



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. _____

Town's Land Use and Development Code Section 6.5. Development Permit Authorization.

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 <input type="checkbox"/> Residential <input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Alteration <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/>	
Building <input type="checkbox"/> Electrical <input type="checkbox"/> Gas <input type="checkbox"/> Mechanical <input type="checkbox"/> Plumbing <input type="checkbox"/> Roofing <input type="checkbox"/> Dock <input type="checkbox"/> Pavers <input type="checkbox"/>	
Boathouse <input type="checkbox"/> Boat Slip <input type="checkbox"/> Pier <input type="checkbox"/> Mooring Poles <input type="checkbox"/> Driveway <input type="checkbox"/> Shed <input type="checkbox"/> Other <input type="checkbox"/>	
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 <input type="checkbox"/> Septic System <input type="checkbox"/>
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 <input type="checkbox"/> Replacement <input type="checkbox"/>	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 <input type="checkbox"/> Replacement <input type="checkbox"/>	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

Application Approved By: _____, Building Official Date: ____/____/____

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

Additional Conditions Attached

**TOWN OF PONCE INLET
PLANNING & DEVELOPMENT DEPARTMENT
PHONE 386-236-2182 / FAX 236-2190**

**NOTICE TO CONTRACTOR
CONDITIONAL RELEASE OF PERMIT**

The permit has been released with the following restrictions and conditions. The contractor is expected to abide by such conditions and restrictions as stated. Failure to comply may be just cause to revoke the permit or issuance of a stop work order.

JOB ADDRESS: _____ PERMIT NO: _____

TYPE OF WORK: Re-roof _____

CONTRACTOR: _____

DATE: _____

Mitigation Requirements as required by 2017 6th Edition Florida Building Code Section 708.8

Below are the conditions/restrictions for this permit.

- **PRIOR** approval from the Building Official is **REQUIRED** for any Affidavit. Affidavits will only be accepted if we are provided with photos of the home from the street and time date stamped of the roofing that did not get inspected by the Town.
- **When the contractor is authorized to use affidavits, a signed and notarized affidavit along with photos MUST be provided prior to the next inspection.**
- Secondary Water Barriers are **REQUIRED** for all Re-Roof's within the Town's jurisdiction and will be inspected during the **REQUIRED** Roof Deck Nailing inspection and/or Roof Dry-In.

NOTE: In addition to inspections that are required for mitigation projects. ALL roofing projects will require a roof deck/nailing, roof dry-in/flashing and a final roof inspection. As needed, insulation inspections will be required. Inspections requests must be called in no later than 8am the morning of requested inspection or inspection will be conducted the next business day.

As the contractor of record, I have read and understand the conditions / restrictions noted above, and agree to abide to such conditions and or restrictions.

(Print Name)

(Date)

(Signature)

SLOPED ROOF INFORMATION

1 & 2 Family Residential

All re-roofing projects must comply with the following code and sections
2017 6th Edition Florida Building Code: Existing Building 140 mph Wind Zone, Cat D

Deck Type _____

Underlayment Weight _____ Layers _____
ASTM D 226 Type I or Type II

Insulation _____

Roof Covering _____

Manufacturer & Product info
Asphalt shingles shall comply with

140 MPH	ASTM D 3161 Class F or ASTM D 7158 Class G or TAS 107
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Number of Squares

Roof Slope

12

Fasteners Attachment shall conform to
ASTM F 1667 and ASTM A 641

Drip Edge _____

Mean height _____

Contractor: _____

Owner: _____

Job Site: _____

Re-roof permits require the following minimum inspections:

Roof Mitigation (Roof Deck Nailing)

Re-Roof Dry-in (Secondary Water Barrier, Flashing, & Drip edge)

Re-Roof Final (Final installation)

ATTACHMENT shall conform to FBCR R905.2.6

FLASHING to comply with FBCR R905.2.8

DRIP EDGE to comply with FBCR R905.2.8.6

VALLEYS to comply with FBCR R905.2.8.2

**ALL ROOFING TO COMPLY WITH 2017 6th EDITION FLORIDA BUILDING CODE
RESIDENTIAL**