



Town of Ponce Inlet
 Planning and Development Department
Tank Type Water Heater Replacement
Over the Counter Checklist Requirements

Property Address: _____

Contractor: _____ Permit # _____

- COMPLETE APPLICATION FORM** - Complete description of work to be performed; must be signed & notarized by license holder and property owner
- CURRENT WITH VOLUSIA COUNTY CONTRACTOR LICENSING** - A copy of the current Comp Card from Volusia County or current State License, Liability Insurance and Worker's Comp Insurance or Exemption for General Contractor and all Sub-Contractors must be provided.
- NOTICE OF COMMENCEMENT** AFFIDAVIT N/A

NOTE: Over the Counter permits are NOT for properties in a Special Flood Hazard Areas

*All permits **MUST** be picked up and posted at jobsite **PRIOR** to any work being conducted. A penalty will be assessed on the permit unless permission for early start is granted by the Building Official **PRIOR** to work commencing.*

It is the sole responsibility of the license holder to ensure all work is performed in accordance of the 2017 6th Florida Building Code and a final inspection is scheduled and conducted when job is complete. Any contractor with 2 or more expired permits will be unable to apply for new permits until resolved.

License Holder's Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Address: _____

E-Mail: _____ License Number: _____

BUILDING COMPLETENESS CHECK: _____

DATE: _____

PERMIT ISSUED: _____

DATE: _____



Town of Ponce Inlet
 Planning and Development Department
Development/Building Permit Application

**For More Than One Trade Pursuant to
 Chapter 18, Article I through XII Code of
 Ordinances**

PERMIT#: _____
FEE PAID? Yes ___ No ___
FAST-TRACK? Yes ___ No ___
FLOOD ZONE: _____ **ZONING CLASS:** _____

Please Note: The application must be filled out accurately and completely. Incomplete applications cannot be processed.

NOTE: Permits requiring approval from state or federal agencies will be issued conditioned on those permits being obtained **prior to commencement** of any work.

SECTION 1: PROPERTY INFORMATION					
Property Address					
Tax Parcel Number		Subdivision			
SECTION 2: PROPERTY OWNER INFORMATION					
Name		Email			
Phone		Fax			
Address					
City		State		Zip	
SECTION 3: CONTRACTOR INFORMATION					
License Number		Email			
Company Name					
Licensee Name		Phone			
Address		Fax			
City		State		Zip	
SECTION 4: COMPLETE DETAILED WORK DESCRIPTION					
NOTE: It is entirely the responsibility of the property owner and/or contractor to check with the HOA/COA to confirm that the proposed work is in accordance to its By-Laws and not contrary to the Covenants and Restrictions of the Association					
Complete and Detailed Description of Work (including FL Product Approval #, dimensions, square footage, etc)					
Total Contract Cost: \$					
SECTION 5: FLOOD ZONE					
Existing Finished floor elevation:			Proposed Finished Floor elevation:		
SECTION 6: COMPLIANCE WITH TOWN'S CODES, LUDC, & COMPREHENSIVE PLAN - PLANNING & ZONING					
When required: Planning & Zoning must review and approve this application prior to issuance of a Construction permit. * provide copy of contract, Agent Authorization or owner must sign application					
Planning & Zoning review and approval required: Yes [] No []					
Approved: [] Approved with Conditions: [] Denied: []					
Planning & Zoning Approval: _____ Date _____					
Reviewer					

[] Lien Law Information disseminated to contractor and mailed to property owner. _____

2017 6th Edition Florida Building Code, NFPA 70 NEC 2014
 Continued on reverse side. Add additional trades that will be working under this permit on page 2.

SECTION 7: COMPLIANCE WITH FLORIDA BUILDING CODE – BUILDING DIVISION	
Check all that apply for this permit	
Commercial [] Residential [] New [] Addition [] Alteration [] Repair [] Demolition []	
Building [] Electrical [] Gas [] Mechanical [] Plumbing [] Roofing [] Dock [] Pavers []	
Boathouse [] Boat Slip [] Pier [] Mooring Poles [] Driveway [] Shed [] Other []	
SECTION 7: ELECTRICAL	SECTION 8: PLUMBING
Company:	Company:
License Number	License Number:
Phone:	Phone:
Existing service AMP size:	Number of fixtures replaced:
New service AMP size:	Number of new fixtures:
Remodel: Number of circuits added	Check one: City Sewer [] Septic System []
Remodel: Number of fixtures added	
Total Cost for this work: \$	Total Cost for this work: \$
SECTION 9: MECHANICAL	SECTION 10: ROOFING
Company:	Company:
License Number	License Number
Phone:	Phone:
Check one: New [] Replacement []	Type of material:
Total cost for this work: \$	Total cost of this work: \$
SECTION 11: GAS	SECTION 12: ADDITIONAL TRADE
Company:	Company:
License Number	License Number
Phone:	Phone:
Check one: New [] Replacement []	Type of Work?

Application is hereby made to obtain a Development/Construction Permit from the Planning & Development Department of the Town of Ponce Inlet, Florida to perform the type of work indicated herein. I certify that no work or installation has commenced **PRIOR** to the issuance of the requested Permit and, if so, then I will pay **additional fees per the Town regulations**. I further certify that all work will be performed to meet all applicable laws, rules and codes regulating construction and development in this jurisdiction. I understand that a separate Permit must be secured before any work for building, electrical, mechanical, plumbing, excavation & grading, sign installation, soil erosion control, tree removal, wells, pools, accessory buildings, seawalls & docks, or any other land disturbance activities. **Owner's Affidavit: I certify that all the foregoing information is accurate, and all work will be done in compliance with all of the applicable laws, rules and codes regulating zoning and construction in Ponce Inlet, Florida.**

WARNING TO OWNER: Your failure to record a Notice of Commencement (NOC) may result in your being required to pay **DOUBLE** fees for improvements to your property. If you intend to obtain financing, please consult your lender or attorney before recording your NOC.

STATE OF FLORIDA

COUNTY OF VOLUSIA

TOWN OF PONCE INLET

Signature of Owner

Signature of Contractor (required)

Subscribed and sworn to (or affirmed) before me on _____, 20__ by _____ He / She is personally known to me or has presented _____ as identification. Notary Signature: _____ SEAL / STAMP	Subscribed and sworn to (or affirmed) before me on _____, 20__ by _____ He / She is personally known to me or has presented _____ as identification. Notary Signature: _____ SEAL / STAMP
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Application Approved By: _____, Building Official Date: ____/____/____

Approved by: _____, Fire Marshal Date: ____/____/____

Additional Conditions Attached