



HENDRY COUNTY BUILDING & LICENSING

POST OFFICE BOX 2340 * 640 SOUTH MAIN STREET * LABELLE, FLORIDA 33975 * (863) 675-5245 * FAX: (863) 674-4194
1100 OLYMPIA ST CLEWISTON, FLORIDA 33440 * PHONE (863) 983-1463

ACCESSORY USE APPLICATION

*STAFF USE ONLY

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

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

Plan Examiner Approval:* _____ Date:* _____ 7th Edition (2020) Florida Building Code

*ZONING: _____ *FLU _____ *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: _____ 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: _____

SUB-CONTRACTORS LIST

In accordance with Florida Statute 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 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 (plus one electronic copy) 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 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.