



## BUILDING PERMIT APPLICATION

### OFFICE USE ONLY

|             |               |
|-------------|---------------|
| Permit #    | Permit Fee \$ |
| Approved by | Date          |

### Job Site

|                                      |         |                                     |  |
|--------------------------------------|---------|-------------------------------------|--|
| <input type="checkbox"/> Residential |         | <input type="checkbox"/> Commercial |  |
| Parcel ID #                          | Address |                                     |  |
| Owner Name                           |         | Owner Phone                         |  |
| Owner Address                        |         | E-Mail                              |  |

### Contractor Information

|  |     |               |
|--|-----|---------------|
| <input type="checkbox"/> Owner/Builder <input type="checkbox"/> Contractor |     | Fl. License # |
| Qualifier  |     | Company Name  |
| Address  |     |               |
| Phone  | Fax | E-Mail        |

### Building Permit Type

|   |   |  |
|---|---|--|
| <input type="checkbox"/> Alteration<br><input type="checkbox"/> Demolition<br><input type="checkbox"/> Door/Window # _____<br><input type="checkbox"/> New Construction*<br><input type="checkbox"/> Addition<br><input type="checkbox"/> Fence Ht. _____ Type _____<br><input type="checkbox"/> Tree # _____<br><input type="checkbox"/> Pavers<br><input type="checkbox"/> Sign<br><input type="checkbox"/> Shed<br><input type="checkbox"/> Screen Encl.<br>*Application for Water/WW Service Required | <input type="checkbox"/> Electrical<br><input type="checkbox"/> Plumbing # of fixtures_<br><input type="checkbox"/> Gas<br><input type="checkbox"/> Mechanical<br><input type="checkbox"/> Roof #of squares _____<br><input type="checkbox"/> Solar<br><input type="checkbox"/> Pool<br><input type="checkbox"/> Shutters # _____<br><input type="checkbox"/> Marine<br><input type="checkbox"/> Driveway/Patio<br><input type="checkbox"/> Exfiltration System<br><input type="checkbox"/> Stormwater/Swale Modification<br><input type="checkbox"/> Misc. _____ |  |
|---|---|--|

|   |   |            |          |       |
|---|---|------------|----------|-------|
| Description of work _____<br>_____<br>_____ | <b>NEW &amp; ALTERATION WORK AREA – SQ. FT.</b> |            |          |       |
|   | <b>Residential</b>                              |            |          |       |
|   | Living  | Non-Living | TOTAL    |       |
|   | <b>Commercial</b>                               |            |          |       |
| Declared Value                              | \$  | Interior   | Exterior | TOTAL |

### Subcontractors

|                   | Company Name | Qualifier Name | License No. |
|-------------------|--------------|----------------|-------------|
| <b>Mechanical</b> |              |                |             |
| <b>Electrical</b> |              |                |             |
| <b>Plumbing</b>   |              |                |             |
| <b>Roofing</b>    |              |                |             |
| <b>Other</b>      |              |                |             |

**NOTICE: UNDER PENALTY OF PERJURY, THE CONTRACTOR IS DECLARING THAT ALL THE INFORMATION CONTAINED IN THIS BUILDING PERMIT APPLICATION IS TRUE AND CORRECT.**

**REQUIRED ACCESS FOR INSPECTIONS NOTICE:**

Issuance of this building permit automatically conveys to the City of Oak Hill, and/or its authorized agents, the authority to enter the premises at reasonable hours for the purposes of inspecting the project for adherence to the terms of the permit, until such time as the project is complete **AND** the final inspections are approved.

**NOTICE OF COMMENCEMENT INFORMATION:**

If the cost of the proposed work has a value of \$2,500 or more (\$7,500 for HVAC) a Notice of Commencement must be recorded with the Volusia County Clerk of Courts. A copy of the recorded Notice of Commencement must be posted on the job site prior to receiving an inspection.

**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**

---

---

**CONTRACTOR/AGENT/OWNER AFFIDAVIT**

The undersigned states and affirms that he/she is the owner of the property or has been authorized to act by the owner under the legal description of property to be used for the proposed construction as described, and that, as the owner, the building is for his/her own use and occupancy and is not being built or offered for sale or lease.

I certify that all the information is accurate and complete. I further certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed in accordance with the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for applicable independent trade work associated with the building permit.

**Note:** If owner is applying for this permit as a contractor under F.S. 489.103 (and applicable Florida Building Code), said owner must submit a completed Owner Affidavit Form.

\_\_\_\_\_

|           |            |      |
|-----------|------------|------|
| Signature | Print Name | Date |
|-----------|------------|------|

**STATE OF FLORIDA, COUNTY OF VOLUSIA**

Sworn to (or affirmed) and subscribed before me by means of Physical Presence -or- Online Notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_, by\_\_\_\_\_.

\_\_\_\_\_  
(Signature of Notary)

Personally Know\_\_\_ OR Produced Identification\_\_\_ SEAL

Type of Identification Produces \_\_\_\_\_