

# City of Anna Maria

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## REQUIRED DOCUMENTATION FOR OBTAINING A BUILDING PERMIT

### Trade Permit Checklist

The following items are required for submission of a trade application:

1. Building Permit Application
2. Contractor License
3. Contractor Insurance, Liability and Worker's Compensation
4. Product Approval Specification Sheet
5. Electrical - T-Pole/TUG, Authorization of Permanent Power-Temporary Use
6. Roof - Re-Roofing Inspection Affidavit
7. Gas - Survey, Anti-Flotation Plan, Isometric Piping, Tie Downs
8. Mechanical - AHRI Certificate, Notify of New Duct Work
9. Solar – Sketch of Panels on Roof, Isometrics for Electrical, Manufacturing Specifications
10. Recorded Notice of Commencement with the permit number on it\*  
\*if contract cost is over \$2,500 or \$7,500 for Mechanical

DATE STAMP



**CITY OF ANNA MARIA  
PLANNING AND DEVELOPMENT  
DEPARTMENT  
PERMIT APPLICATION**

PERMIT # STAMP

**FILL OUT COMPLETELY**

Note: ALL OWNER BUILDERS MUST APPLY IN PERSON (F.S.489.103(7))

\* Required field – must be completed

\*Street Address of Proposed Construction: \_\_\_\_\_

\*Owner's Name: \_\_\_\_\_ Phone #: \_\_\_\_\_

\*Owner's Address: \_\_\_\_\_ City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

\*Property Tax ID#: \_\_\_\_\_

\*Lot # \_\_\_\_\_ Block # \_\_\_\_\_ Subdivision: \_\_\_\_\_

\*Type of Work: Residential \_\_\_ Commercial \_\_\_ Addition \_\_\_ Remodel \_\_\_ Repair \_\_\_

\*Description of Work \_\_\_\_\_  
\_\_\_\_\_

\*Total Project Contract Cost: \$ \_\_\_\_\_ A copy of the Contract is required

\*\* If \$2,500 or more file a "Notice of Commencement"\*\*\*

\*Architect/Engineer Name: \_\_\_\_\_ License # \_\_\_\_\_ Phone: \_\_\_\_\_

\*Contractors/Applicant Name: \_\_\_\_\_ License # \_\_\_\_\_

\*Company Name: \_\_\_\_\_ Phone: \_\_\_\_\_

\*Applicant's Signature: \_\_\_\_\_

\*Contractor E-Mail address: \_\_\_\_\_

\*Agents Name: \_\_\_\_\_ Letter on file? Y\_N\_ Phone: \_\_\_\_\_

**Notifications**

**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 or 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 Contractors 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 D.E.P.

**Warning to owner:**

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 commencing work or recording your notice of commencement. If the cost of work exceeds \$2500.00, or, in the case of replacement mechanical work the cost of work exceeds \$7500.00 signatures must be notarized and a notice of commencement is required; such notice must be recorded by the County Clerk's office, filed with the city of Anna Maria Planning and Development Department and posted on the work site.

**Applicants sworn statement:**

Application is hereby made to obtain a permit to do the work and installations as indicated. I hereby 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 have read and examined this application and know that same to be true and correct. The granting of a permit does not presume to give authority to violate or cancel the provisions of any local, state or federal laws regulating construction or the performance of construction. It shall also be affirmed that the owner has been advised of the applicability of the construction lien law (FSS 713).

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**Office use only**

Flood Zone: \_\_\_\_\_ BFE for Zone: \_\_\_\_\_ NGVD/NAVD Firm Map Panel# \_\_\_\_\_ Map Date \_\_\_\_\_

**PERMIT APPROVED BY** \_\_\_\_\_ **DATE** \_\_\_\_\_

**PERMIT FEE:** \_\_\_\_\_

**PRODUCT APPROVAL SPECIFICATION SHEET**

Project Number \_\_\_\_\_ Bldg #/Location \_\_\_\_\_

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide information and product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying. Your supplier should have product approval numbers and information. More information about statewide product approval can be obtained at: [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>A. EXTERIOR DOORS</b>			
1. Swinging			
2. Sliding			
3. Sectional			
4. Roll up			
5. Automatic			
6. Other			
<b>B. WINDOWS</b>			
1. Single hung			
2. Horizontal Slider			
3. Casement			
4. Double Hung			
5. Fixed			
6. Mullion			
7. Wind Breaker			
8. Dual Action			
9. Other			
<b>C. PANEL WALL</b>			
1. Siding			
2. Soffit			
3. EIFS			
4. Storefronts			
5. Curtain walls			
6. Wall louver			
7. Glass block			
8. Membrane			
9. Greenhouse			
10. Other			
<b>D. ROOFING PRODUCTS</b>			
1. Asphalt Shingles			
2. Underlayment			
3. Roofing Fasteners			
4. Non-structural Metal Rf			
5. Built-Up Roofing			
6. Modified Bitumen			
7. Single Ply Roofing Sys			
8. Roofing Tiles			
9. Roofing Insulation			
10. Waterproofing			
11. Roof Tile Adhesive			
12. Liquid Applied Roof Sys			
13. Other			
<b>Category/Subcategory (cont.)</b>	<b>Manufacturer</b>	<b>Product Description</b>	<b>Approval Number(s)</b>

<b>E. SHUTTERS</b>			
1. Accordion			
2. Storm Panels			
3. Colonial			
4. Roll-up			
5. Equipment			
6. Other			
<b>F. SKYLIGHTS</b>			
1. Skylight			
2. Other			
<b>G. STRUCTURAL COMPONENTS</b>			
1. Wood connector/anchor			
2. Truss plates			
3. Engineered lumber			
4. Railing			
5. Coolers-freezers			
6. Material			
7. Insulation Forms			
8. Plastics			
9. Deck-Roof			
10. Wall			
11. Sheds			
12. Other			
<b>H. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
1.			
2.			

I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturer's installation requirements. I understand these products may have to be removed if approval cannot be demonstrated during inspection.

The products listed below did not demonstrate product approval at plan review:

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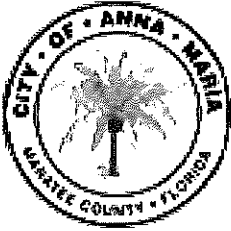
Applicant Signature

Print Name

Date

Contact Name & Phone Number

Permit # (FOR STAFF USE ONLY)



# CITY OF ANNA MARIA, FLORIDA

## AUTHORIZATION OF PERMANENT POWER FOR TEMPORARY USE (PPTU)

IT IS UNDERSTOOD THAT THIS TEMPORARY SERVICE APPROVAL BY THE CITY OF ANNA MARIA BUILDING DEPARTMENT IS BEING GRANTED FOR CONSTRUCTION PURPOSE ONLY. THIS APPROVAL IS RELATED TO:

DATE OF ISSUE: \_\_\_\_\_ BUILDING PERMIT NO.: \_\_\_\_\_ RE #: \_\_\_\_\_

FOR THE PROPERTY OWNER: \_\_\_\_\_

AT THE FOLLOWING ADDRESS: \_\_\_\_\_

SECURITY MEASURES WILL BE TAKEN TO LIMIT ACCESS TO DISCONNECTS; ENERGIZED PANELS AND SERVICE GEAR TO AUTHORIZED PERSONNEL ONLY.

AN INDIVIDUAL WILL BE ASSIGNED THE RESPONSIBILITY FOR THE SAFETY OF THESE OPERATIONS, THAT INDIVIDUAL WILL HAVE THE SOLE AUTHORITY OVER WHAT IS TO BE ENERGIZED AND WHEN SUCH ENERGIZATION WILL TAKE PLACE.

IT IS UNDERSTOOD THAT THIS APPROVAL IS NOT TO BE CONSIDERED A RELEASE OF THE STRUCTURE FOR USE AND/OR OCCUPANCY. NO SUCH USE AND/OR OCCUPANCY SHALL BE PERMITTED PRIOR TO THE ISSUANCE OF THE C.O.

IT IS UNDERSTOOD THAT THIS APPROVAL IS SUBJECT TO REVOCATION AND THAT THE ELECTRICAL POWER CAN BE DISCONNECTED (AT ANY TIME) BY ORDER OF THE BUILDING DEPARTMENT.

I, \_\_\_\_\_, BEING FIRST DULY SWORN, DEPOSE AND SAY THAT I AM THE OWNER OF THE ABOVE DESCRIBED PROPERTY AND THAT I AGREE WITH AND ACCEPT ALL OF THE AFOREMENTIONED STIPULATIONS.

NAME AND SIGNATURE OF OWNER: \_\_\_\_\_

STATE OF FLORIDA  
MANATEE COUNTY

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURE OF NOTARY PUBLIC \_\_\_\_\_

Seal

I, \_\_\_\_\_ BEING FIRST DULY SWORN, DEPOSE AND SAY THAT I AM THE ELECTRICAL CONTRACTOR FOR THE ABOVE DESCRIBED PERMIT AND THAT THE ELECTRICAL INSTALLATIONS AS NOW EXISTING WILL NOT CREATE A SAFETY HAZARD IF TEMPORARY PERMANENT SERVICE IS CONNECTED, IN ADDITION, I AGREE WITH AND ACCEPT ALL OF THE AFOREMENTIONED STIPULATIONS.

NAME AND SIGNATURE OF ELECTRICAL CONTRACTOR: \_\_\_\_\_

STATE OF FLORIDA  
MANATEE COUNTY

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURE OF NOTARY PUBLIC \_\_\_\_\_

Seal

I, \_\_\_\_\_, BEING FIRST DULY SWORN, DEPOSE AND SAY THAT I AM THE GENERAL/BUILDING CONTRACTOR FOR THE ABOVE DESCRIBED PERMIT AND THAT I AGREE WITH AND ACCEPT ALL OF THE AFOREMENTIONED STIPULATIONS.

NAME AND SIGNATURE OF BUILDING CONTRACTOR: \_\_\_\_\_

STATE OF FLORIDA  
MANATEE COUNTY

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_, DAY OF \_\_\_\_\_, 20\_\_\_\_\_

SIGNATURE OF NOTARY PUBLIC \_\_\_\_\_

Seal



**CITY OF ANNA MARIA**  
**BUILDING DEPARTMENT**

10005 Gulf Drive, P.O. Box 779, Anna Maria, Florida 34216  
Phone (941) 708-6132 Fax (941) 708-6136  
<http://www.cityofannamaria.com>

RE: Permit # \_\_\_\_\_

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

**Re-Roofing Inspection Affidavit**

I, \_\_\_\_\_, licensed as a(n) Contractor\* /Engineer/Architect,  
(please print name and circle Lic. Type) FS 468 Building Inspector\*

License #: \_\_\_\_\_

On or about \_\_\_\_\_, I did personally inspect the roof  
(Date & time)

deck nailing and/or secondary water barrier work at \_\_\_\_\_,  
(circle one) (Job Site Address)

Based upon that examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual (Based on 553.844 F.S.)

\_\_\_\_\_  
Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 200\_\_

By \_\_\_\_\_

Notary Public, State of Florida

\_\_\_\_\_  
(Print, type or stamp name)

Commission No.: \_\_\_\_\_

Personally known \_\_\_\_\_ or  
Produced Identification \_\_\_\_\_  
Type of identification produced. \_\_\_\_\_

\* General, Building, Residential, or Roofing Contractor or any individual certified under 468 F.S. to make such an inspection. Include photographs of each plane of the roof with the permit # or address # clearly shown marked on the deck for each inspection.

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