



HENDRY COUNTY BUILDING, LICENSING & CODE ENFORCEMENT

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ACCESSORY USE APPLICATION

(ROOF, LIGHT REMODEL (NON-STRUCTURAL), FENCE, PRE-ENGINEER UTILITY BLDG, ECT.)

Received by:* _____ Date Received:* _____ Zoning Approval:* _____ Date:* _____ **PERMIT#:*** _____

Plan Examiner Approval:* _____ Date:* _____ 2004 Edition of the Florida Building Code

***ZONING:** _____ ***SETBACKS:** _____ ***FLOOD ZONE:** _____

PROJECT PHYSICAL ADDRESS: _____ City: _____ County: HENDRY

Subdivision: _____ Lot(s): _____ Block: _____

Parcel I.D. #: _____ Section: _____ Township: _____ Range: _____

Property Owner: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone No: _____ Fax No: _____

WORK DESCRIPTION:

(Structure, Utility Building, Fence, Pole Barn, etc.)

PROPOSED USE:

Applicant: Contractor OR Owner Builder (Circle One)

Contractor Company Name: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **License :** _____

Phone: _____ **Fax:** _____ **Email Address:** _____

Contact Name: _____ **Phone:** _____

Electrical Contractor/Company Name: _____ **License:** _____

Phone: _____ **Email Address:** _____

Plumbing Contractor/Company Name: _____ **License:** _____

Phone: _____ **Email Address:** _____

Mechanical Contractor/Company Name: _____ **License:** _____

Phone: _____ **Email Address:** _____

Fee Simple Titleholder's Name (if other than owner) : _____

Fee Simple Title holder's Address: _____

Property Status: _____ Other (_____)

Contract Price: \$ _____ **(Contractor's must submit copy of contract)** **Value of completed Project \$** _____

Design Floor Load (PSF) _____ **Square Footage:** _____ **Number of Stories:** _____ **Height of Building:** _____

Occupancy Type: _____ **Mixed Use Occupancy:** ___ YES ___ NO

Impact Fee (When Applicable) Payer: _____

Flood Zone Designation: If your property is located in any flood zone (except Zone C), the First Floor Elevation must be certified to be in compliance with Hendry County Flood Zone Regulations by a State of Florida Registered/Licensed Surveyor or Engineer after the foundation and finished first floor have been installed. This Certificate must be on file in the Building Department prior to requesting the final inspection or a Certificate of Occupancy.

[] Zone "C" – First Floor must be held 18" above the crown of the road.

[] Zone "A" – First Floor must be held 36" above highest adjacent grade.

[] Zone "AH" – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No. _____

[] Numbered "A" Zone – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No. _____

Mortgage Company: _____ **Bonding Company:** _____

Address: _____ **Address:** _____

City: _____ **State:** _____ **Zip:** _____ **City:** _____ **State:** _____ **Zip:** _____

Architect/Engineer: _____ **License No.:** _____

Address: _____ **City:** _____ **State:** _____ **Zip:** _____

Application is hereby made to obtain a permit to do 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 in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioning systems, fences, etc., unless properly licensed contractors under the provisions of Chapter 489 of Florida Statutes, Hendry County Regulations and/ or as the Owner/Builder Exemption have been accepted for construction.

Warning – Work in the right-of-way: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right-of-way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit(s) may be required from the Hendry County Building Department and/or Hendry County Engineering Department or agency responsible for easement.

Owner's Affidavit: I certify that all foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning. I have researched Federal, State and local regulations related to this project, and I have received permits from other agencies claiming jurisdiction over this project as required by law. I further understand that any omissions in content of this application or failure to provide additionally required information or to construct to Code may render this permit immediately void and a new permit will be required.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations or constraints.
- Issuance of a permit is not authorization to violate public or private restrictions, laws or regulations.
- Failure to comply with applicable construction regulations may result in with holding of future permits and a STOP WORK ORDER.
- I will comply with all the requests and requirements contained within this application to construct the structure.

Signature: _____
(Owner or Agent including Contractor)

Signature: _____
(Owner/Builder)

Printed Name: _____

Printed Name: _____

State of Florida, County of Hendry

The foregoing instrument was acknowledged before me this _____ day of _____, 200____, by the contractor, their agent or the Owner/Builder, who is personally known to me or who has produced ___ Drivers License or _____ as identification and who did not take an oath.

Notary Stamp

Signature of Notary Taking Acknowledgement

Application reviewed and approved by _____ Permit Officer

Warning to Owner: Your 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 recording your Notice of Commencement.

SUB-CONTRACTORS LIST

In accordance with Florida Statue 489 and/or Hendry County Ordinance 2004-01, a complete list of all persons contracting work on this project must be identified. These persons must be licensed as contractors, working within the scope of their licenses, unless working under the direct supervision of another licensed contractor, in which his license allows the use. All contractors must be either a state certified, state registered with Hendry County, or a hold a Hendry County Certificate of Competency as a Specialty Contractor (Same contractor may work in different areas, when scope allows):

Please identify the following contractors working on this project AND their license #:

Building / General / Residential:	_____	_____
Pool Contractor:	_____	_____
Roofing Contractor:	_____	_____
Aluminum Specialty Contractor:	_____	_____
Asphalt Sealing / Coating Contractor:	_____	_____
Cabinet and Millwork Contractor:	_____	_____
Carpentry Contractor:	_____	_____
Concrete / Masonry Contractor:	_____	_____
Demolition Contractor:	_____	_____
Excavation (Land Clearing) Contractor:	_____	_____
Fence Contractor:	_____	_____
Finish Carpentry Contractor:	_____	_____
Garage Door Installation Contractor:	_____	_____
Glass and Glazing Contractor:	_____	_____
Gunite Contractor:	_____	_____
Gutter and Downspout Contractor:	_____	_____
Insulation Contractor:	_____	_____
Irrigation Sprinkler Contractor:	_____	_____
Marciting Contractor:	_____	_____
Painting Contractor:	_____	_____
Paver Block Contractor:	_____	_____
Paving Contractor:	_____	_____
Plastering / Stucco Contractor:	_____	_____
Reinforcing Steel Contractor:	_____	_____
River Rock Contractor:	_____	_____
Sand Blasting Contractor:	_____	_____
Structural Steel Erection Contractor:	_____	_____
Terrazos Contractor:	_____	_____
Tile and Marble Contractor:	_____	_____
Other Contractor:	_____	_____
Other Contractor:	_____	_____

If there are any questions as to who should be listed, please call the Building Department. Any person with whom a contract is made to perform construction services should be identified. Copies of signed contracts with names and licenses may be required for permit files.

RESIDENTIAL PERMIT CHECKLIST

- _____ 1. Did you provide the documentation of ownership as recorded in public records?
Documentation may be a tax bill, or recorded deed (warranty, mortgage or contract for deed).
Note: If you are not the owner, as identified by public records, you must obtain written permission to make improvements.
- _____ 2. Are there any zoning regulations that will require the zoning department to approve? Is the use a conforming use to Hendry County Codes? Has the primary use been established?
- _____ 3. Have you provided a copy of a signed agreement or contractor for the removal of all construction debris or sludge from this project? Have you arranged to have a portable toilet provided, in the absence of other accessible sanitary facilities?
- _____ 4. Have you completed the list of sub-contractors that you have contracted with for work on this project? All applicable lines must be identified, even if provided by same contractor.
- _____ 5. Have you provided the boundary survey with Flood Zone information with the application?
Needs to be signed and sealed by a Florida licensed surveyor or engineer.
- _____ 6. Does your site plan (2 copies) contain the following minimum information?
- i. All existing structures. Also show proposed new construction, proposed phases, future projects, etc. with overall dimensions;
 - ii. Indicate all proposed or existing ponds, drainage systems, or retention ponds;
 - iii. Identify the points of the compass, utilities, demolition;
 - iv. Indicate fire hydrants, standpipe connections, fire pump locations, mains, branches and other potable water system sizes that are to be dedicated to use for fire suppression systems (if provided). Indicate all valve locations;
 - v. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads.
 - vi. Indicate size and location of sanitary sewage piping and potable water lines. Indicate other pressurized piping (Gas, steam, non-potable water, fuel, etc.)
- _____ 7. Have you provided 2 complete sets of plans and specifications?
- _____ 8. Have you provided a complete copy of the signed contract for this project?

IN ACCORDANCE WITH REQUIREMENTS CONTAINED IN THE FLORIDA BUILDING CODE, SECTION 106.3.5, AND HENDRY COUNTY CODES OR ORDINANCES, THE FOLLOWING INFORMATION IS REQUIRED FOR A NEW RESIDENTIAL STRUCTURE/BUILDING PERMIT.

All items must be submitted to the Building Department at the time of this request for a permit. An incomplete application will not be accepted and may result in the delay of the construction / project. It is your responsibility to provide written authorization / approval for items requiring approval from Departments outside of the Building Department. It will be your responsibility to provide plans or specifications to these agencies, for their review and approval **PRIOR TO PERMITTING. Please do not bring in an incomplete permit application or partial information:**

1. Documentation of ownership as recorded in public records. Documentation may be a tax bill, or recorded deed (warranty, mortgage or contract for deed). Note: If you are not the owner, as identified by public records, you must obtain written permission to make improvements.
2. Zoning approval (if changes will be required from current classified or existing use) from the Hendry County Planning Department.
3. Has the primary use been established (residence)? A fence permit is the only permit that may be issued in the absence of the residence.
4. Prior to receiving permits from the building, licensing and code enforcement department, customers must provide proof to the special districts office that accounts have been established with contractor to provide services for solid waste, sludge and recyclable materials (As per Hendry County Book of Ordinances Sec.1-10-96(6)). A copy of this proof must also be submitted to the building, licensing and code enforcement department.
5. Site shall be kept clean at all times (to prevent debris from being blown throughout the area). Note: A portable sanitary outlet (Example:Porta-John) may also be required on the job-site.
6. A list of sub-contractors shall also be submitted at time of permitting. Any changes in sub-contractors will be immediately forwarded to Hendry County Building Department to ensure compliance with current licensure requirements. Sub-contractors are not permitted to work on this job unless properly licensed to perform the activities tasked to them. Must complete and return the attached Sub-Contractor sheet.
7. A boundary survey no more than 18 months old. Owner must locate all markers and stake property prior to first inspection (applies to new construction or construction that adds square footage to property and fences). Survey shall show all easements and Flood Plain designation. (engineered scale).
8. Site plan (2 copies) must show the following information within the submitted plans:
 - a. All existing structures. Also show proposed new construction, proposed phases, future projects, etc. with overall dimensions;
 - b. Indicate all proposed or existing ponds, drainage systems, or retention ponds;
 - c. Identify the points of the compass;
 - d. Indicate fire hydrants, standpipe connections, fire pump locations, mains, branches and other potable water system sizes that are to be dedicated to use for fire suppression systems (if provided). Indicate all valve locations;
 - e. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads. Indicate Septic systems or sewer connections, utilities, demolition;
 - f. Setbacks from structures and property lines;
 - g. Parking.
9. Occupancy group and special occupancy requirements shall be determined.
10. Minimum type of construction shall be as determined by Table 503 of the Florida Building Code.

11. When applicable, fire suppression system plans shall include the following:
 - a. Early warning smoke evacuation system.
 - b. Schematic fire sprinklers.
 - c. Standpipes.
 - d. Pre-engineered systems.
 - e. Riser diagram.
12. Structural requirements shall include:
 - a. Soil condition/analysis.
 - b. Termite protection.
 - c. Design loads.
 - d. Wind requirements.
 - e. Building envelope.
 - f. Structural calculations (if required).
 - g. Foundation location, size and reinforcement.
 - h. Wall systems, construction and materials.
 - i. Floor systems, construction and materials.
 - j. Roof systems, construction and materials.
 - k. Stair system, construction and materials.
 - l. Connector tables
13. Materials for construction shall be reviewed and shall at a minimum include the following:
Wood, Steel, Aluminum, Concrete, Plastic, Glass, Masonry, Gypsum board and Plaster, Insulating (mechanical), Roofing, and Insulation.
14. Provide a complete copy of the contract and specifications with contractors. Contract must be signed by the owner and contractor.

NOTE: THESE ARE MINIMUM REQUIREMENTS. THE PLANS EXAMINER(S) MAY REQUIRE ADDITIONAL DRAWINGS/DETAILS IN ORDER TO COMPLETE THEIR REVIEW. ARCHITECT AND/OR ENGINEER PLAN(S) MAY BE REQUIRED.

IF THE FLORIDA BUILDING CODES OR HENDRY COUNTY REGULATIONS, CODES OR ORDINANCES DO NOT SPECIFICALLY REQUIRE THE ITEMS ABOVE, YOU WILL BE REQUIRED TO PROVIDE THE INFORMATION.

(Example: Gas lines if none are proposed; Fire alarm system if not proposed or required by codes; etc.) You should copy the completed permit application for your files prior to applying with the Hendry County Building, Licensing and Code Enforcement office.