

CITY OF CASSELBERRY COMMUNITY DEVELOPMENT

BUILDING PERMIT APPLICATION

Phone: (407) 262-7700

Fax: (407) 262-7763

95 Triplet Lake Drive, Casselberry, FL 32707

www.casselberry.org

DATE: _____

Project Name: _____

Project Address: _____

Parcel # / Legal Description: _____

Description of Work: _____

Square Footage of Work: _____ **Valuation of Work: \$** _____

Owner Name: _____

Address: _____

Phone: _____ **Fax:** _____

Contractor Name: _____

License Holder Name: _____

Address: _____

License #: _____ **Phone:** _____ **Fax:** _____

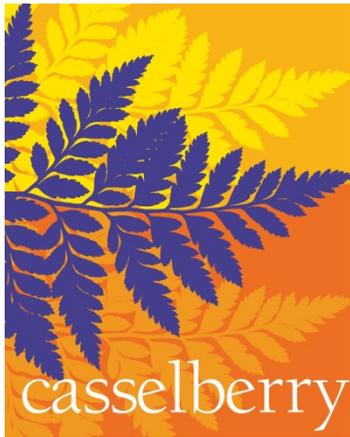
SUB-CONTRACTORS: POWER OF ATTORNEY IS NEEDED FOR EACH WITH APPLICATION

ELECTRICAL: _____ **CONTRACT PRICE:** _____ **LICENSE #:** _____ **PHONE:** _____

MECHANICAL: _____ **CONTRACT PRICE:** _____ **LICENSE #:** _____ **PHONE:** _____

PLUMBING: _____ **CONTRACT PRICE:** _____ **LICENSE #:** _____ **PHONE:** _____

Attach a copy of the executed contract with the owner/tenant.



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BUILDING PERMIT APPLICATION PAGE TWO

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Title Holder Name: _____

Address: _____

Mortgage Lender Name: _____

Address: _____

Architectural / Engineering Firm Name: _____

Contact: _____ Phone: _____ Fax: _____

Current Use

- | | | |
|--|--|--|
| <input type="checkbox"/> Apartment | <input type="checkbox"/> Assembly-Restaurant | <input type="checkbox"/> Assembly-Other |
| <input type="checkbox"/> Business/Office | <input type="checkbox"/> Condominium | <input type="checkbox"/> Mercantile/Retail |
| <input type="checkbox"/> 1-2 Family Dwelling | <input type="checkbox"/> Storage | <input type="checkbox"/> Other: _____ |

Type of Work

- | | | |
|--|---|---|
| <input type="checkbox"/> Addition | <input type="checkbox"/> Alteration | <input type="checkbox"/> Change of Use |
| <input type="checkbox"/> Dumpster Enclosure/Pad | <input type="checkbox"/> Fence | <input type="checkbox"/> Foundation Only |
| <input type="checkbox"/> New 1-2 Family Dwelling | <input type="checkbox"/> New Commercial | <input type="checkbox"/> Shed/Accessory Structure |
| <input type="checkbox"/> Swimming Pool | <input type="checkbox"/> Other: _____ | |

Planning and Zoning Division: _____

Fire Department: _____

Public Works Department: _____

Building Official: _____

CONTRACTOR AND OWNER/TENANT PLEASE READ AND SIGN BELOW

Application is hereby made to obtain a permit to do work and installations as indicated. (State law requires construction to be done by licensed contractors. Exemptions to that law may apply. Refer to Homeowner/ Contractor Disclosure Statement). 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 separate permit must be secured for all ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

Agencies that enforce building codes are required when issuing building permits, to provide a declaration stating that additional permits may be required from other governmental entities, such as Water Management Districts, State Agencies or Federal Agencies as required by State and Federal law.

OWNERS 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. 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**. *A copy of the recorded Notice of Commencement is required to be submitted to the Building Department for jobs over \$2500 at time of submittal or at time of permit pick-up.*

UNDER PENALTY OF PERJURY. I DECLARE THAT ALL OF THE INFORMATION CONTAINED IN THIS BUILDING APPLICATION IS TRUE AND CORRECT:

Owner / Tenant (Please print)

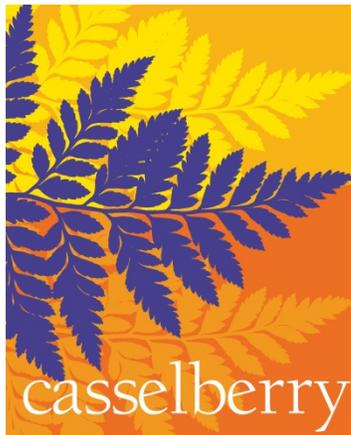
Contractor (Please print)

Owner/Tenant (Signature)

Contractor / Agent (Signature)

Date

Date



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BUILDING PERMIT APPLICATION CHECKLIST

Please provide the following required information. All items may not be applicable.

- BUILDING PERMIT APPLICATION FORM – Complete and Signed
 - TYPE OF PERMIT _____
 - If General Contractor is pulling the permit, Electric, Plumbing & Mechanical sub-contractors must give POA for that specific address so the General Contractor can pull their permit. Permits cannot be pulled separately.
 - CONTRACTOR/SUBS INFORMATION – The following must be submitted to the Building/Fire Safety Division by contractors:
 - Proof of Workers Compensation listing City of Casselberry as certificate holder or Letter of Exemption
 - Copy of Current State License and Seminole County License if a Registered Contractor
 - Occupational License
 - Copy of Contract, Work Order or Estimate
 - Proof of Liability Insurance listing City as Certificate Holder
 - OWNER/BUILDER DECLARATION – An owner/builder declaration must be signed when a property owner acts as their own contractor.
 - NOTICE OF SPECIAL INTERCEPTOR FORM – Must be completed by the applicants authorized agent and approved by the City Engineer for all projects that are associated with food preparation and produce liquid waste containing grease. The form is available on the City's web site at www.casselberry.org.
- CONSTRUCTION PLANS – Two (2) sets of plans signed and sealed by a Florida Design Professional (maximum size 30" x 42") in compliance with the Florida Building Code and including the following if applicable:
- Energy Calculations
 - Structural Details Designed to 110 MPH Wind Load
 - Mechanical, Electrical and Plumbing Design
 - Fire Sprinkler Design Criteria
- SITE PLAN OR SURVEY – For all projects involving changes to the site, two (2) full site plans/surveys showing:
 - Property Lines with Lot Dimensions,
 - Easements
 - Total Building Area, both Current and Proposed
 - Impervious Surface Area Calculations
 - Location and Size of Mechanical Equipment Pads, Pool Equipment, etc
 - Location and Size of Porches, Patios, Steps, Driveways, Sidewalks, etc
 - Location and Size of Existing Trees
 - DRAINAGE PLAN – For all projects involving the addition of impervious area or effecting lot drainage, two (2) full drainage plans indicating:
 - Existing Lot Drainage Patterns
 - Proposed Lot Drainage Patterns
 - Proposed Finished Floor Elevation
 - HOMEOWNER ASSOCIATION or CONDOMINIUM ASSOCIATION APPROVAL LETTER if applicable