

HERNANDO COUNTY  
APPLICATION PACKET

RESIDENTIAL ROOFING PERMIT

***Introduction***

This is an application for a building permit to replace a roof (Re-roof) or re-cover (re-shingle) a roof. All items listed in the 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.

***Notice of Commencement***

If the valuation of the job is greater than \$2,500, 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 to the Building Services before your permit can be issued.

*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. You must call for a final inspection within ten (10) days of completion of your project. Final inspections that have been red tagged must be re-inspected within seven (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 inactive and will be void. Be advised that lack of approved 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. 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.

***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. Inactive 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 APPLICATION CHECKLIST

## RESIDENTIAL ROOFING PERMIT

The following items are required with submission of your building permit application:

- Building Permit Application filled out completely.
- 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.
- Copy of signed contract with contractor or Owner/Builder Disclosure Statement (form included with this application).
- Two (2) Roofing Information sheets filled out completely (form included with this application).
- If property is not located in a platted subdivision, or when the property has been divided, a copy of your recorded deed is required.
- Notice of Commencement (NOC) if necessary.
- Two (2) Hernando County Product Approval Submittal Sheets (form included with this application)

Hernando County Building Division  
789 Providence Blvd  
Brooksville, FL 34601  
Phone:(352)754-4050  
[www.hernandocounty.us/bldg](http://www.hernandocounty.us/bldg)



## 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 \$2,500, 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.

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**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](http://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](http://www.MyFloridaLicense.com) Search for a Licensee.

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

**HERNANDO COUNTY  
RESIDENTIAL ROOFING PERMIT**

Application Number _____	<b>NOTICE:</b> No structure, building or improvement can encroach or be constructed within an easement.
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Fax #: \_\_\_\_\_

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

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

Describe work to be done:       Reroof (Replacement)  
    Reshingle (Recover)

Total Value of Proposed Project: \$ \_\_\_\_\_

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

Address of job site: No.: \_\_\_\_\_ Street: \_\_\_\_\_

Specific Directions to job Site: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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

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

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

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

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

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

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

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

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

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

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

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.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

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

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

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_, who is (\_\_\_\_) personally known to me or who (\_\_\_\_) has produced  
\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

(Seal)

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

Hernando County Building Division  
789 Providence Boulevard  
Brooksville, FL 34601  
Phone: (352)754-4050  
[www.hernandocounty.us/bldg](http://www.hernandocounty.us/bldg)

## OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes 455.228(1)

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

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

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

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

\_\_\_\_\_Initial

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

\_\_\_\_\_Initial

3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts. Any contractors hired by me will be added to the permit.

\_\_\_\_\_Initial

4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

\_\_\_\_\_Initial

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

\_\_\_\_\_Initial

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

\_\_\_\_\_Initial

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

\_\_\_\_\_Initial

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

\_\_\_\_\_Initial

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

\_\_\_\_\_Initial

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

\_\_\_\_\_Initial

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_

\_\_\_\_\_Initial

12. I agree to notify Hernando County Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

\_\_\_\_\_Initial

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

\_\_\_\_\_Initial

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

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

\_\_\_\_\_Initial

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

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

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

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

\_\_\_\_\_, who is (\_\_\_\_) personally known to me or who (\_\_\_\_) has produced

\_\_\_\_\_ as identification.

\_\_\_\_\_  
Signature of Notary Public

(SEAL)



## HERNANDO COUNTY PRODUCT APPROVAL SUBMITTAL SHEET

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

## RE-ROOFING INFORMATION SHEET

Check all appropriate boxes

Type of work:  Replacement       Recover       Repair  
 Type of building:  Single-Family       duplex       Townhouse       Detached Structure  
 Area to be covered:  Main Roof       Front (Porch)       Rear (Porch/Cover)       Sides  
 Roof mounted equipment:  Skylight       Solar Heater       Exhaust Fan

NOTE: Roof Diagram may be required: (Two or more types of material or elevations)       Roof Sketch Required

PERMIT NO: \_\_\_\_\_ DATE ISSUED \_\_\_\_\_

LOCATION ADDRESS: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

Complete information for all roof materials being used. \*\*Shingles shall not be installed on a roof slope less than 2:12

Roof Type	Slope	# of sq's	Name of manufacturer	FL #	Insulation & Type
Shingle					
Metal					
Modified Bitumen					
Tile: Concrete					
Clay					
Slate					
Build-Up					
Other					

Florida Product Approval required for roofing and cladding: Hernando County Forms **MUST** be used.

FBC Code Sections from Supp. Listed are reminders of several key areas. You are expected to follow all of the required codes

A Permit holder (owner/contractor) is responsibility for requesting a final inspection within ten (10) business days of the completion of permitted work, and if applicable, re-inspection with seven (7) business days of the issuance of a red tag. A person failing to request an inspection as described in this section is deemed to have violated this code, including, but not limited to, Hernando County Code of Ordinances. Chapter 8.

FBC-B Section 110: General construction or work for which a permit is required shall be subject to inspection by the Building Official such construction or work shall remain accessible and exposed for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provision of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the permit applicant to cause the work to remain accessible and exposed for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

FBC-Section 1507.1 and FBC-R 905.1: General: Roof covering application.  
 Roof coverings shall be applied in accordance with the provisions of this section and the manufacturer's installation instructions.

FBC-B Section 1507.2.3 and FBC-R 905.2.3 Underlayment application:

**2:12 Pitch to 4:12 Pitch**

For roof slopes from two units vertical in 12 unit horizontal (17-percent slope), up to four units vertical in 12 units horizontal (33-percent slope), underlayment shall be two layers applied in the following manner . Apply a 19-in (483mm) strip of underlayment felt parallel with and starting at the eaves, fastened 12" maximum on center. Starting at the eave, apply a 36inch wide (914mm) sheets of underlayment, overlapping successive sheets 6" on center, and fastened sufficiently.

**4:12 Pitch to 20:12 Pitch**

For roof slopes of four units vertical in 12 units horizontal (33-percent slope) or greater, underlayment shall be on layer applied in the following manner. Underlayment shall be applied shingle fashion, parallel to and starting from the eave and lapped 2 inches (51mm), fastened 6" and 12" on center. End laps shall be offset 6 ft. (1829mm).

**FBC-E Section 708.1: Re-roofing**

Materials and methods of application used for recovering or replacing an existing roof covering shall comply with the requirements of Chapter 15 of the Florida Building Code. Building roof repairs to existing roofs and roof coverings shall comply with the provisions of this code.

Exception: Re-roofing shall not be required to meet the minimum design slope requirement of ¼:12in. Section 1507 of the Florida Building Code. Building for roofs that provide positive drainage .

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 \_\_\_\_\_ as \_\_\_\_\_

(Name of Person)

(type of authority,....e.g. officer, trustee, attorney in fact)

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

Personally Known  Produced ID

Type of ID \_\_\_\_\_

Notary Signature \_\_\_\_\_

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

NOTARY STAMP

### PERMIT CARD INSTRUCTIONS

- The permit card must be displayed on street side of lot facing the street in a permanent, substantial shelter accessible to the inspector.
- The permit card must remain displayed until all final Inspections are completed.
- No inspections will be made unless an approved set of plans is available at job site for the inspections.
- Your first inspection must be **made within 180 days of permit issuance date.**
- 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. Failure of the contractor or owner/builder 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.
- Final inspections must be requested within ten (10) days of completion of your project.
- Final inspections that have been red tagged must be reinspected within seven (7) days. **All red tag fees must be paid prior to final inspection.**
- You must have a **completed inspection within every 180 days** for your permit to remain active. If a completed inspection is not obtained your permit may become inactive and require you to pay additional fees to reactivate the permit.
- The life of the permit is 2 years from date of issuance.

I have read and understand the permit card instructions as listed below.

\_\_\_\_\_  
Owner/Contractor Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Permit Representative Initials