



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

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

Additional Conditions Attached



Town of Ponce Inlet
Planning and Development Department
Florida Product Approval Affidavit

Permit # _____

In complying with the Florida Building Code, I _____ as the contractor/builder/owner, attest the structure to be built or renovated at _____ will comply with the established standards for performance of products and materials set forth by the product approval guidelines as required by Florida Statutes.

Information and approval numbers of the building components or sealed drawings will be available at the time of inspection of these products 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; and 3. Copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

The building components listed below must be provided:

- 1. H.V.A.C. Hold-Down Clips
- 2. H.V.A.C. Stand
- 3. AHRI with current date and 14 SEER rating or higher

Florida Product Approval numbers: _____

Applicant Signature: _____ Date: _____

Print Name: _____ Phone Number: _____

Address: _____

E-Mail: _____ License Number: _____

STATE OF FLORIDA
COUNTY OF VOLUSIA

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,
by _____.

Signature of Notary Public – State of Florida

Personally Known _____ OR produced identification _____

Type of Identification Produced _____

