



City of Anna Maria
Building Department
307 Pine Avenue
Anna Maria, Florida 34216
941-708-6130 Ext. 140

New Residential Permit Requirements:

- Building Permit Application (signed and notarized by both the property owner and contractor)
- Non-Conversion Agreement executed and recorded onto deed by the County Clerk of the Court
- Ordinance 18-841 (signed and notarized by property owner)
- Owner/Builder Affidavit (if owner is applying for permit – **MUST DONE IN PERSON**)
- Building Plans (Signed & Sealed)
- Soil Report/Geotechnical Report
- Survey
- Impervious Lot Coverage Calculation
- Staging Plan (see attached ordinance for requirements)
- Surety Bond (if required by Public Works Director per Section 50-3)
- West Manatee Fire Rescue Impact Fees Receipt
- Construction Notice and Mailing List
- Subcontractor Forms (must be signed and dated by subcontractor)
- Product Approvals
- Notice of commencement recorded with the Manatee County Clerk's Office (due before the first inspection)
- Energy Efficiency Calcs
- Elevation Certificate:
 - Construction Drawings (due at submission of permit)
 - Building under Construction (during construction)
- Private Provider Documents (if applicable)

CITY OF ANNA MARIA
BUILDING DEPARTMENT
307 PINE AVENUE
ANNA MARIA, FL 34216
PHONE: 941-708-6130



BUILDING PERMIT APPLICATION

REVIEWED UNDER FLORIDA BUILDING CODE 8th EDITION AND STATE STATUTES

APPLICATION MUST BE COMPLETED IN INK OR TYPED.

ALL SIGNATURES MUST BE NOTARIZED

AMOUNT OF CONTRACT: \$ _____ (REQUIRED)

IF CONTRACT/PRICE IS \$5,000 (\$15,000 for Mechanical) OR MORE, A NOTICE OF COMMENCEMENT **RECORDED WITH THE MANATEE COUNTY CLERK** IS REQUIRED TO BE SUBMITTED PRIOR TO THE FIRST INSPECTION.

JOB SITE:

STREET ADDRESS: _____

UNIT# _____

LOT(S) # _____ PARCEL# _____

BRIEF DESCRIPTION OF PROPOSED WORK:

BUILDING PERMIT APPLICANT

FL. LICENSE # _____

APPLICANT/QUALIFIER NAME: _____ PHONE: _____

COMPANY NAME: _____ EMAIL: _____

STREET: _____ OTHER: _____

CITY: _____ STATE: _____ ZIP: _____

PROPERTY OWNER INFORMATION (REQUIRED – MUST PROVIDE PHONE NUMBER AND EMAIL)

Is the property owner the applicant? Please circle: YES or NO

NAME AS ON COUNTY PROPERTY RECORD: _____

PHONE: _____ EMAIL: _____

MAILING ADDRESS: _____ OTHER: _____

CITY: _____ STATE: _____ ZIP: _____

TYPE OF CONSTRUCTION: _____ OCCUPANCY AND USE: _____

TOTAL # STORIES FROM GRADE: _____

FIRE SPRINKLERED? YES NO FLOOD ZONE FOR PROPOSED/EXISTING BLDG. _____

<50%: YES NO JUST VALUE: _____ YEAR BUILT: _____

BUILDING: CONFORMING NON-CONFORMING (IF NON-CONFORMING, FEMA IMPROVEMENTS/REPAIR APPLICATION

PACKET IS REQUIRED)

ALTERATIONS

8th Edition FBC- EXISTING BUILDING: ALTERATION LEVEL I II III

KITCHEN LIVING ROOM DINING ROOM # _____ BEDROOM(S) # _____ FULL BATH(S) # _____ 1/2 BATH(S)

OTHER/DESCRIPTION: _____



CITY OF ANNA MARIA APPLICATION FOR DEVELOPMENT PERMIT



By Ordinance the site shall be kept clean and materials will be kept secured from winds. The Contractor is responsible to effect compliant erosion control best management practices including but not limited to Silt Control Fencing. The applicant covenants that any damage to City property that results from the work performed under this permit shall be repaired at the sole cost of the Applicant. In addition to the requirements 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 government entities such as water management districts, state agencies or federal agencies. If asbestos is present Contractor or Owner Builders shall inform the Department of Environmental Protection at 813.362.7600 and comply with Florida Statute 469.003. For all renovation or demolition work an asbestos affidavit is required to be signed, notarized and submitted to the DEP.

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 COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

BOTH THE PROPERTY OWNER'S AND CONTRACTOR'S SIGNATURES BELOW ARE REQUIRED AND MUST BE NOTARIZED

Property Owner Affidavit: I certify that all the information is accurate and complete. I certify that where required, all plans have been prepared by, or under the direct supervision of, an engineer registered and licensed by the state. 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 personally appear at the City Building Department to sign this application form and submit a completed Owner Affidavit Form. OWNER'S ELECTRONIC SUBMISSION STATEMENT: Under penalty of perjury, I declare that all the information contained in this building application is true and correct.

Owner Signature: _____ **Print Name:** _____

NOTARY of the 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.

_____ NOTARY SIGNATURE AND SEAL

Contractor Affidavit: I certify that all the information is accurate and complete. I certify that where required, all plans have been prepared by, or under the direct supervision of, an engineer registered and licensed by the state. 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.

Contractor Signature: _____ **Print Name:** _____

NOTARY of the 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.

_____ NOTARY SIGNATURE AND SEAL

**DECLARATION OF LAND RESTRICTION
(NONCONVERSION AGREEMENT)**

**FOR USE IN FLOOD HAZARD AREAS FOR PROPOSED DEVELOPMENT
THAT INCLUDES**

- (1) ENCLOSURES BELOW ELEVATED BUILDINGS,**
- (2) CRAWL/UNDERFLOOR SPACES THAT ARE MORE THAN 4 FEET IN
HEIGHT,**
- (3) DETACHED ACCESSORY STRUCTURES THAT ARE NOT ELEVATED
AND ARE LARGER THAN 300 SQUARE FEET IN AREA (FOOTPRINT) AND**
- (4) ATTACHED GARAGES.**

**The attached agreement shall be executed and recorded onto
the property deed prior to a Certificate of Occupancy being
issued on structures built after February 14th, 2014.**

Ordinance 14-769 Flood Damage Prevention

**DECLARATION OF LAND RESTRICTION
(NONCONVERSION AGREEMENT)**

This DECLARATION made this _____ day of _____, 20____ by _____ ("Owner") having an address at: _____

WITNESSETH:

WHEREAS, the Owner is the record owner of all that real property located at _____
_____ in the _____ the Election District of _____ County, designated in the Tax Records as Property Identifier number _____ Block _____, parcel _____, lot _____, subdivision and being that same property acquired by the Owner by deed dated _____, 20 __, and recorded among the Land Records of _____ County, Florida at OR Book _____ and Page No. _____.

WHEREAS, the Owner has applied for a permit to construct a structure on that property and:

- (1) It is identified by Permit Number _____ (“Permit”);
- (2) It is located in a flood hazard area identified on Flood Insurance Rate Map Panel # _____;
- (3) It is located in Flood Zone _____;
- (4) It is designed to conform to the requirements of the Floodplain Management Regulations of City of Anna Maria and the *Florida Building Code*; and
- (5) If unauthorized improvements, modifications, alterations, or conversions are made to it in the future, the structure could be made noncompliant by such unauthorized actions, including such actions by future owners.

Owner: _____

Address: _____

Permit No. _____

WHEREAS, the Owner agrees to record this DECLARATION OF LAND RESTRICTION (NONCONVERSION AGREEMENT) on the deed of the property recorded in the above-cited land records and certifies, accepts, and declares that the following covenants, conditions, and restrictions are placed on the affected property as a condition of granting the Permit, and affects rights and obligations of the Owner and shall be binding on the Owner, his heirs, personal representatives, successors, and assigns.

THE PERMITTED STRUCTURE SHALL BE DESIGNED IN ACCORDANCE WITH THE *FLORIDA BUILDING CODE* AND IS SUBJECT TO CONDITIONS as follows:

7. The structure or part thereof to which these conditions apply is:
 - An enclosure that is below an elevated building.
 - A crawl/underfloor space enclosed by perimeter walls and is more than 4 feet in height.
 - A detached accessory structure that is not elevated and that is larger than 300 square feet in area (footprint).
 - An attached garage.
2. The structure or part thereof identified in #1 shall be used solely for parking of vehicles, storage, or access to the elevated building, as applicable. See section 604.50, F.S., for the definition and limitations of nonresidential farm buildings.
3. As required by the *Florida Building Code*, the walls of the structure or part thereof identified in #1 shall be equipped with flood openings [applies in flood hazard areas designated Zone A (including A, AE, AO, AH, or A1-30) and flood hazard areas designated as Coastal A Zone]. The flood openings shall not be blocked, covered, closed or modified in any way that would alter the intended performance to allow floodwaters to automatically enter and exit.
4. As required by the *Florida Building Code*, the walls of the structure or part thereof identified in #1 shall be designed to break away. The breakaway walls shall not be altered in any way that prevents the walls from breaking away, as designed, under flood conditions.
5. As required by the *Florida Building Code*, building materials used below the elevation required by the *Florida Building Code*, shall be flood damage-resistant materials and unfinished.
6. Any conversion, alteration, modification, improvement or change in use of the structure or part thereof identified in #1:
 - a. Shall not occur without the issuance of a permit by the local permit authority; and
 - b. Depending on the nature of work, such permit may require full compliance with the *Florida Building Code*.
7. Any conversion, alteration, modification, improvement or change in use of the structure or part thereof identified in #1 or any other variation beyond what is permitted that is not authorized by permit constitutes a violation of the Permit and the *Florida Building Code* and shall be subject to enforcement action to correct such violation.

WARNINGS

8. Unauthorized conversion, alteration, modification, improvement or change in use of the permitted structure or part there of identified in #1 may render the structure uninsurable by the National Flood Insurance Program or increase the cost for flood insurance commensurate with the increased risk.

9. Unauthorized conversion of an enclosure below the lowest floor of an elevated building for uses other than permitted uses, or the unauthorized conversion of an accessory structure for uses other than permitted uses, exposes occupants to increased risk of death and injury. The local jurisdiction issuing the Permit shall not be held liable for any increase in damage or injury to occupants.

10. Unauthorized conversion of an enclosure below the lowest floor of an elevated building for uses other than permitted uses, or the unauthorized conversion of an accessory structure for uses other than permitted uses will be prosecuted as allowed for under the Code Enforcement regulations of the City of Anna Maria.

SIGN ONLY IN THE PRESENCE OF A NOTARY:

Owner's Signature / Date

Printed Name

(Additional) Owner's Signature / Date

Printed Name

Type of ID: _____

Witness my hand and official seal, this _____ day of _____ 20____

SEAL:

Notary Public Signature



City of Anna Maria
BUILDING DEPARTMENT
307 Pine Ave
Anna Maria, FL 34216 .

I hereby acknowledge the receipt of Ordinance 18-841 from the City of Anna Maria Building Department.

Owner Signature: _____ **Print Name:** _____

NOTARY of the 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.

(Signature of Notary) SEAL

ORDINANCE NO. 18-841

AN ORDINANCE OF THE CITY OF ANNA MARIA, FLORIDA, REPEALING THE EXISTING SECTION 74-65, "PERIOD OF COMPLETION OF WORK UNDER LOCAL DEVELOPMENT PERMIT" OF CHAPTER 74, "BUILDINGS AND BUILDING REGULATIONS", OF THE CODE OF THE CITY OF ANNA MARIA; AND REPLACING IT WITH A NEW SECTION 74-65 BY PROVIDING FOR CIVIL PENALTY FOR NOT COMPLETING CONSTRUCTION OF SINGLE FAMILY RESIDENCES WITHIN EIGHTEEN MONTHS; PROVIDING FOR APPEAL RIGHTS AND SPECIAL MAGISTRATE INVOLVEMENT; AND PROVIDING FOR CONFLICTS, CODIFICATION, SEVERABILITY AND FOR AN EFFECTIVE DATE.

WHEREAS, construction of single family residences in the City of Anna Maria is a common occurrence; and

WHEREAS, construction activities have a significantly negative impact on the residents of, and visitors to, Anna Maria in the immediate vicinity of the construction due to noise, interference with traffic, dust and dirt, unsightly appearance, and a general disruption in the day to day life in the neighborhood in the vicinity of the construction; and

WHEREAS, the City of Anna Maria finds that it is in the best interest of the City and its residents and visitors to balance the rights of persons constructing residences in the City of Anna Maria with the rights of residents and visitors to be free of the negative impacts of construction activities; and

WHEREAS, the City of Anna Maria finds that generally if the builder of a single family residence diligently pursues the construction, such construction can reasonably be completed in a period of time not to exceed eighteen (18) months; and

WHEREAS, the City of Anna Maria finds that it is not reasonable for the residents in a neighborhood to have to put up with the serious inconvenience and disruption of daily life resulting from construction of a residence in the neighborhood which takes over eighteen (18) months to complete; and

WHEREAS, the City of Anna Maria is attempting in this ordinance to discourage through a civil penalty process, builders from not diligently and swiftly completing construction of single family residences; and

WHEREAS, the City of Anna Maria finds that often builders construct multiple residences concurrently, and due to sometimes using the same sub-contractors in the construction

of multiple residences, construction can be unnecessarily delayed, thereby resulting in disruption of the neighborhood for an extended period of time; and

WHEREAS, the City of Anna Maria finds that it is generally reasonable to expect a builder to be able to complete the construction of a single family residence within a period of eighteen(18) months if the builder diligently pursues the construction; and

WHEREAS, this Ordinance is adopted under the City's police powers for the health, safety, and welfare of the City's residents and visitors.

NOW, THEREFORE, be it ordained by the City of Anna Maria that:

SECTION 1: The City Commission finds that the above "Whereas" clauses are true, and finds that the enactment of this ordinance is necessary to protect the health, safety and welfare of the citizens of Anna Maria and visitors to Anna Maria.

SECTION 2: Section 74-65, "Period of completion of construction of single family residences~~work under local development permit~~" of Chapter 74, "Buildings and Building Regulations", of the Code of the City of Anna Maria, is hereby amended to read as follows:

Sec. 74-65. - Period of construction of single family residences~~completion of work under local development permit.~~

~~Subject to the conditions of the development permit, any construction of any building must be completed within 12 months from the date of the issuance of a local development permit, unless the owner qualifies for an extension. The owner qualifies for an extension if the building is subject to a stop work order issued by the building official and the permittee seeks relief through the code enforcement board. The time frame from the issuance of the stop work order until the removal of the stop work order after review before the code enforcement board, and any subsequent judicial review, will be added to the local development permit's one year time frame. If construction is not completed within the time frame as stated above, the city will not issue a certificate of occupancy, and the owner will have to reapply to the city for a new local development permit. Upon reapplying to the city for a new local development permit, the owner will have two options: (1) the owner may renew the local development permit for another year and pay again to the city a fee equal to the original fee for such the original local development permit, or (2) the owner may pay ten percent of the cost of the original local development permit for each month the applicant exceeds the expiration date, including extensions, of the original local development permit up to a maximum of six months from the date the original local development permit expires. If the building does not have an unconditional certificate of occupancy after six months, the applicant must then obtain a new local development permit and pay to the city a fee equal to the fee for the original local development permit. The new local development permit shall provide that the building must be completed within one year or a certificate of occupancy shall not be issued and a further local development permit will be necessary.~~

In every instance in which a building permit is issued for the construction of a single family residence in the City of Anna Maria after the effective date of this ordinance, the construction of the residence shall be diligently pursued and completed within a period not to exceed eighteneighteen (18) months from the date of the issuance of the building permit.

A civil penalty against the person or entity who obtained the building permit, (hereinafter "builder") in the amount of One hundred Dollars \$100.00 per day shall be assessed for every day beyond eighteen (18) months after the date of the issuance of the building permit until the date a certificate of occupancy is issued for the residence. Such civil penalty shall be due on the date of the issuance of the certificate of occupancy; provided, however, payment of the civil penalty shall not be a condition precedent to the issuance of a certificate of occupancy.

An appeal of the civil penalty may be filed with the City Clerk no later than ten (10) days after the issuance of a certificate of occupancy, and the appeal shall be scheduled before the Special Magistrate. The Special Magistrate shall make a determination as to the reasonableness of the time period taken to construct the residence and shall consider the testimony of the builder, the testimony of the owner of the property, the testimony of the building official, the testimony of any member of the public with knowledge of the construction activity, and/or the testimony of other interested persons as reasonably determined by the Special Magistrate. If the Special Magistrate determines that the time period to construct the residence was excessive under the circumstances, or the builder did not diligently pursue the construction of the residence, the Special Magistrate may confirm the civil penalty, or reduce it as appropriate, and such civil penalty as determined by the Special Magistrate shall be considered a judgment against the builder enforceable in the same manner as a court judgment. If the Special Magistrate determines that the time period to construct the residence was not excessive under the circumstances, and the builder did diligently pursue the construction of the residence, the Special Magistrate shall find in favor of the builder, and the civil penalty shall be dismissed. In addition, the Special Magistrate shall make a determination as to whether the civil penalty, if confirmed, shall become a lien on the real property of the residence, or if the civil penalty shall be deemed a judgment against the builder enforceable in the same manner as a court judgment, or both.

If an appeal is not timely filed, the violation shall be deemed admitted, the civil penalty shall be deemed due and payable, and the civil penalty shall be presented at the next scheduled Special Magistrate hearing. At that hearing, the Special Magistrate shall make a determination as to whether the civil penalty shall become a lien on the real property of the related residence, or if the civil penalty shall be deemed a judgment against the builder enforceable in the same manner as a court judgment, or both. In making that determination, the Special Magistrate shall consider the testimony of the builder, the testimony of the owner of the residence, the testimony of the building official, the testimony of any member of the public with knowledge of the construction activity, and/or the testimony of other interested persons as reasonably determined by the Special Magistrate.

A copy of this ordinance shall be provided to every applicant for a building permit for the construction of a single family residence along with a form acknowledging receipt of the ordinance by the owner of the property ("form"). The form acknowledging receipt of the

ordinance must be signed by the property owner and notarized and shall be returned to the City along with the Notice of Commencement.

SECTION 3. CONFLICTS. All Ordinances or parts of Ordinances, insofar as they are inconsistent or in conflict with the provisions of this Ordinance, are hereby repealed to the extent of any conflict.

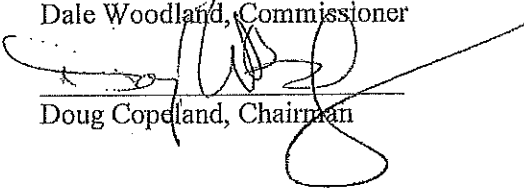
SECTION 4. CODIFICATION. The provisions of this Ordinance shall be codified as and become and be made a part of the Code of Ordinances of the City of Anna Maria. The sections of this Ordinance may be renumbered or relettered to accomplish such intention.

SECTION 5. SEVERABILITY. In the event that any portion or section of this Ordinance is determined to be invalid, illegal or unconstitutional by a court of competent jurisdiction, such decision shall in no manner affect the remaining portions or sections of this Ordinance on which shall remain in full force and effect.

SECTION 6. EFFECTIVE DATE. This Ordinance shall take effect immediately upon its final passage and adoption.

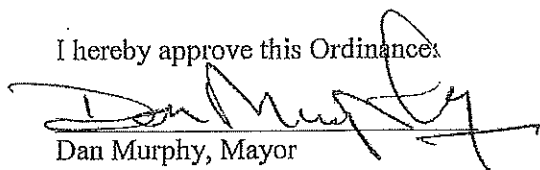
PASSED AND ADOPTED, by the City Commission of the City of Anna Maria, Florida, in regular session assembled, this 27 day of September, 2018.

Doug Copeland, Commissioner
Amy Tripp, Commissioner
Brian Seymour, Commissioner
Carol Carter, Commissioner
Dale Woodland, Commissioner



Doug Copeland, Chairman

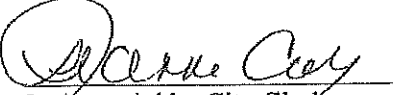
I hereby approve this Ordinance



Dan Murphy, Mayor

September 27, 2018

ATTEST:



LeAnne Addy, City Clerk

Approved as to form and legality for
the use and reliance of the City of
Anna Maria only

ordinance must be signed by the property owner and notarized and shall be returned to the City along with the Notice of Commencement.

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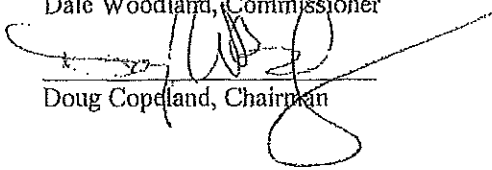
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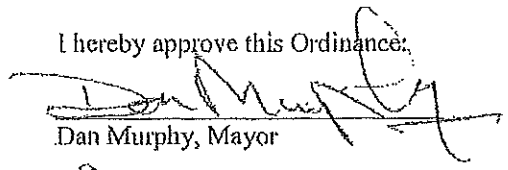
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PASSED AND ADOPTED, by the City Commission of the City of Anna Maria, Florida, in regular session assembled, this 27 day of September, 2018.

Doug Copeland, Commissioner
Amy Tripp, Commissioner
Brian Seymour, Commissioner
Carol Carter, Commissioner
Dale Woodland, Commissioner

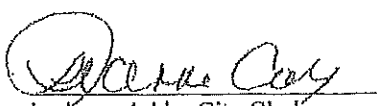

Doug Copeland, Chairman

I hereby approve this Ordinance:

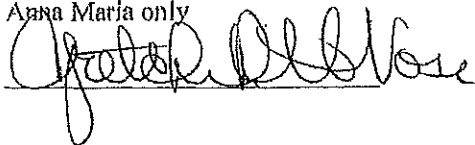

Dan Murphy, Mayor

September 27, 2018

ATTEST:


LeAnne Addy, City Clerk

Approved as to form and legality for
the use and reliance of the City of
Anna Maria only


Notary

Gretchen R. H. "Becky" Vose
City Attorney



WARNING

Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com

Florida Department of
**Business
Professional
Regulation**
License Efficiently. Regulate Fairly.



City of Anna Maria
Building Department
307 Pine Avenue
Anna Maria, Florida 34216
941-708-6130 Ext. 140

OWNER BUILDER STATEMENT/AFFIDAVIT

Florida Statutes are quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

OWNERS MUST PERSONALLY APPEAR AT THE BUILDING DIVISION TO SIGN THIS DOCUMENT

BY SIGNING THIS STATEMENT, I ATTEST THAT: *(Initial to the left of each statement)*

	<p>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.</p>
	<p>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.</p>
	<p>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 all permits and contracts.</p>
	<p>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 this exemption.</p>
	<p>I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.</p>
	<p>I understand that I may not hire an unlicensed individual 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 ordinance.</p>
	<p>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.</p>

	<p>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. <u>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.</u> I understand that my failure to follow these laws may subject me to serious financial risk.</p>
	<p>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.</p>
	<p>I am aware of construction practices and I have access to the Florida Building Code.</p>
	<p>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 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.</p>
	<p>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 address listed below.</p>
	<p>I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.</p>
	<p>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, the Department of Business and Professional Regulation and the building department 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.</p>

Property Address: _____

I, _____, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

Signature of Owner-Builder

Print Name

The foregoing was acknowledged before me this ____ day of _____ 20__ by _____ who is personally known to me or has produced _____ as identification.

Signature of Notary Notary Seal:

A violation of this exemption is a misdemeanor of the first degree punishable by a term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.



City of Anna Maria Building Department
307 Pine Ave
Anna Maria, FL 34216
941-708-6130

**RESIDENTIAL BUILDING & IMPERVIOUS COVERAGE
CALCULATION WORKSHEET - Page 1**

Building coverage means that area of all structures contained within the perimeter of the exterior walls, whether vertical or canted; and attached or detached structures projected vertically over three feet above the ground. **Applies to the R-1, R-2 and ROR Zoning Classifications.**

Maximum building coverage for Residential: 40 % (C)

Property Address: _____

Lot Size: _____ ft. x _____ ft. = _____ sq. ft. **(A)**

Building Coverage:
(under roof coverage) = _____ sq. ft. **(B)**

Divide (B) by (A) = _____ % (C)

Impervious surface coverage means a surface that has been compacted or covered with a layer of material so that it is highly resistant to infiltration by water such as patios, sidewalks, decks and driveway/parking areas. It includes but is not limited to semi-impervious surfaces such as paver bricks, crushed and compacted clay and shell, as well as most conventionally surfaced streets, roofs, sidewalks, parking lots and other similar structures.

Other Impervious Surface Coverage (I)

Existing (complete Page 2, Impervious Surface Coverage) = _____ sq. ft. **(D)**

Proposed (complete Page 2, Impervious Surface Coverage) = _____ sq. ft. **(G)**

TOTAL = _____ sq. ft. (H)

Divide (H) by (A) = _____ % (I)

ADD (C) AND (I) TOTAL LOT COVERAGE= _____ %

MAXIMUM TOTAL IMPERVIOUS SURFACE COVERAGE: 40 %.

RESIDENTIAL IMPERVIOUS SURFACE COVERAGE CALCULATION WORKSHEET - Page 2

Area	Existing- no reduction	Proposed- no reduction
Patios	_____ sq. ft.	_____ sq. ft.
Pool/Hot Tub	_____ sq. ft.	_____ sq. ft.
Covered decks	_____ sq. ft.	_____ sq. ft.
Sidewalks	_____ sq. ft.	_____ sq. ft.
Equipment pads	_____ sq. ft.	_____ sq. ft.
Driveways	_____ sq. ft.	_____ sq. ft.
TOTAL (D)	_____ sq. ft.	TOTAL (E) _____ sq. ft.

Impervious Surface Material reductions for Stormwater infiltration areas. Plans must indicate area for reduction including cross section of infiltration area. See below for reduction percentages

Area	Proposed	Material	Proposed with reduction
Patios	_____ sq. ft.	_____	_____ sq. ft.
Sidewalks	_____ sq. ft.	_____	_____ sq. ft.
Equipment pads	_____ sq. ft.	_____	_____ sq. ft.
Driveways	_____ sq. ft.	_____	_____ sq. ft.
		TOTAL (F)	_____ sq. ft.

TOTAL (E) + (F) = (G) _____ sq. ft.

No reduction for Asphalt, Concrete, Crushed shell, or soil.

The following materials shall be considered 100% Pervious contingent upon construction of infiltration system subsurface and the submittal of a maintenance contract at the time of issuance of Certificate of Occupancy or Certificate of Completion:

89 Rock/stone, _____ #57 Stone, ___Pea gravel, ___ Permeable paver system.

PREPARED BY: _____ DATE: _____



City of Anna Maria
Building Department
307 Pine Avenue
Anna Maria, Florida 34216
941-708-6130 Ext. 140

Staging Plan Requirements (Sec. 74-63)

- (i) *Submission requirements.* The contractor of record shall submit a construction staging and management plan with a building permit application which includes the following, unless waived by the building official after review and determination that the requirement is not reasonably applicable:
- (1) Location of construction trailers, loading/unloading areas and material storage areas.
 - (2) Location of T-pole.
 - (3) Location of chemical toilets.
 - (4) Location of dumpsters.
 - (5) Location of fencing.
 - (6) Location and method of vehicle tracking controls and measures taken to protect ingress/egress of site from sediment outflow.
 - (7) Indicate dewatering protocol.
 - (8) Show location and type of sediment fencing.
 - (9) Traffic control plan, showing access with dimensions, area to be stabilized, narrative on phasing of construction with provision of adequate parking and delivery of materials.
 - (10) Parking plan and narrative addressing the following:
 - a. Location and number of on-site and abutting street parking areas to be utilized for construction related parking.
 - b. Indicate the number of workers and the areas where their vehicles will be parked.
 - c. Location of off-site parking areas to be utilized if workers are to be shuttled to the site.
 - (11) Describe in detail the measures that will be taken to ensure the work site and public right-of-way will be maintained. The description shall include pre-development pictures depicting the entire site
 - (12) Proof of notice, sent by first class mail, to owners of property within 300 feet of the outer limits of the subject property as listed in the property appraiser's records prior to commencement of construction for new single-family residential development, swimming pools and other development as may be required at the discretion of the building official. The proof of notice shall be placed on site in the permit job box. The proof consists of a list of property owners and addresses or other proof of mailing. Notice is to include:
 - d. A phone number for the contractor where a representative is available whenever construction activities are taking place on site and prior to a storm event.
 - e. The phone number for the city's building department, public works department and sheriff's office non-emergency number.
- (j) *Conditions of a staging and management plan.* The city shall have the right to include conditions of approval for construction staging and management plans.

CITY OF ANNA MARIA
STATE OF FLORIDA
PUBLIC WORKS DEPARTMENT
SURETY BOND

KNOW ALL MEN BY THESE PRESENTS:

That _____, as Principal, and _____, a corporation duly authorized to do business in the State of Florida, as Surety, are held and firmly bound unto the City of Jacksonville, a political subdivision of the State of Florida, in the principal sum of --Five Thousand and no/100 Dollars (\$5,000)-- for the payment of which we hereby jointly and severally bind ourselves, our heirs, executors, administrators, successors and assigns firmly, by these presents.

SIGNED, SEALED AND DATED this the _____ day of _____, _____ year.

THE CONDITIONS OF THE ABOVE OBLIGATION ARE SUCH THAT:

WHEREAS, the above bounden Principal may receive a permit or permits from the City of Jacksonville, Florida, which said permit or permits authorize the above bounden Principal to disturb, excavate, or place any constructions in any public road, right-of-way or easement of the City of Jacksonville in the rendition of services or work as particularly set forth in each permit, and in and by the terms of said permit or permits, the above bounden Principal agrees and is bound to repair, replace, and restore the parts of the public roads and pavement thereof which have been removed to their respective former status and condition, and is bound to insure prompt payment of any loss, damage, cost and expenses that may be incurred by the City of Jacksonville or any adjoining property owner in connection with such work, including cost of erecting and maintaining of any warning signals, barricades, or other preventative measures to eliminate safety hazards, and maintain traffic flow, by reason of the failure of the applicant to restore or repair any damage to any public road or right-of-way of the City of Jacksonville, or the failure of the applicant to comply with Ordinance Section 744.110 and the conditions of the permit.

NOW, THEREFORE, if the above bounden shall keep and perform all and singular the terms, provisions and conditions of said permit or permits which may be issued to him, and shall repair, replace and restore the parts of the public roads referred to, and the pavement thereof, to their respective former status and condition, then, in that event this obligation shall be null and void; otherwise to remain in full force and virtue.

The term of this bond shall be from 12:01 AM _____ date _____ year to 12:01 AM _____ date _____ year. (one year minimum)

COMPANY (Principal)

By: _____
Title: _____
Address: _____
Telephone: _____

SURETY COMPANY

By: _____
Attorney-in-Fact

Countersigned:

By: _____
Resident Agent
State of Florida

Name of Firm: _____

Address: _____



CONSTRUCTION NOTICE TO RESIDENTS

Dear Homeowner/Resident,

Please be advised that in accordance with City of Anna Maria Ord. # 21-880, you are hereby notified that construction activity will be taking place at the property located at:

DESCRIPTION OF CONSTRUCTION ACTIVITIES:

SCHEDULE: Work is scheduled to begin the week of _____.

CONSTRUCTION CONTACT INFORMATION:

Contractor: _____

Address: _____

Phone/Email: _____

CONTRACTOR REPRESENTATIVE CONTACT INFO. FOR QUESTIONS, CONCERNS OR COMMENTS RELATED TO THE CONSTRUCTION ACTIVITIES / JOBSITE:

Name: _____

Phone: _____

Email: _____

CITY & COUNTY CONTACT INFORMATION:

City of Anna Maria Building Department (8 am to 4:00 pm): 941-708-6130 Ext. 140

City of Anna Maria Public Works Department (8 am to 4:00 pm): 941-708-6130

Manatee County Sherriff's Non-Emergency #: 941-747-3011

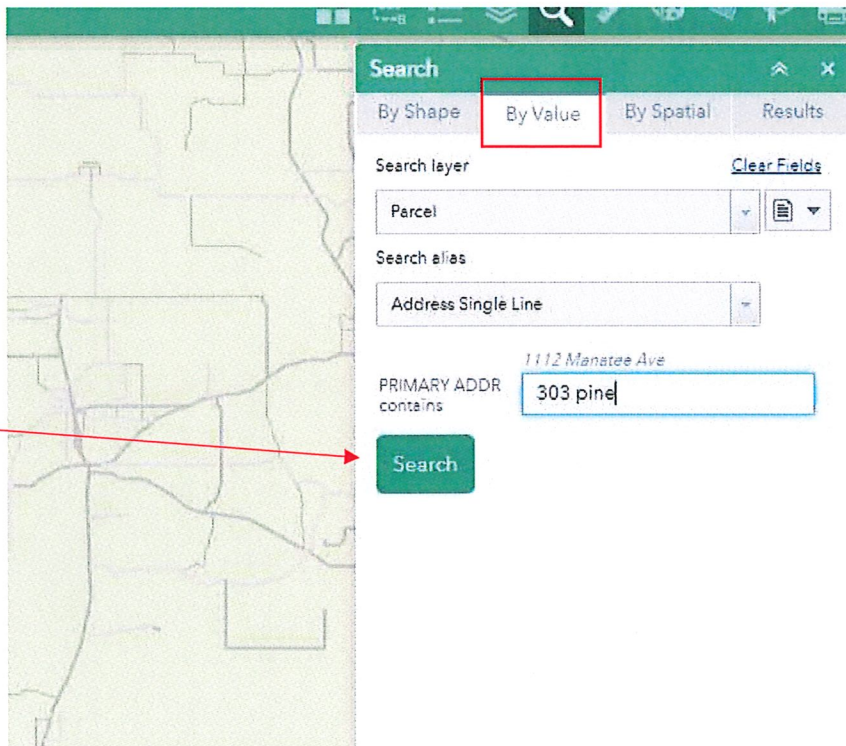
How to Create a Mailing List for Public Notice of New Homes and Pools. The link is:

[https://www.mymanatee.org/departments/information technology services/geographic information systems](https://www.mymanatee.org/departments/information%20technology%20services/geographic%20information%20systems)

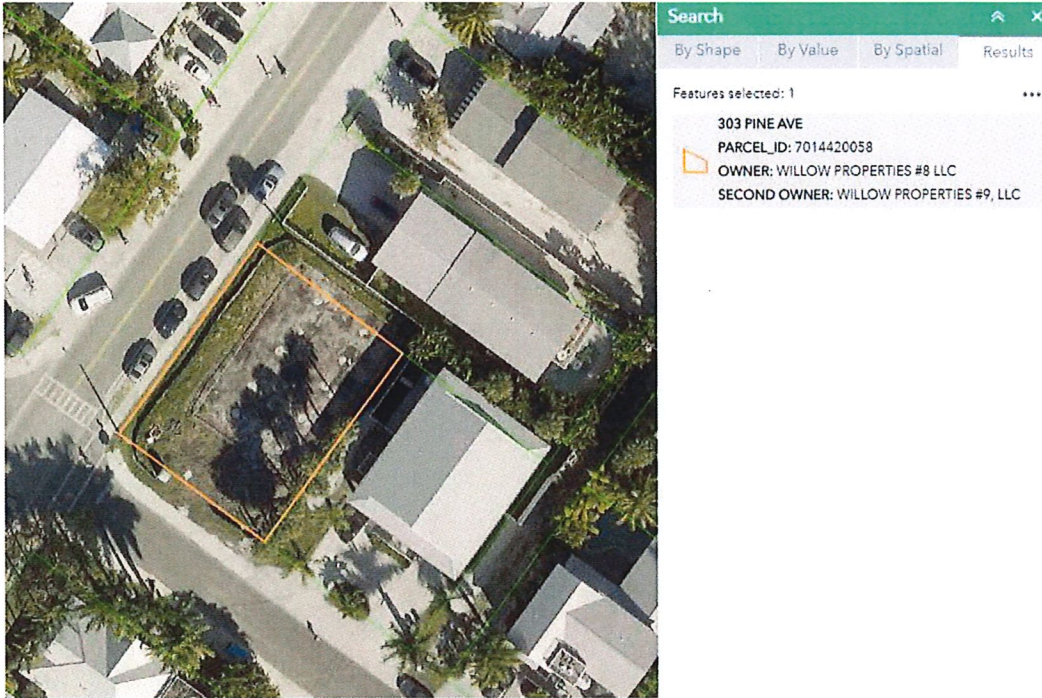
Choose property locator



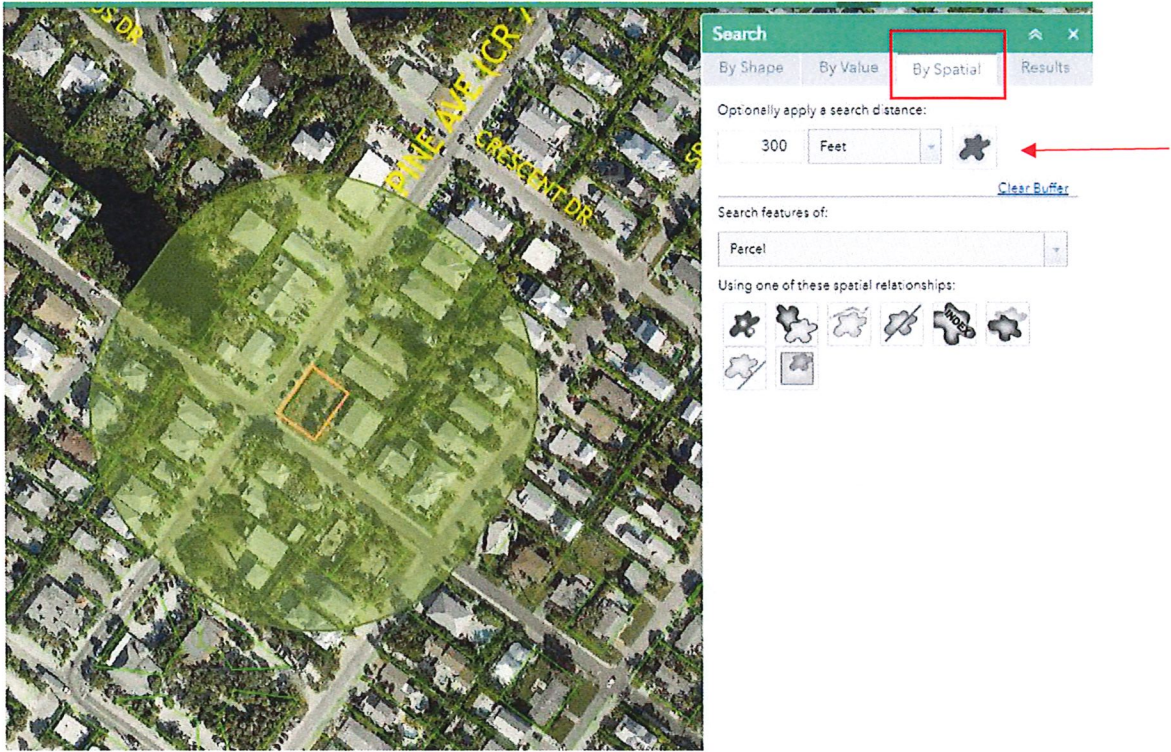
Under "By Value", choose Parcel and then Address Single Line as shown below. Enter your address and click Search.



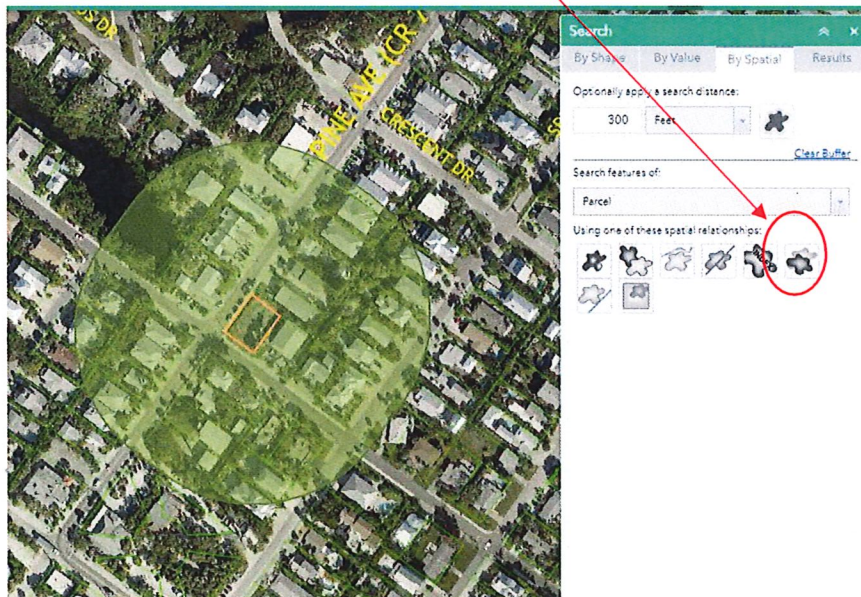
This is how it looks after you hit Search for your address



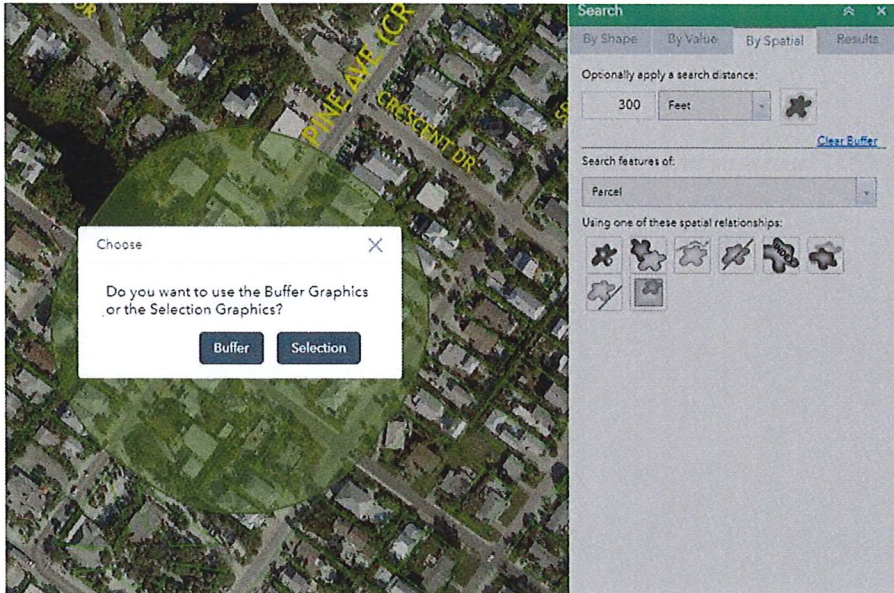
Now go to BY SPATIAL and enter your search criteria (300 feet) and click on the Star directly to the right. Now the area will appear on the map. (scroll down)



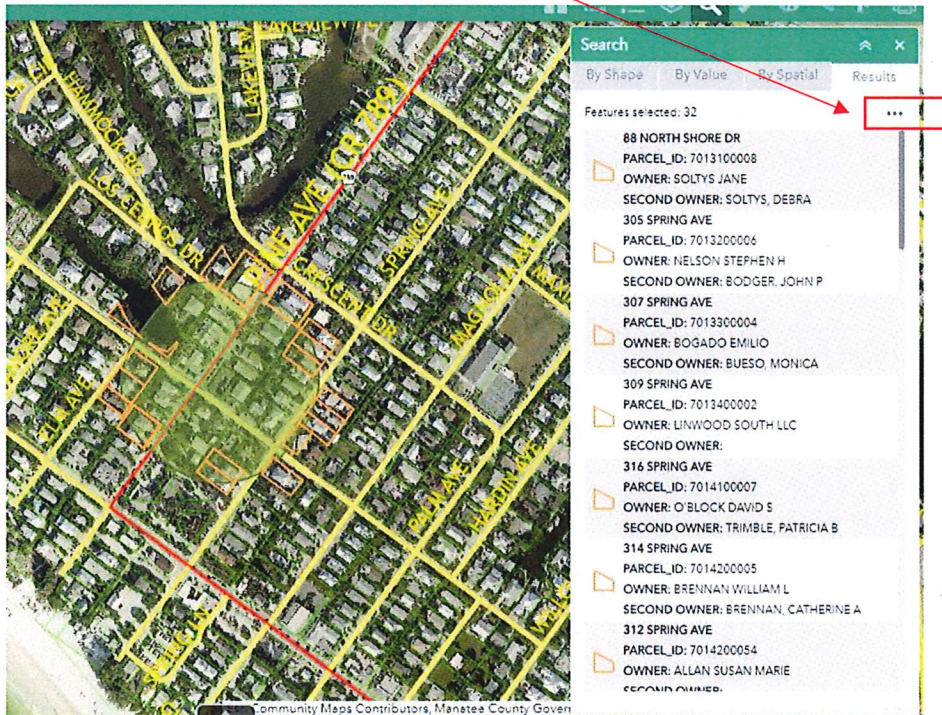
Now click the below which is "overlapped by"



After you hit "overlapped by" you will get the below prompt – choose BUFFER



Once you hit Buffer, the addresses within 300 feet will show up on the right. If you click on the 3 dots above the addresses on the right then you have the option to export the address.





City of Anna Maria
Building Department
307 Pine Avenue
Anna Maria, Florida 34216
941-708-6130 Ext. 140

Sub-Contractor Verification Form

Street Address: _____ Date: _____

General Contractor: _____ Phone # _____

ELECTRIC Company Name _____
Mailing Address _____
Print Contractor Name _____ Phone # _____
Contractor Signature _____ Date _____
License # _____
 Check if authorized agent signature

MECHANICAL Company Name _____
Mailing Address _____
Print Contractor Name _____ Phone # _____
Contractor Signature _____ Date _____
License # _____
 Check if authorized agent signature

PLUMBING Company Name _____
Mailing Address _____
Print Contractor Name _____ Phone # _____
Contractor Signature _____ Date _____
License # _____
 Check if authorized agent signature

ROOFING Company Name _____
Mailing Address _____
Print Contractor Name _____ Phone # _____
Contractor Signature _____ Date _____
License # _____
 Check if authorized agent signature

GAS Company Name _____
Mailing Address _____
Print Contractor Name _____ Phone # _____
Contractor Signature _____ Date _____
License # _____
 Check if authorized agent signature

This form must be signed by the license holder or an authorized agent when an original authorized agent signature form is submitted or on file.

BUILDING PERMIT# _____

This Instrument Prepared By:
Name: _____
Address: _____

Tax Folio No: _____

Permit No.: _____

NOTICE OF COMMENCEMENT

State of _____
County of _____

THE UNDERSIGNED hereby gives notice that improvement(s) will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property (legal description of property **and** street address): _____

2. General description of improvement: _____
3. Owner Information:
 - a) Name and complete address: _____
 - b) Interest in property: _____
 - c) Name and address of Fee Simple Title Holder (if other than owner): _____

4. Contractor Information:
 - a) Company name and complete address: _____
 - b) Phone number: _____ Fax Number: _____
5. Surety:
 - a) Name and complete address: _____
 - b) Amount of Bond: \$ _____
 - c) Phone number: _____ Fax Number: _____
6. Lender:
 - a) Name and complete address: _____
 - b) Phone number: _____ Fax Number: _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by in Section 713.13(1)(a)7., Florida Statutes:
 - a) Name and complete address: _____
 - b) Phone number: _____ Fax Number: _____
8. In addition to himself, Owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes:
 - a) Name and complete address: _____
 - b) Phone number: _____ Fax Number: _____
9. Expiration date of Notice of Commencement (the expiration date is 1-year from the date of recording, unless a different date is specified): _____

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 1, 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 Owner's Authorized
Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ (name of person) as the _____ (type of authority, ..e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

Signature of Notary Public – State of Florida
Print, Type, or Stamp Commissioned Name of Notary
Public/Commission Number

Personally Known _____ or Produced ID _____

Verification Pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Owner or Owner's Authorized
Officer/Director/Partner/Manager



City of Anna Maria

PRIVATE PROVIDER SUBMITTAL REQUIREMENTS CHECKLIST

Florida State Statute 553.791 (Alternative Plans Review and Inspection) authorizes a fee owner to elect the use of a Private Provider for plans review and/or required building inspection services. It covers the rights and responsibilities of the fee owner, the Private Provider, and the local Building Official/Building Code Enforcement Agency.

IMPORTANT: *The City of Anna Maria will continue to conduct plans review and inspections on all elements not regulated by the FBC and special flood hazard areas.*

PROJECT SUBMITTAL PACKET

Documentation required with building permit application submittal*

- Notice to Building Official - Principal document required for the official election to use a Private Provider and will specify if the Private Provider will perform the services of plan review and/ or inspections. This Notice includes Private Provider primary contact information for permit.
- DAR Project Personnel List - Document identifies all of the Private Provider's Duly Authorized Representatives (DAR) who will be utilized on a specific project. It shall contain the name(s), Florida license number(s) and discipline(s).
- Plans Compliance Affidavit (required only if Private Provider is handling plan review) - Principal document used to confirm that the Private Provider has performed the required plans reviews and has approved those plans for code compliance under the allowable scope per FS 553.791. The submission of an executed affidavit and a copy of the approved set of building plans is a pre-requisite to the issuance of a permit. Note that this form is required for each submittal and if applicable, each resubmittal (response to corrective comments), and revisions (changes to scope of work). If the private provider performs the plans examination, they must also perform all required inspections for the project.
- Construction documents being submitted as part of the private provider packet shall have a stamp or notice of review of the private provider on each page of all submitted drawings.



City of Anna Maria

NOTICE TO BUILDING OFFICIAL

OF USE OF PRIVATE PROVIDER

City of Anna Maria Permit/Application #: _____

Project Address: _____

Fee Owner Name (Printed): _____

Services to be provided (select all that apply):

Plan Review Only Inspections Only Plan Review and Inspections

PRIVATE PROVIDER FIRM

Name of Firm: _____

Business Address: _____

Office Phone: _____ Fax: _____

PRIVATE PROVIDER QUALIFIER

Name of Qualifier: _____

Office Phone: _____ Cell Phone: _____

Email: _____

CONTACT INFORMATION

Point of Contact Name _____

Email _____

Phone _____



City of Anna Maria

NOTICE TO BUILDING OFFICIAL OF USE OF PRIVATE PROVIDER

ACKNOWLEDGMENT

I, _____, have elected to use one or more Private Providers to provide building code plans review and/or inspection services for the building or structure that is the subject of the enclosed permit application, as authorized by Section 553.791, Florida Statutes. I understand that the local building official may not review the plans submitted or perform the required building inspections to determine compliance with the applicable codes, except to the extent specified in said law. Instead, plans review and/or required building inspections will be performed by licensed or certified personnel identified in the application. The law requires minimum insurance requirements for such personnel, but I understand that I may require more insurance to protect my interests.

By executing this form, I acknowledge that I have made inquiry regarding the competence of the licensed or certified personnel and the level of their insurance and am satisfied that my interests are adequately protected. I agree to indemnify, defend, and hold harmless the local government, the local Building Official and the building code enforcement personnel from any and all claims arising from my use of these licensed or certified personnel to perform building code plan review and/or inspection services with respect to the building or structure that is the subject of the enclosed permit application.

I understand that the Building Official retains authority to review plans, make required inspections, and enforce the applicable codes within his or her charge pursuant to the standards established by Section 553.791, Florida Statutes. If I make any changes to the listed Private Providers, I shall, within one business day after any change, update this Notice to reflect such changes. The building plans review and/or inspection services provided by the Private Provider are limited to compliance with the Florida Building Code and do not include review for compliance with fire safety, land use, environmental, planning, zoning, special flood hazard area, or other codes.

Printed or Typed Name of Fee Owner of Property

Signature of Fee Owner of Property

NOTARY

STATE OF FLORIDA

COUNTY OF _____

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me this _____ day of _____,

20____, by _____ (name of person making statement).

(NOTARY SEAL)

Signature of Notary Public – State of Florida

Printed or Typed Name of Notary Public

City of Anna Maria

DULY AUTHORIZED REPRESENTATIVE (DAR)

Project Personnel List

The law requires that all Duly Authorized Representatives (DAR) are employees of the Private Provider firm and as such, entitled to receive unemployment benefits under Chapter 443 of the Florida Statutes.

City of Anna Maria Permit/Application #: _____

Project Address: _____

Private Provider Firm (Printed): _____

Please submit additional sheet if more space is needed to list all DARs for this project

Name (Printed)	FL License No(s)	Discipline



City of Anna Maria

PRIVATE PROVIDER

Plans Compliance Affidavit

City of Anna Maria Permit/Application #: _____

Project Address: _____

Private Provider Firm: _____ License Number: _____

Office Phone: _____ Cell Phone: _____

Email: _____

Select all that apply:

- Construction Plans Resubmittals (Response to deficiencies) Revisions (changes to original scope)

I HEREBY CERTIFY that to the best of my knowledge and belief, the documents submitted for the above referenced project were reviewed according to, and are in compliance with, the Florida Building Code and all local amendments thereto, either by myself or by the affiant identified below, who is duly authorized to perform plans review pursuant to Section 553.791, Florida Statutes, and holds the appropriate license or certificate:

Printed or Typed Name of Private Provider

Signature of Private Provider

NOTARY

STATE OF FLORIDA
COUNTY OF _____

SWORN TO (OR AFFIRMED) AND SUBSCRIBED before me this __ day of _____,

20____, by _____ (name of person making statement).

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Printed or Typed Name of Notary Public



TRANSMITTAL FORM

Building Department City of Anna Maria

307 Pine Ave

Anna Maria, FL 34216

941-708-6130

941-708-6136 Fax

Date: _____ Attn: _____

From: _____

Company: _____

Phone: _____ Email: _____

SITE LOCATION/ADDRESS: _____

PERMIT #: _____

THE FOLLOWING IS SUBMITTED FOR CONSIDERATION:

- Response to Comments
- Revisions/Re-submittals
Cost of Revision (if applicable) _____
- Other _____

APPLICABLE CODES/TRADES (Check all that apply):

<input type="checkbox"/> Building/FEMA	<input type="checkbox"/> Electrical	<input type="checkbox"/> HVAC	<input type="checkbox"/> Plumbing
<input type="checkbox"/> Zoning	<input type="checkbox"/> Gas Venting	<input type="checkbox"/> Gas Piping	<input type="checkbox"/> Fire Marshal

ITEMS INCLUDED IN THIS TRANSMITTAL:



City of Anna Maria

Check List for Certificate of Occupancy Single Family Dwelling

Date: _____

Building Permit#: _____ Address: _____

Date Submitted:

Contractor checklist: *Please note that documents requiring review (marked with an asterisk) must be received no later than 5 days ahead of anticipated CO issuance.*

- *Draft Non-Conversion agreement to be executed and recorded onto deed by the Manatee County Clerk of Court
- WMFD Impact Fees
- Manatee County Impact Fees (Schools/Exemption and Utility)
- *Final construction Elevation Certificate sealed by Florida Licensed Surveyor
- *V-Zone Certificate
- *Final as-built survey to include (but not limited to) drainage plan, compliance with zoning setbacks, height of building, and lot coverage submitted
- *Drainage certification letter certified by designing Engineer along with as-built grade elevations installed (Exception: use of alternate infiltration trenches)
- Gutters and rain leaders to swales installed – upload photos to portal
- Turtle Lighting Inspection (if structure is adjacent to or visible from the beach)
- Street number displayed compliant with FBC - 4" high contrasting color attached to building (both front & back of structure adjacent to beach/canal) – upload photos to portal
- Door Blower Test
- Termite Certificate
- Insulation Certificate

City Checklist:

- All required inspections performed and recorded
- Right of Way inspection passed
- All permits related to the new single-family home have been closed
- Notify City Clerk of Issuance
- Notify FPL