

DOCUMENTATION REQUIRED TO OBTAIN A PERMIT

**DUE TO TIME INVOLVED TO PROCESS PAPERWORK
NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. Parcel description of property (**property card**) from Property Appraiser's Office or at their website www.suwanneepa.com, be sure to click on property card tab then print. If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property.
2. **Application** completed.
3. If the contract price is more than \$5000 you will also need a recorded Notice of Commencement.
4. Status of Permit application can be found @ scpermit.com

**YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN
CALLING FOR INSPECTION.**

BUILDING PERMIT FEE - BASED ON CONTRACT PRICE - \$100 FOR THE FIRST \$1,000 OF CONTRACT PRICE PLUS \$3.00 PER \$1,000 OR ANY PORTION THEREOF. Minimum \$100.00

STATE SURCHARGE FEE - 2.5% OF PERMIT FEES ASSOCIATED WITH THE ENFORCEMENT OF THE FLORIDA BUILDING CODE - Minimum \$4.00

PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT
224 PINE AVENUE, LIVE OAK, FL 32064
386/364-3407 *** scpermit.com

YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION!

APPLICANT: _____ PHONE NO: _____

JOB ADDRESS: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

CONTACT EMAIL: _____

CONTRACTOR: _____ LICENSE #: _____ PHONE: _____

LEGAL DESCRIPTION:

Sec. _____ Twp. _____ S Range _____ E Tax Parcel No.: _____

Lot _____ Subdivision _____

Size _____ Acres Other Dwellings _____

DRIVING DIRECTIONS TO THE JOB (Start at Main Road Leaving Town & use Road Names & R or L):

Job Description _____ Occupancy Use: _____

Power Company: SVEC: _____ FP & L _____ DUKE: _____

PLEASE COMPLETE THE AREA THAT APPLIES TO YOUR JOB: _____

ELECTRICAL: # Amps: _____ Cost: \$ _____

MECHANICAL: Size of Unit: _____ Fuel: _____ Cost: \$ _____

ROOF: Materials: _____ Cost: \$ _____

PLUMBING: Cost: \$ _____

REMODEL/ OTHER: Remodel Area _____ Sq.Ft. Cost: \$ _____

Description of Proposed Work & Materials: _____

If you hire Subcontractors, they must sign a Subcontractor Addendum before commencing work on the job.

If you are doing the work as the owner of the property you must sign an Owner Affidavit.

Application is hereby made to obtain a permit to do the work and installations as indicated. I 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 and zoning in Suwannee County.

I certify that all the foregoing information is accurate.

DATE: _____

Applicant/Owner/Agent/Contractor

BARRY A. BAKER

Clerk

OFFICE OF THE
CLERK OF THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT* SUWANNEE COUNTY, FLORIDA

February 9, 2023

Re: Notices of Commencement

To whom it may concern,

Effective immediately (February 9, 2023), and in accordance with Florida Statute 713.13(1)(g), "owners must sign the notice of commencement and no one else may be permitted to sign in his or her stead."

If you have any questions, please feel free to contact our office at 386.362.0500.

Sincerely,



**Barry Baker,
Suwannee County Clerk of Court**

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

STATE OF FLORIDA
COUNTY OF SUWANNEE

PERMIT# _____

The undersigned hereby gives notice that improvement 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. Legal Description of Property: _____

2. General Description of Improvements: _____

3. **Owner Information:**
 - a. Name and Address & Phone Number _____
 - b. Interest in Property: _____
 - c. Name and Address & Phone Number of Fee Simple Titleholder (if other than owner): _____
4. Contractor (name, address & phone number): _____

5. **Surety:**
 - a. Name and Address: _____
 - b. Amount of Bond: _____
6. Lender (name, address & phone number): _____

7. Identity of person within the State of Florida designated by owner upon whom notices, or other documents may be served as provided by Florida Statutes 713.13(1)(a)(7):
Name, Address & Phone Number: _____

8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes:
Name, Address & Phone 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 I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Type Owner Name: _____

Type Owner Name: _____

Sworn to and subscribed before me this ___ day of _____, 20__

Personally Known _____
Produced **ID** _____
Did/Did Not Take an Oath _____

Type Notary's Name _____
Notary Public, State of Florida
Commission Expire & Number: _____

SUWANNEE COUNTY BUILDING DEPARTMENT
ELECTRICAL INSTRUCTIONS FOR AG POLE, ELECTRIC TO SHED
{TO MEET CODE REQUIREMENTS}

MINIMUM SIZE OF ELECTRICAL POLE-AG 18' -25' * ELECTRIC TO SHED 14' -18'

1. ALL electrical equipment and wiring **MUST** conform to the National Electrical Code requirements.
2. **ALL** electric conductors (wire/cable) above-ground use must be in schedule 80 conduit a depth of at least 18 inches below grade to 8 feet above ground..
3. If buried wires are not in conduit (direct burial), they must be type **UF** or **USE**, and buried not less than 24 inches deep. (When running water line in same ditch as electrical line, install water line 6 inches minimum above electrical line on mound spaced every 10 feet apart, and leave ditch open for inspection.
4. **If buried in water-tight conduit.** almost any type of electrical wire of approved size may be used and must be buried not less than 18 inches deep. (Leave ditch open for inspection. All joints and connections must be watertight.
5. Grounding of the power pole must be made by attaching a No. 4 continuous copper wire from the neutral grounding lug in the meter base and is clamped to two 8-foot approved ground rods at least 6' apart. These rods must be driven to 1 foot **below** ground level and left exposed for inspection. You must use approved Acorn type ground rod clamps.
6. A GFCI outlet or breaker going to well shed. etc... is required for inspection.
7. All wiring to well, shed, etc... must have trenches exposed for inspections. Maximum 60 amps on all agriculture poles and maximum 100 amps for sheds and recreational vehicles.

C. FUTURE CONNECTIONS

1. **FAILURE TO OBTAIN BUILDING PERMITS FOR FUTURE CONNECTION, ADDITIONS OR MAJOR IMPROVEMENTS MAY RESULT IN PROSECUTION (MISDEMEANOR) AND A FINE OF UP TO \$500.00 PER DAY.**

SUWANNEE COUNTY BUILDING DEPARTMENT

Reroof Requirements

All underpayments must meet the code requirements specified in Florida Building Code R.905.1.1.

R905.1.1.1 Underlayment for Asphalt, Metal, Mineral Surfaced, Slate and Slate-Type Roof Coverings

Underlayment for asphalt shingles, metal roof shingles, mineral surfaced roll roofing, slate and slate-type shingles, and metal roof panels shall comply with one of the following methods:

The entire roof deck shall be covered with an approved self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 installed in accordance with both the underlayment manufacturer's and roof covering manufacturer's installation instructions for the deck material, roof ventilation configuration and climate exposure for the roof covering to be installed.

Exception: An existing self-adhering modified bitumen underlayment that has been previously installed over the roof decking and where it is required, re-nailing off the roof sheathing in accordance with Section R908.7.1 can be confirmed or verified. An approved underlayment in accordance with Table R905.1.1.1 for the applicable roof covering shall be applied over the entire roof over the existing self-adhered modified bitumen underlayment.

A minimum 4-inch-wide (102 mm) strip of self-adhering polymer-modified bitumen membrane complying with ASTM D1970, installed in accordance with the manufacturer's instructions for the deck material, shall be applied over all joints in the roof decking. An approved underlayment in accordance with Table R905.1.1.1 for the applicable roof covering shall be applied over the entire roof over the 4-inch-wide (102 mm) membrane strips.

Exception: A synthetic underlayment that is approved as an alternative to underlayment complying with ASTM D226 Type II and having a minimum tear strength of 15 lbf in accordance with ASTM D4533 and a minimum tensile strength of 20 lbf/inch in accordance with ASTM D5035 shall be permitted to be applied over the entire roof over the 4-inch-wide (102 mm) membrane strips. This underlayment shall be installed and attached in accordance with the underlayment attachment methods of Table R905.1.1.1 for the applicable roof covering and slope and the underlayment manufacturer's installation instructions.

A minimum 3/4-inch wide (96 mm) strip of self-adhering flexible flashing tape complying with MMA 711, Level 3 [for exposure up to 176°F (80°C)], installed in accordance with the manufacturer's instructions for the deck material, shall be applied over all joints in the roof decking. An approved underlayment in accordance with Table R905.1.1.1 for the applicable roof covering shall be applied over the entire roof over the 4-inch-wide (102 mm) flashing strips.

Exception: A synthetic underlayment that is approved as an alternative to underlayment complying with ASTM D226 Type II and having a minimum tear strength of 15 lbf in accordance with ASTM D4533 and a minimum tensile strength of 20 lbf/inch in accordance with ASTM D5035 shall be permitted to be applied over the entire roof over the 4-inch-wide (102 mm) flashing strips. This underlayment shall be installed and attached in accordance with the underlayment attachment methods of Table R905.1.1.1 for the applicable roof covering and slope and the underlayment manufacturer's installation instructions.

Two layers of ASTM D226 Type II or ASTM D4869 Type III or Type IV underlayment shall be installed as follows: Apply a 19-inch (483 mm) strip of underlayment felt parallel to and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, apply 36-inch-wide (914 mm) sheets of underlayment, overlapping successive sheets 19 inches (483 mm); end laps shall be 6 inches and shall be offset by 6 feet.

The underlayment shall be attached to a nailable deck with corrosion-resistant fasteners with one row centered in the field of the sheet with a maximum fastener spacing of 12 inches (305 mm) o.c., and one row at the end and side laps fastened 6 inches (152 mm) o.c. Underlayment shall be attached using annular ring or deformed shank nails with metal or plastic caps with a nominal cap diameter of not less than 1 inch. Metal caps are required where the ultimate design wind speed, *Vult*, equals or exceeds 170 mph. Metal caps shall have a thickness of not less than 32-gage sheet metal. Power-driven metal caps shall have a minimum thickness of 0.010 inch. Minimum thickness of the outside edge of plastic caps shall be 0.035 inch. The cap nail shank shall be not less than 0.083 inch for ring shank cap nails. Cap nail shank shall have a length sufficient to penetrate through the roof sheathing or not less than 3/4 inch into the roof sheathing.

Two layers of a reinforced synthetic underlayment that has a product approval as an alternative to underlayment complying with ASTM D226 Type II shall be permitted to be used. Synthetic underlayment shall have a minimum tear strength of 15 lbf in accordance with ASTM D4533 and a minimum tensile strength of 20 lbf/inch in accordance with ASTM D5035, and shall meet the liquid water transmission test of Section 8.6 of ASTM D4869. Synthetic underlayment shall be installed as follows: Apply a strip of synthetic underlayment that is half the width of a full sheet parallel to and starting at the eaves, fastened sufficiently to hold in place. Starting at the eave, apply full sheets of reinforced synthetic underlayment, overlapping successive sheets half the width of a full sheet plus the width of the manufacturer's single-ply overlap. End laps shall be 6 inches and shall be offset by 6 feet. Synthetic underlayment shall be attached to a nailable deck with corrosion-resistant fasteners with a maximum fastener spacing, measured horizontally and vertically, of 12 inches (305 mm) o.c. between side laps, and one row at the end and side laps fastened 6 inches (152 mm) o.c. Synthetic underlayment shall be attached using annular ring or deformed shank nails with metal or plastic caps with a nominal cap diameter of not less than 1 inch. Metal caps are required where the ultimate design wind speed, *Vult*, equals or exceeds 170 mph. Metal caps shall have a thickness of not less than 32-gage sheet metal. Power-driven metal caps shall have a minimum thickness of 0.010 inch. Minimum thickness of the outside edge of plastic caps shall be 0.035 inch. The cap nail shank shall be not less than 0.083 inch for ring shank cap nails. Cap nail shank shall have a length sufficient to penetrate through the roof sheathing or not less than 3/4 inch into the roof sheathing.

Table R905.1.1.1

ROOF COVERING	UNDERLAYMENT TYPE	UNDERLAYMENT ATTACHMENT	
		Roof Slope 2:12 and Less Than 4:12	Roof Slope 4:12 and Greater
Asphalt Shingles, Metal Roof Panels, Photovoltaic Shingles	ASTM 0226 Type II ASTM D4869 Type III or IV ASTM D6757	Apply in accordance with Section R905.1.1.1, Item 4 or Section R905.1.1.3, Item 3 as applicable to the type of roof covering.	Underlayment shall be applied shingle fashion, parallel to and starting from the eave and lapped 4 inches (51 mm); end laps shall be 6 inches and shall be offset by 6 feet. The underlayment shall be attached to a nailable deck with two staggered rows in the field of the sheet with a maximum fastener spacing of 12 inches (305 mm) o.c., and one row at the end and side laps fastened 6 inches (152 mm) o.c. Underlayment shall be attached using annular ring or deformed shank nails with metal or plastic caps with a nominal cap diameter of not less than 1 inch. Metal caps are required where the ultimate design wind speed, <i>Vult</i> , equals or exceeds 170 mph. Metal caps shall have a thickness of not less than 32-gage sheet metal. Power-driven metal caps shall have a minimum thickness of 0.010 inch. Minimum thickness of the outside edge of plastic caps shall be 0.035 inch. The cap nail shank shall be not less than 0.083 inch for ring shank cap nails and 0.091 inch for smooth shank cap nails. Cap nail shank shall have a length sufficient to penetrate through the roof sheathing or not less than 3/4 inch into the roof sheathing.
Metal Roof Shingles, Mineral-Surface Roll Roofing, Slate and Slate-type Shingles, Wood Shingles, Wood Shakes	ASTM D226 Type II ASTM 04869 Type III or IV		

DRIVEWAY APPLICATION

**SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT
13150 – 80TH TERRACE, LIVE OAK, FL 32064
PHONE (386) 362-3992**

FEE: \$50.00

If your driveway access is off a State Roadway, please advise our office personnel. You will be required to contact Florida Department of Transportation for your driveway approval. (State Roads are as follows: 27, 51, 90, 129, 247, 49 SOUTH OF 27). **POWER WILL NOT BE RELEASE BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY FDOT.**

DRIVEWAY REQUIREMENTS

POWER WILL NOT BE RELEASE BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY THE COUNTY PUBLIC WORKS DEPARTMENT.

When applying for a building permit, a form for the County Public Works Department must be completed for the Public Works Department to inspect your driveway to see what improvements must be made, if any. Please put stakes at the location of the proposed driveway entrance.

You must provide a printout showing the legal description of property and ownership from the property appraiser's office/website (suwanneepa.com). If it shows in the name of the previous owner then you **MUST** (1) provide a copy of the recorded deed proving your ownership of the property, or (2) have a consent form signed by previous owner.

The Public Works Department will contact you as to the changes that must be made, if any. Please be sure to provide a current phone/fax number & email for them to contact you, otherwise there may be a delay.

It is your responsibility to make the improvements required by the Public Works Department and contact them directly (386-362-3992) to make a final inspection once improvements have been made.

After the Public Works Department has approved the entrance of your driveway, they will notify the Building Department.

SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT
13150 - 80TH TERRACE, LIVE OAK, FL 32064
386/362-3992

Fax # _____

Permit # _____

DRIVEWAY PERMIT APPLICATION
FEE: \$50.00

IF YOUR DRIVE ACCESS COMES OFF ONE OF THE FOLLOWING STATE ROADS PLEASE ADVISE OFFICE PERSONNEL, IT WILL BE NECESSARY FOR YOU TO FILE AN APPLICATION WITH FLORIDA DEPARTMENT OF TRANSPORTATION – 27, 51, 90, 129, 247, 49 SOUTH OF 27

APPLICANT: _____ PHONE #: _____

CURRENT ADDRESS: _____

CONTACT EMAIL: _____ FAX #: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION:

Sec. _____ Twp. _____ S Range _____ E Tax Parcel No.: _____

Lot _____ Subdivision _____

Size _____ Acres Other Dwellings _____

EXACT DRIVING DIRECTIONS FROM MAJOR ROAD LEAVING LIVE OAK TO SITE USING ROAD NUMBERS:

Job Description _____ Use _____

Lot Frontage: _____ Ft. Number of Driveways: _____

Application is hereby made to inspect a driveway(s) to access a "County Maintained Road" only.

_____ Date

_____ Signature of Applicant

To be completed by County Public Works Department

Culvert Required: _____ Size: _____ "Corrugated Metal Culvert with Concrete Mitered Ends"

Apron Required: _____ Width: _____ "Concrete"

Limerock Required: _____ Level & Cap with **6 inches** of limerock, from edge of road to property line

Ditch Fill Required: _____ Width: _____ Depth: _____ Length: _____

Disapproved for the following reasons: _____

APPLICANT MUST CALL PUBLIC WORKS DEPARTMENT at (386) 362-3992 FOR "REINSPECTION" AFTER COMPLETION OF THE ABOVE-MENTIONED REQUIRED MODIFICATIONS. DRIVEWAY MUST BE INSTALLED AND INSPECTED PRIOR TO OCCUPANCY OF STRUCTURE OR NOTIFICATION TO THE POWER COMPANY FOR ELECTRICAL SERVICE.

Approved "As Is": _____

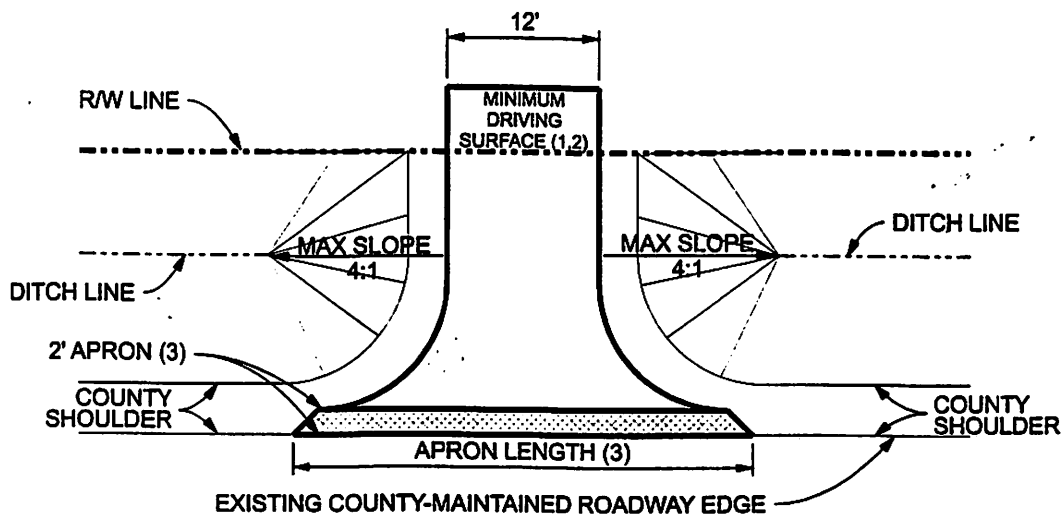
Final Approval (improvements completed): _____

_____ Date

_____ Supervisor of Driveway Inspection

Suwannee County Public Works Department

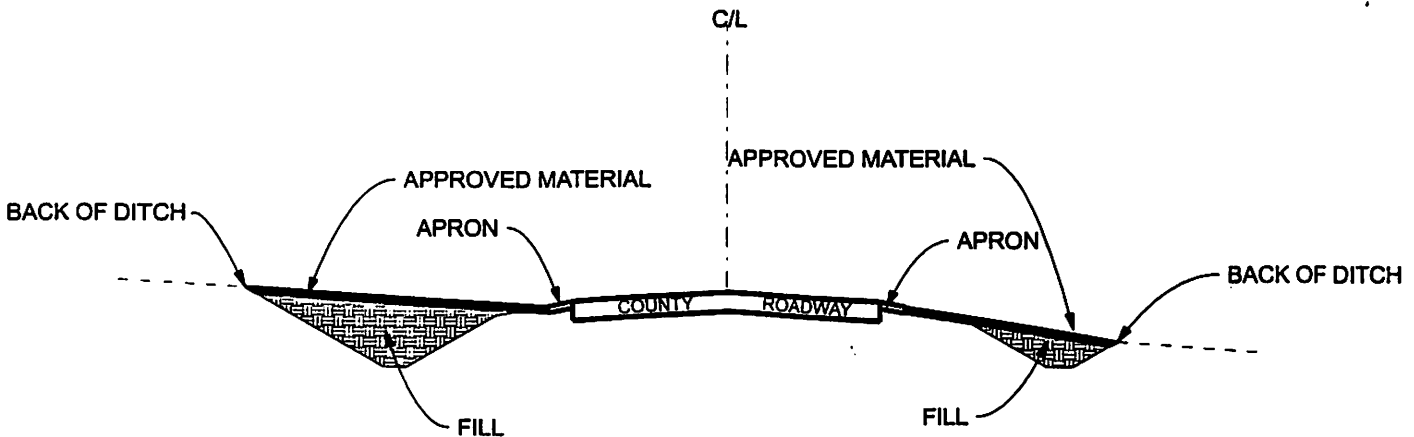
TYPICAL REQUIREMENTS FOR DRIVEWAYS NOT REQUIRING CULVERTS



PLAN VIEW

NOTES:

1. DRIVEWAY SURFACE TO BE A MINIMUM WIDTH OF 12'
2. MINIMUM REQUIREMENTS FOR DRIVING SURFACE SHALL BE STABILIZED WITH 6" OF CRUSHED LIMEROCK (COMPACTED) OR OTHER APPROVED MATERIAL.
3. CONCRETE APRON REQUIRED ADJACENT TO PAVED ROADWAYS. APRON SHALL BE 2' WIDE AND 6" THICK. LENGTH TO BE DETERMINED BY PUBLIC WORKS DEPARTMENT
4. FILL AREA SIDE SLOPES SHALL NOT BE STEEPER THAN 4:1

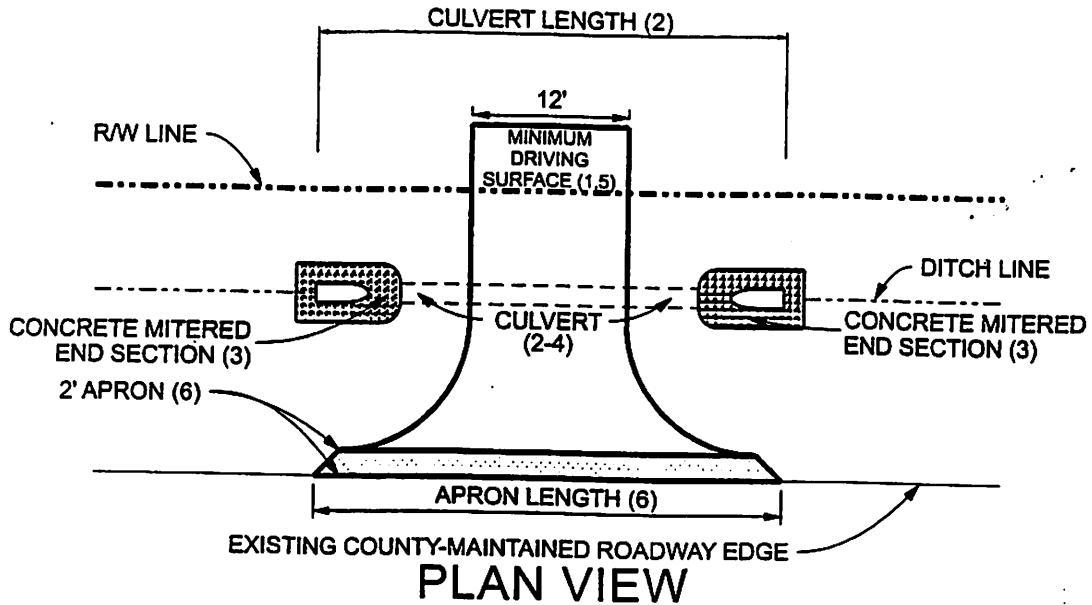


SECTION VIEW

NOTES:

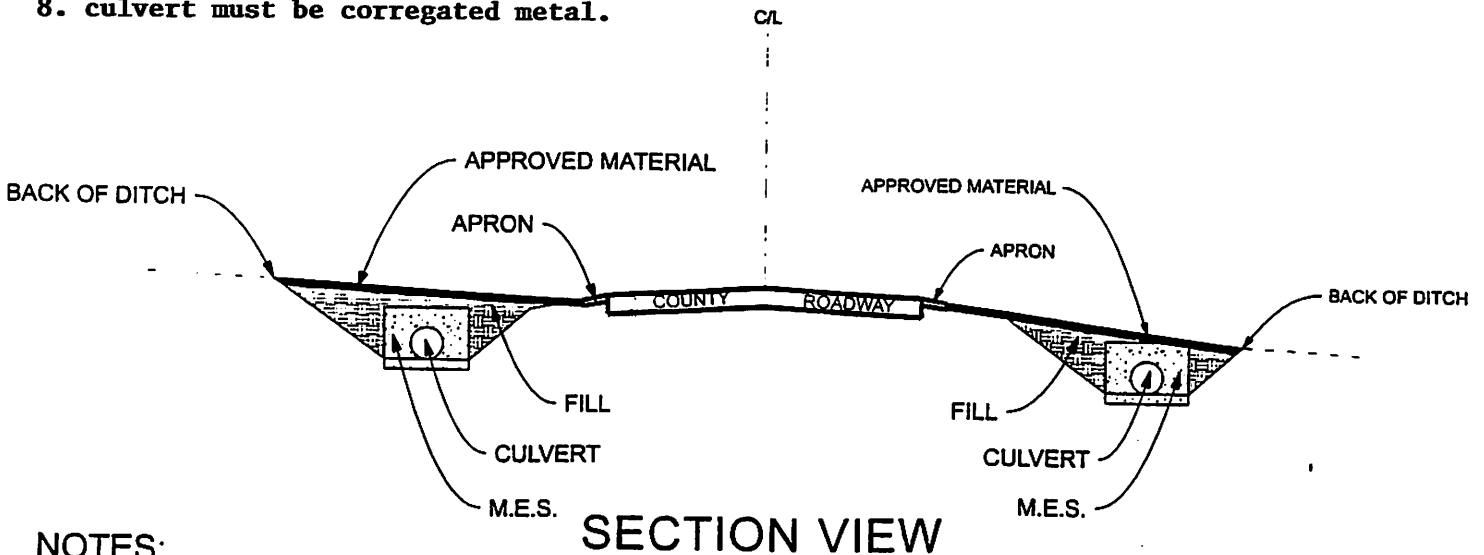
1. TOP 6" OF FILL TO BE CRUSHED, COMPACTED LIMEROCK OR OTHER APPROVED MATERIAL
2. CONCRETE APRONS REQUIRED ADJACENT TO PAVED ROADWAYS, AND EACH IS TO BE 2' WIDE, 6" THICK AND LENGTH TO BE DETERMINED BY PUBLIC WORKS DEPARTMENT
3. DITCH FILL WIDTH WILL BE DETERMINED BY PUBLIC WORKS. FILL AREA SIDE SLOPES SHALL NOT BE STEEPER THAN 4:1.

TYPICAL REQUIREMENTS FOR DRIVEWAYS REQUIRING CULVERTS



NOTES:

1. DRIVEWAY SURFACE TO BE A MINIMUM WIDTH OF 12'
2. CULVERT LENGTH AND DIAMETER TO BE DETERMINED BY PUBLIC WORKS DEPARTMENT
3. CONCRETE ON MITERED ENDS (M.E.S.) SHALL BE CONSTRUCTED TO A MINIMUM OF 6" THICK AND MUST BE 2' IN WIDTH AROUND THE PERIMETER OF THE CULVERT OPENING - SEE ATTACHED M.E.S. DETAIL
4. MINIMUM COVER ON TOP OF CULVERT SHALL BE 6"
5. MINIMUM REQUIREMENTS FOR DRIVING SURFACE SHALL BE STABILIZED WITH 6" OF CRUSHED LIMEROCK (COMPACTED) OR OTHER APPROVED MATERIAL
6. CONCRETE APRON REQUIRED ADJACENT TO PAVED ROADWAYS. APRON SHALL BE 2' WIDE AND 6" THICK. LENGTH TO BE DETERMINED BY PUBLIC WORKS DEPARTMENT
7. FILL AREA SIDE SLOPES SHALL NOT BE STEEPER THAN 4:1
8. culvert must be corrugated metal.



NOTES:

1. TOP 6" OF FILL TO BE CRUSHED, COMPACTED LIMEROCK OR OTHER APPROVED MATERIAL
2. CONCRETE APRONS REQUIRED ADJACENT TO PAVED ROADWAYS, AND EACH IS TO BE 2' WIDE, 6" THICK AND LENGTH TO BE DETERMINED BY PUBLIC WORKS DEPARTMENT
3. DITCH FILL WIDTH WILL BE DETERMINED BY PUBLIC WORKS. FILL AREA SIDE SLOPES SHALL NOT BE STEEPER THAN 4:1.
4. MINIMUM COVER ON TOP OF CULVERT SHALL BE 6"

TYPICAL REQUIREMENTS FOR MITERED END SECTIONS (MES)

