

PERMIT APPLICATION
GLADES COUNTY BUILDING DEPARTMENT

250 6th Street SW • P.O. Box 235 • Moore Haven, Florida 33471 • Phone: (863) 946-0533 • Fax (863) 946-1535

Owner Information

Name: _____

Address: _____

Phone: _____

Contractor Information Same as Owner

Name: _____

Address: _____

Phone: _____

Project Property Information

Parcel ID #: _____ Subdivision _____ Lot _____ Block _____

Street Address: _____

Current Use: _____ Occupant: _____

Directions to Property: _____

Project Information

Description of project: _____

Intended Use: _____ Current Use: _____

Total Square Feet under roof _____ Square Feet of un-conditioned space _____

Contract Cost: \$ _____ Job Site Phone: _____ Contact Person: _____

Fees (For Office Use)

Building Permit -----	\$ _____
Plan Review -----	\$ _____
Mechanical Permit -----	\$ _____
Electrical Permit -----	\$ _____
Plumbing Permit -----	\$ _____
State Surcharge -----	\$ _____
Mobile Home -----	\$ _____
Certificate of Occupancy -----	\$ _____
Other: _____ -----	\$ _____
TOTAL: -----	\$ _____

Received by: _____ Check Number: _____ or Cash _____

Receipt Number: _____

State Required Information

(Must be completed if valuation is \$2,500 or over)

Name of Fee Simple Titleholder (if not owner): _____

Address: _____

Bonding Company Name: _____ Address: _____

Architect/Engineer Name: _____ Address: _____

Mortgage Lender Name: _____ Address: _____

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.

Owner's Affidavit: I certify that all 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.

NOTICE: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

Owner's or *Agent's Signature Date

Primary Contractor's Signature Date

State of Florida State of Florida
County of _____

State of Florida State of Florida
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 and who did/did not take an oath.

The foregoing instrument was acknowledged before me this ____ day of _____, 20 ____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary: _____

Signature of Notary: _____

Notary's Printed Name: _____

Notary's Printed Name: _____

Commission Number: _____

Commission Number: _____

*The primary contractor may sign as the agent only if that contractor has a signed contract with the owner. An authorized agent, if other than the contractor must have a notarized letter of authorization from the owner to file with the application. **Owner - Builders are required by Florida Statute 489 to personally appear in the Building Department Office and sign the permit application. An Owner-Builder Discloser Statement will be provided to the Owner-Builder at that time.**

Contractor Assignment and Authorization

Each contractor and/or subcontractor must sign this form prior to permits being issued for that trade. By signing this form, the contractor accepts responsibility for work performed by authorization of the permit issued for this project and agrees to comply with all applicable laws, codes, ordinances, and regulations that govern the work. An owner may sign only if eligible by law to perform such work.

Permit Type	Required Documents	Contractor	License Number	Contractor's Signature	Date
Building	1,2,3,4,5,7 &10				
Mobile Home	1,2,3,4,5,7,8&10				
Electrical	1, 6 &10				
Plumbing	1,3,7 & 10				
Mechanical	5,7 & 10				
Aluminum	1,2,7,9 & 10				
Gas	1,7 & 10				
Roofing	7 & 10				
Drywall	7 & 10				
Carpentry	7 & 10				
Masonry	7 & 10				
Concrete	7 & 10				
	7 & 10				
	7 & 10				

Required Documents

- [1] Three sets of plans showing specific details of the work. (one set will be returned)
- [2] Site plan with legal description, showing septic system location , distances between proposed and existing structures and setbacks from all property lines.
- [3] Septic tank permit or system verification from Health Department (non-sewer areas). Where sewer is available, provide name of utility providing service & letter verifying availability of service for this project
- [4] Right-of-way permit if any construction is going to take place in the County/public right of way..
- [5] Completed, signed Florida Energy Code form (central zone 7) for buildings and additions subject to energy code. Include one complete form & two cover sheets. Provide equipment load sizing calculation for heating/cooling equipment. (Manual J, Manual N or equivalent)
- [6] In comments below, provide a general description of electrical work. If a new service or service change is involved, include intended use of service and service rating in amps, volts and number of phases.
- [7] In comments below, provide any additional details necessary to describe work to be done.
- [8] For mobile/manufactured homes provide a completed Permit Worksheet and Torque Test Affidavit.
- [9] Authorized aluminum engineering details showing connections, foundations, spans, material specifications and design of the aluminum structure.
- [10] Proof of ownership. (ie: Deed, Tax Bill, Property Card from the Property Appraiser's Office)

COMMENTS: _____

FOR OFFICIAL USE ONLY

RECEIVED BY: _____ DATE RECEIVED: _____ PERMIT # _____

CIRCLE ITEMS RECEIVED: 1 2 3 4 5 6 7 8 9 10 R-O-W PERMIT #: _____ SEPTIC PERMIT #: _____

ZONING MAP #: _____ ZONING CLASSIFICATION: _____ ZONING REVIEW AND APPROVED BY: _____

REQUIRED SETBACKS (FT): FRONT: _____ SIDE: _____ REAR: _____ TOTAL LOT COVERAGE: _____

FLOOD MAP #: _____ FLOOD PLAIN PERMIT #: _____ FLOOD ELEVATION: _____ FLOOD REVIEW BY: _____

SITE PLAN

A site plan is required for any project that creates or expands any structure. Existing structures must be show on the site plan and indicate the location, square footage and distance to other structures on the property. When applicable, the location of the well and septic system must be show. The drawing must also show adjacent roads, the dimensions of the property, and the distance from the property lines to the proposed construction. The new construction must be indicated on the site plan showing the shape and orientation. If the construction is close to a required setback line, a survey may be required.

