HENDRY COUNTY BUILDING,
LICENSING & CODE ENFORCEMENT

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

Received by:*_________ Date Received:*_________ Zoning Approval:*_________ Date:*_________ PERMIT#:*____________


*ZONING: _________ SETBACKS: FRONT ft/ SIDE ft/ REAR ft *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:_________________ EMAIL:____________________

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:_________ Fee Simple Titleholder’s Name:_____________________________________________________

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:_____________________________________________________

PAGE 1
Flood Zone Designation: If your property is located in any flood zone (except Zone X), 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 “X” – First Floor must be held 12” above the highest adjacent grade.

[ ] 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: ___________________________________________


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 witholding 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 __________________, 201____, 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.
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 #:

<table>
<thead>
<tr>
<th>Category</th>
<th>Name</th>
<th>License #</th>
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<tbody>
<tr>
<td>Building / General / Residential:</td>
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<td>Pool Contractor:</td>
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<td>Roofing Contractor:</td>
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<td>Aluminum Specialty Contractor:</td>
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<td>Asphalt Sealing / Coating Contractor:</td>
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<td>Cabinet and Millwork Contractor:</td>
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<td>Carpentry Contractor:</td>
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<td>Concrete / Masonry Contractor:</td>
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<td>Demolition Contractor:</td>
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<td>Excavation (Land Clearing) Contractor:</td>
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<td>Fence Contractor:</td>
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<td>Finish Carpentry Contractor:</td>
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<td>Garage Door Installation Contractor:</td>
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<td>Glass and Glazing Contractor:</td>
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<td>Gunite Contractor:</td>
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<td>Gutter and Downspout Contractor:</td>
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<td>Insulation Contractor:</td>
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<td>Irrigation Sprinkler Contractor:</td>
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<td>Paver Block Contractor:</td>
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<td>Paving Contractor:</td>
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<td>Plastering / Stucco Contractor:</td>
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<td>Reinforcing Steel Contractor:</td>
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<td>River Rock Contractor:</td>
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<td>Sand Blasting Contractor:</td>
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<td>Structural Steel Erection Contractor:</td>
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<td>Terrazos Contractor:</td>
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<tr>
<td>Tile and Marble Contractor:</td>
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<td>Other Contractor:</td>
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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 arraigned 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. 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 ENGINEERED 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.