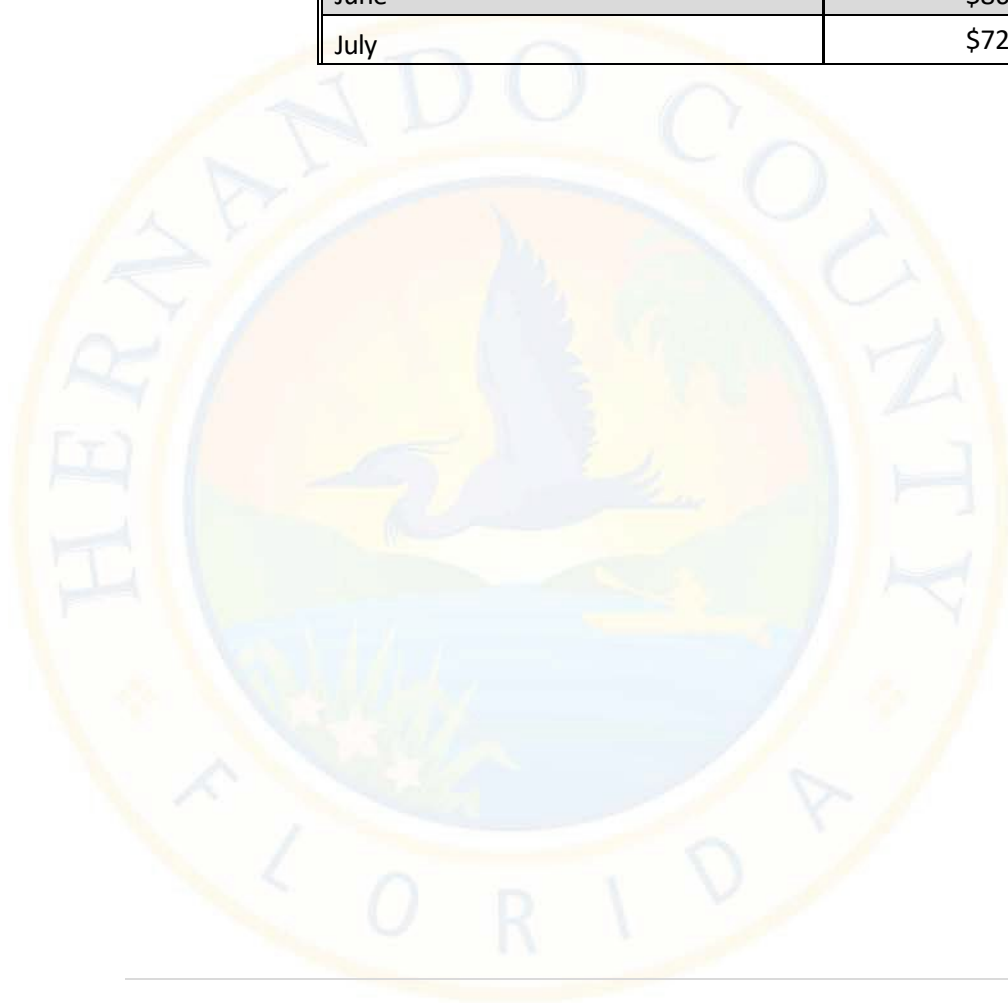
| Month Certificate of Occupancy Issued | Amount Owed Two (2) Units | Amount Owed Three (3) Units | Amount Owed Four (4) Units |
|---------------------------------------|---------------------------|-----------------------------|----------------------------|
| January | \$ 116.05 | \$ 174.08 | \$ 232.10 |
| 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 |

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)

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 _____

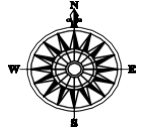
NOTARY STAMP

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. _____

Signature of Owner

OR

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. | _____ | _____ |

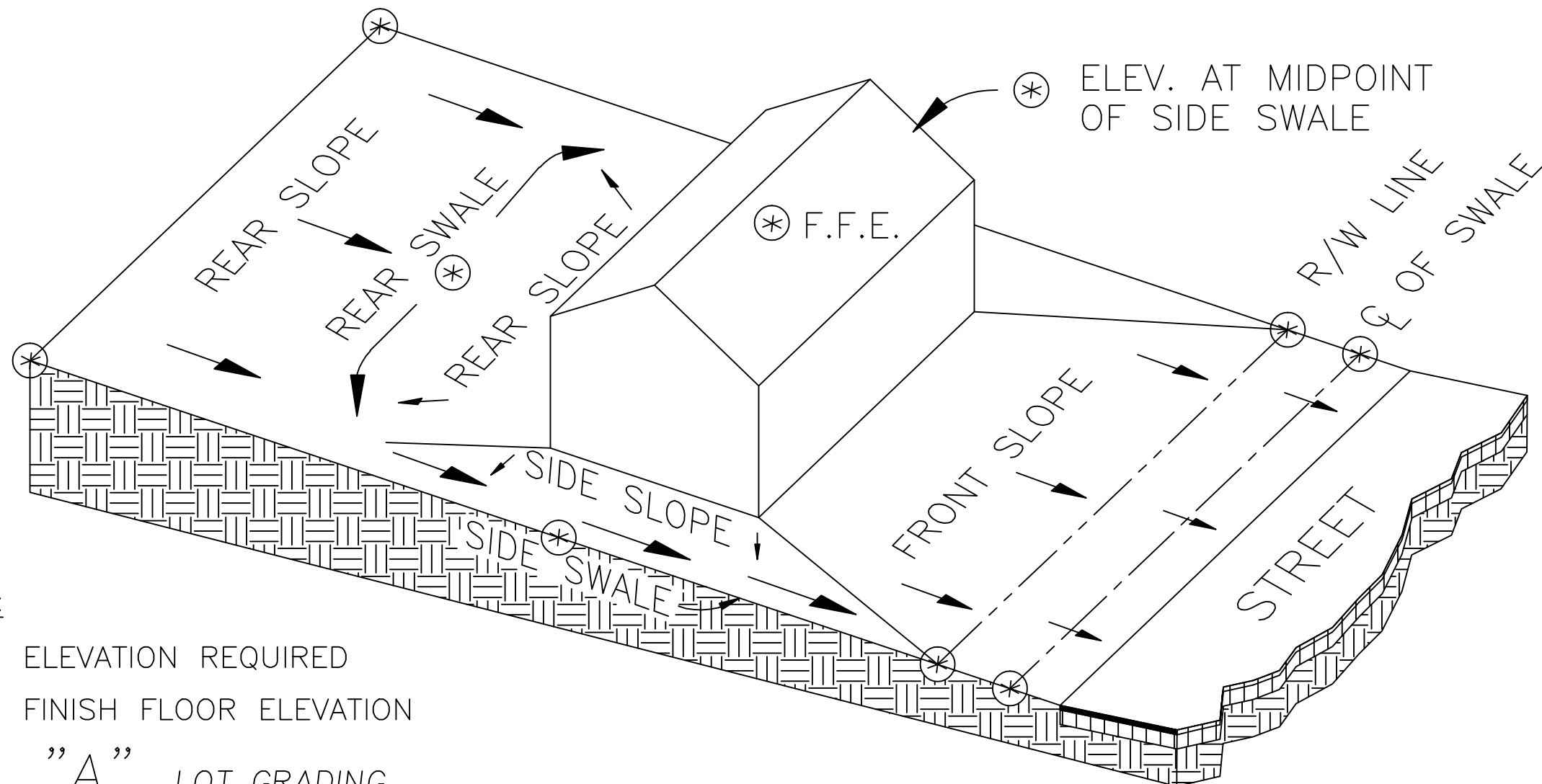
Contractor: Print Name: _____

Signature: _____

[illegible][illegible]

HERNANDO COUNTY PRODUCT APPROVAL SUBMITTAL SHEET PAGE 2

| Application/Permit # | | Address: | | Owner: | | Contractor: | | |
|-----------------------------|-----------------|----------|--------------|-----------------|-------------------|----------------------|-----------------------------|-----------------|
| Product | Model # or Name | Series | Manufacturer | Design Pressure | Attachment Method | Approval Number/Seq# | Valid/Cert/ Approval Entity | Expiration Date |
| Roofing | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Soffit | | | | | | | | |
| | | | | | | | | |
| Hurricane panels/Shutters | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Panel Walls | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Fasteners | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| | | | | | | | | |
| Other structural Components | | | | | | | | |
| | | | | | | | | |
| New/Bld Envelope | | | | | | | | |
| | | | | | | | | |



LEGEND:

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

TYPICAL "A" LOT GRADING

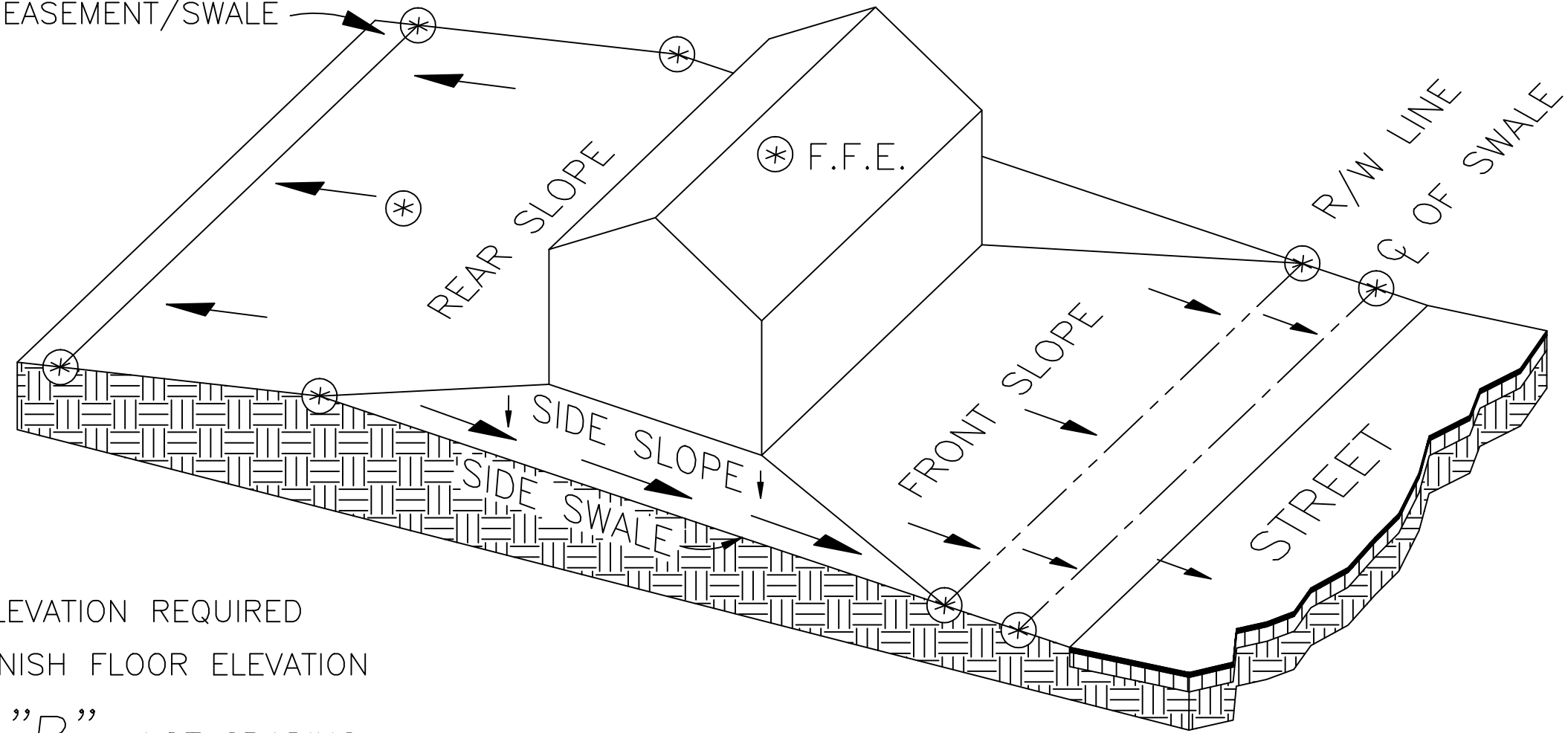
NOTES:

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: | DATE: | NO.: | |
| C. G. MIXSON, P.E. | 10-01-08 | 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

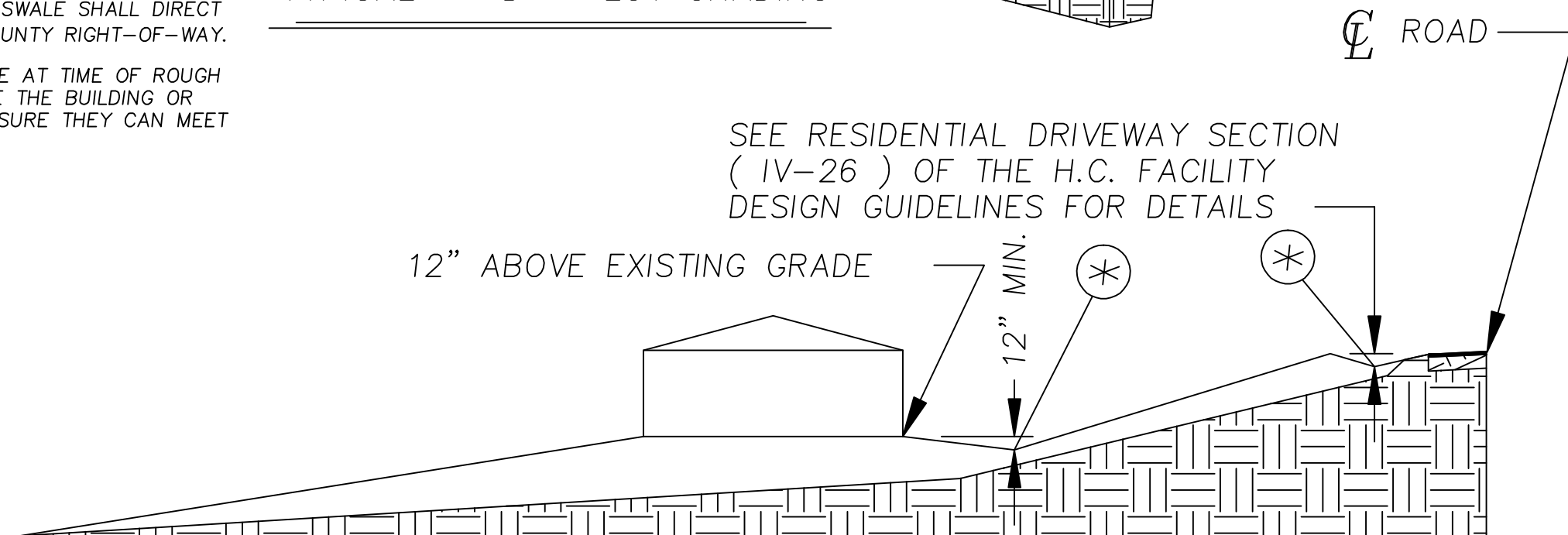
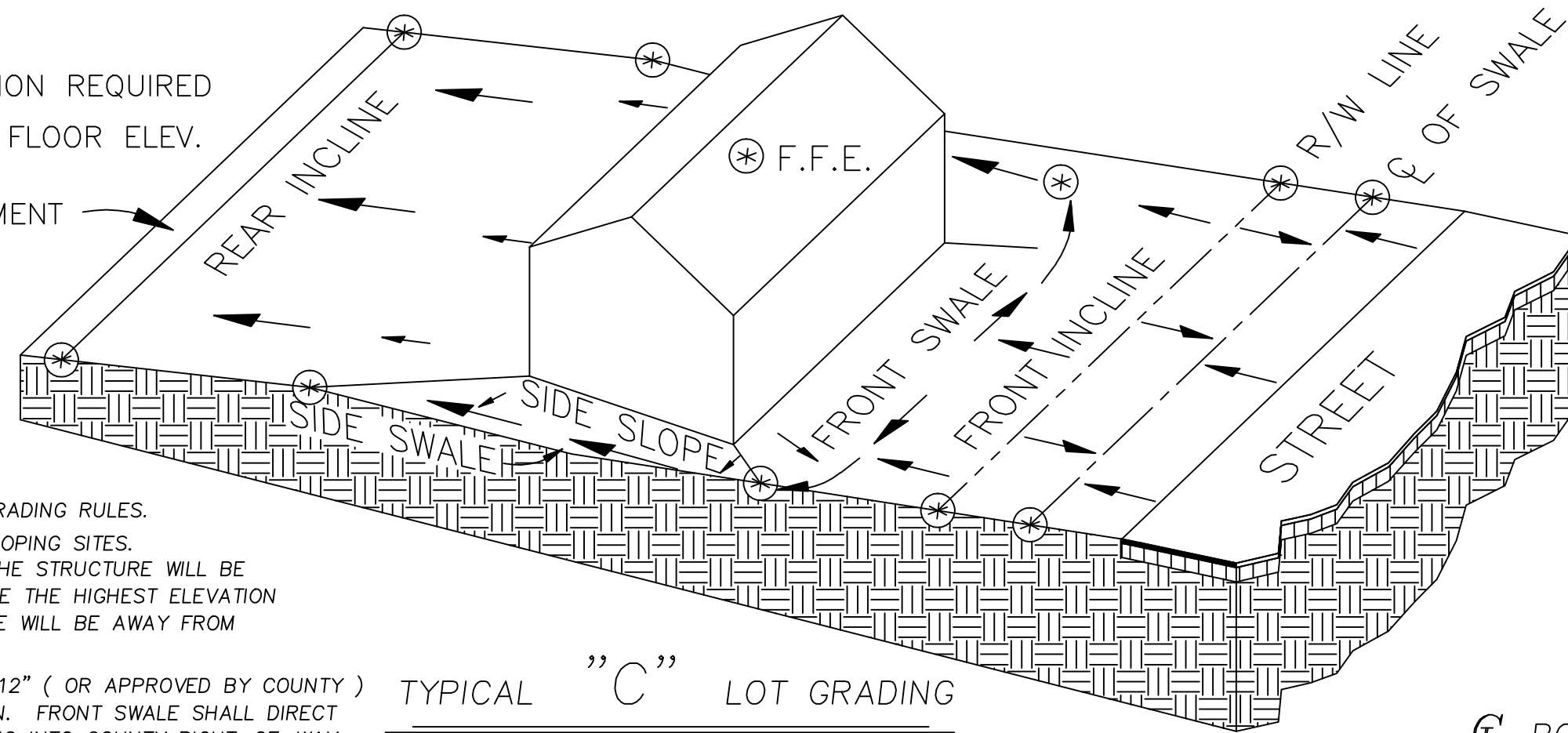
HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1626 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34601
PH. (352)754-4062 FAX. (352)754-4423

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.



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

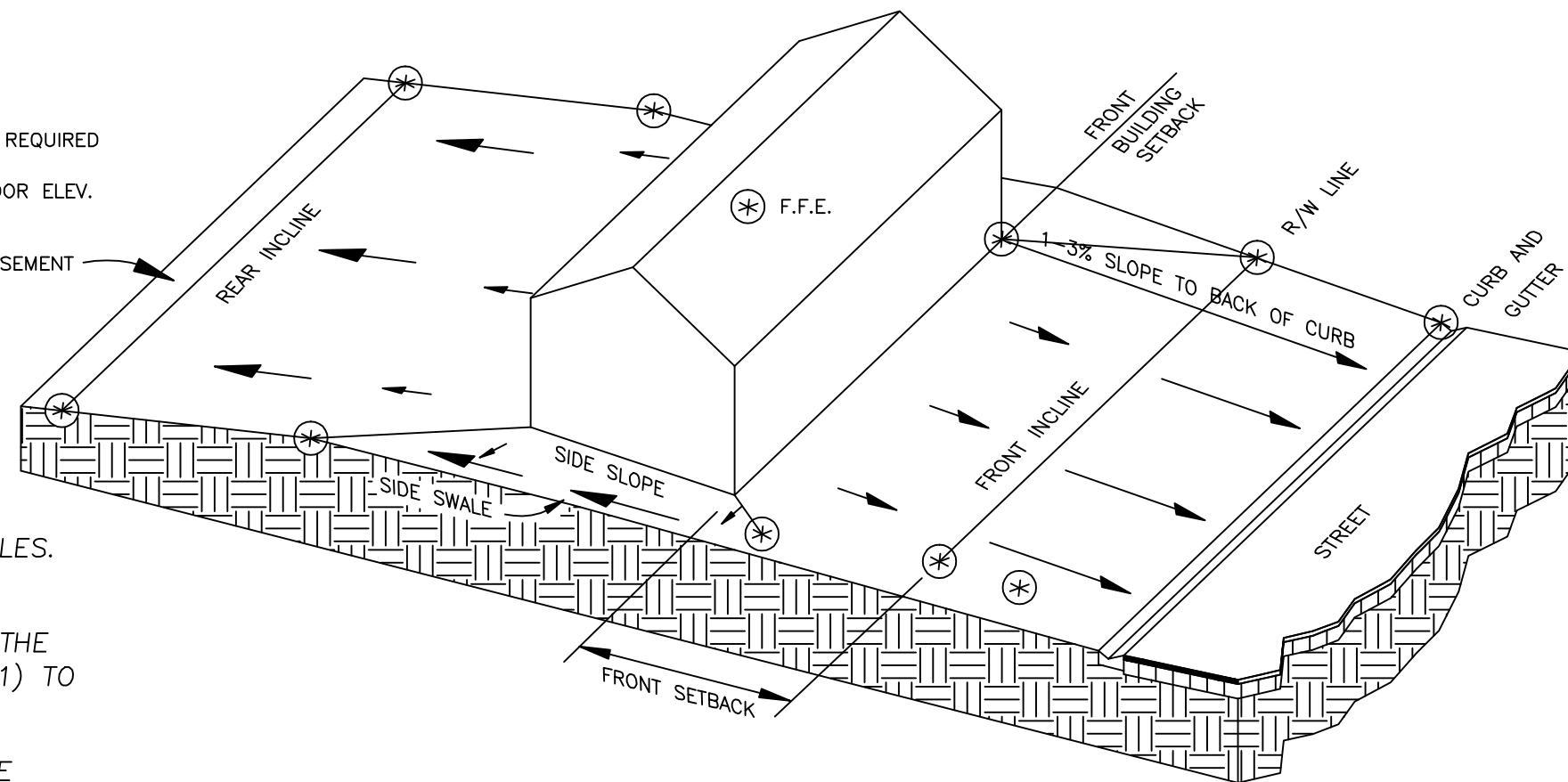
HERNANDO COUNTY
DEPARTMENT OF PUBLIC WORKS
ENGINEERING DIVISION
1525 E. JEFFERSON ST.
BROOKSVILLE, FLORIDA 34801

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.

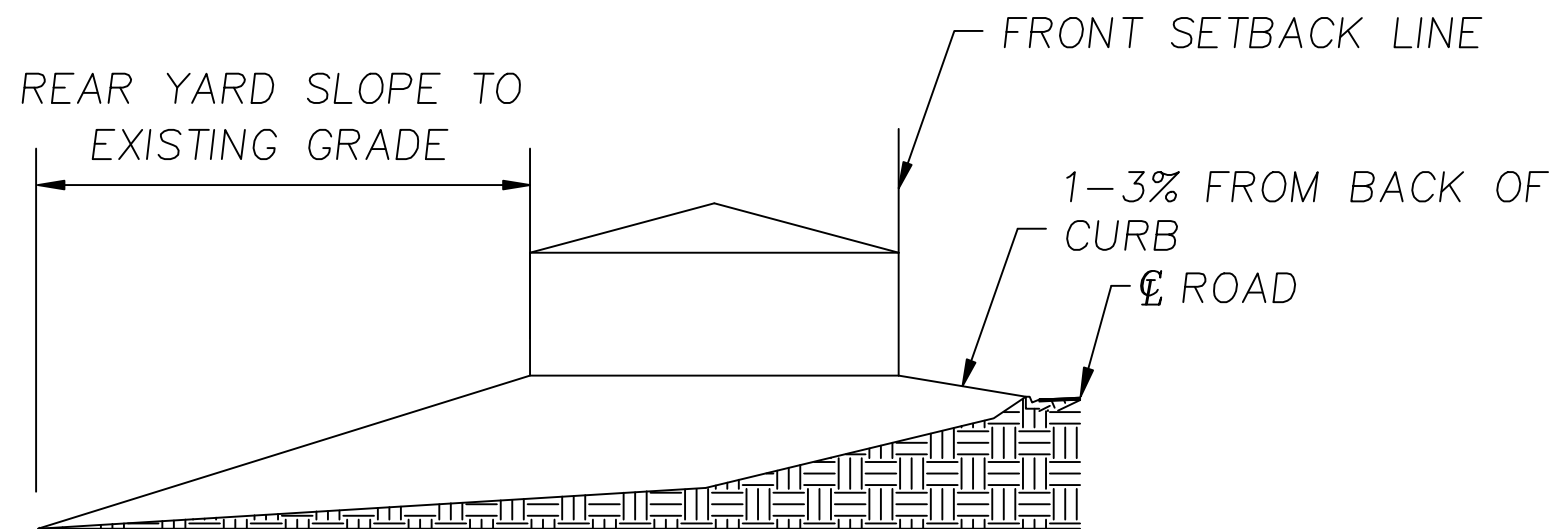
2. TYPICAL "D" REPRESENTS SLOPING SITES WHERE THE SITE IS SLOPED TO THE REAR, THE STRUCTURE WILL BE ELEVATED FROM ONE (1) TO THREE (3) PERCENT ABOVE THE ADJACENT STREET @ THE UPGRADIENT LOT LINE AND STREET PROTECTED INTERSECTION. DRAINAGE WILL BE AWAY FROM THE STRUCTURE.

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
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