



HENDRY COUNTY BUILDING, LICENSING & CODE ENFORCEMENT

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Application for Commercial Structure/Building Permit

* STAFF USE ONLY

PERMIT #: _____

Received by:* _____ Date Received:* _____ Zoning Verification:* _____ Date:* _____ Setbacks:* _____

Plan Examiner Approval:* _____ Date:* _____ Fire Marshal Approval*: _____ Date: _____

PROJECT PHYSICAL ADDRESS: _____ City: _____ County: HENDRY

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

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

Property Owner: _____ Address: _____

City: _____ State: _____ Zip Code: _____ Phone Number: _____

WORK DESCRIPTION:

(Commercial Structure, Utility Building, Radio Tower, Fence, Pole Barn, Fuel Pumps, etc..)

PROPOSED USE:

Applicant: Contractor or Owner Builder (Circle One)

Contractor Company Name: _____ Address: _____

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

Contractor Phone: _____ Email Address: _____

Electrical Contractor/Company Name: _____ License: _____

Phone: _____

Plumbing Contractor/Company Name: _____ License: _____

Phone: _____

Mechanical Contractor/Company Name: _____ License: _____

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

Fee Simple Title holder's Address: _____

Property Status: _____ New Commercial _____ Existing Commercial _____ 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 a 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. 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, and 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 new commercial structure.

Signature: _____ **Signature:** _____
(Owner or Agent including Contractor) (Owner/Builder)

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 Below

Signature of Notary Taking Acknowledgement

Application 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 THE FLORIDA BUILDING CODE, SECTION 106.3.5 AND HENDRY COUNTY CODES, REQUIRED ITEMS FOR NEW COMMERCIAL STRUCTURE/BUILDING PERMIT MUST INCLUDE THE FOLLOWING

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:**

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. Sewer connection and/or design authorization or approval of existing septic tank, new septic tank, (From Hendry County Environmental Health Unit) or written authorization for connection to the appropriate local sewer utility.
3. Written authorization for the potable water connection to the local utility.
4. Zoning approval (if changes will be required from current classified or existing use) from the Hendry County Planning Department.
5. Approval of plans from the authority have jurisdiction (Fire Marshal or Fire Inspector) for Fire Codes Compliance (2 complete set of plans, details and specification. One set for their records and one signed reviewed copy for Building Department file);
6. Approval of design for the onsite drainage and driveway location and construction from the Hendry County Engineering Department. You will need to provide plans for parking, on site drainage retention or other system and pipes locations and paving. Indicate all impervious areas. Please contact the Hendry County Engineer's Office at (863) 675-5222 in LaBelle for questions. Provide the written approval form the Hendry County Engineer's Office that plans are compliant with the Hendry County regulations.
7. A portable sanitary outlet (Ex:Porta-John) will be required on the job-site (As per the Florida Plumbing Code).
8. Prior to receiving building and demolition 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 such proof must also be submitted to the building, licensing and code enforcement department.
9. A list of sub-contractors shall 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.
10. A boundary survey no more than 18 months old, except those commercial properties with a master site plan on file with the Building Department. Owner must locate all markers and stake property prior to first inspection (applies to new construction). Survey shall show all easements and Flood Plain information. (engineered scale)
11. Site plan (2 copies) show the following information within the submitted plans (to scale). All projects shall comply with the provisions of Hendry County Land Development Regulations and shall be approved by the Hendry County Planner, prior to applying for construction permits:
 - 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, utilities, demolition;
 - 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. 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.
 - f. Indicate size and location of sanitary sewage piping and potable water lines. Indicate other pressurized piping (Gas, steam, non-potable water, fuel, etc.)
 - g. Indicate buffering and landscaping to be used for this project.
 - h. Indicate any erosion control devices (temporary or permanent) for this project.

12. Parking Plan. Show all parking spaces and locations for vehicles and/or bicycles, sizes and type of material used to construct. An example would be the depth of the paving material or other impervious material. Handicap spaces, zones and access areas for handicap persons shall comply with the Florida Building Code (Per Hendry County Land Development Regulations, material must be of an impervious material). Show all areas of parking including loading zones and fire lanes accesses and alleys.
13. Certification of Compliance with the Florida Energy Code (3 copies) as applicable. Must be signed by owner and designer in applicable locations. Must be compliant with the Florida Building Code. Jurisdiction 361000.
14. Provide the occupancy group and special occupancy requirements in accordance with the Florida Building Code.
15. Identify the type of construction, as determined by Florida Building Code Table 503.
16. Identify fire resistant construction requirements (to include when required):
 - a. Fire-resistant separation;
 - b. Fire-resistant protection for type of construction;
 - c. Protection of openings and penetrations of rated walls;
 - d. Fire blocking and draft stopping and calculated fire resistance.
17. Identify required fire suppression systems (to include when required):
 - a. Early warning smoke evacuation systems;
 - b. Schematic fire sprinklers;
 - c. Standpipes, Pre-engineered systems, and riser diagram.
18. Life safety systems shall be determined and shall include the following requirements (where required):
 - a. Occupant load and egress capacities;
 - b. Early warning systems;
 - c. Smoke control systems;
 - d. Stair pressurization systems;
 - e. Systems schematics.
19. Occupancy load/egress requirements shall include:
 - a. Occupancy load – gross and net;
 - b. Means of egress, exit access, exit, exit discharge;
 - c. Stair construction / geometry and protection;
 - d. Doors;
 - e. Emergency and exit lighting;
 - f. Specific occupancy requirements;
 - g. Construction requirements, in accordance with the Florida Building Code;
 - h. Horizontal exits/exit passageways.
20. Structural requirements shall include:
 - a. Soil condition and analyses. Compaction test results must be on file with office prior to foundation inspection.
 - b. Termite protection;
 - c. Design loads – wind, live and dead loads;
 - d. Structural calculations (if required);
 - e. Threshold inspection plan;
 - f. Stair systems;
 - g. Wall details to include foundation to roof covering for typical and unique or independent intersections.
21. Materials shall be reviewed and shall at a minimum include the following:
 - a. Wood, steel, aluminum, concrete, plastic, masonry, gypsum board and plaster, insulation and roofing materials.
22. Accessibility requirements shall illustrate the following:
 - a. Accessible route;
 - b. Vertical accessibility;
 - c. Toilet and bathing accessibility;
 - d. Drinking fountains;
 - e. Equipment;
 - f. Special occupancy requirements;
 - g. Fair housing requirements.

23. Interior requirements shall include the following information: Interior finishes (flame spread/smoke development rating), light and ventilation, and sanitation.
24. Indicate special systems provided with this project: Elevators, lifts, and/or escalators.
25. Indicate swimming pool information (when provided): Barrier requirements, spas, and wading pools.
26. Floor plans (3 copies) to scale. Showing the following minimum information:
 - a. Provide a title sheet to the plans that has a table of contents and a statement of compliance signed and sealed by a Florida professional architect or engineer, where required by Florida Statute 471 or 481;
 - b. Floor plan with rooms named and dimensions shown for each floor level;
 - c. Show doors and window schedules and wall and floor finishes;
 - d. Indicate the occupant load of each area. Indicate the floor live and dead loads used to calculate the methods and materials for construction;
 - e. Elevation drawings for each side, for each floor level;
 - f. Electrical floor plan showing all devices, for each floor level with sizes indicated –
 - i. Show/indicate wiring, services, feeders and branch circuits, over current protection, grounding, wiring methods and materials and GFCI locations.
 - g. Plumbing floor plan showing all fixtures, for each floor level. A isometric shall be provided showing gas, potable water and sanitary waste line sizes, vents and locations –
 - i. Minimum plumbing facilities, fixture requirements, water supply piping;
 - ii. Roof drainage, back flow prevention, irrigation, grease traps;
 - iii. Specific environmental concerns for this project.
 - h.
 - i. Mechanical floor plan showing location of all ducting, air handler units, vent grilles, and other venting, etc., for each floor level; Energy calculation in accordance with Florida Building Code; Exhaust systems (hood, bathroom, make-up air, etc.); Equipment locations; Boilers.
 - j. Gas systems locations (when provided).
27. Detailed drawings (3 copies) other than the site plan or floor plans listed above:
 - a. Wall sections for each bearing wall system, for each floor level. Foundation, tie beam, wood beams, headers, etc. should be identified with sizes, steel reinforcement, compressive rates, locations, etc.;
 - b. Floor joist layout showing dimensions, spacing and locations for all members, show for each level;
 - c. Truss layout;
 - d. Truss engineered drawings;
 - e. Plumbing riser showing all fixtures, drain and vent pipe sizes and locations of vents;
 - f. Electrical riser;
 - g. Electrical panel schedule;
 - h. Electrical load calculation if over 2500 square feet.
28. Provide a complete copy of the signed contract with the prime contractor. Contract should include all conditions and terms of the agreement.
29. A copy of any specifications not included on the plans.

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. ANY PLANS SIGNED AND SEALED BY AN ENGINEER OR ARCHITECT SHALL BE SEALED (in accordance with Florida Law). IF THE FLORIDA BUILDING OR FIRE PREVENTION CODES OR HENDRY COUNTY REGULATIONS, CODES OR ORDINANCES DO NOT SPECIFICALLY REQUIRE THE ITEMS ABOVE, YOU WILL MAY NOT 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.

Sub-Contractor List for Permit Application

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. Please identify the following contractors working on this project and their license numbers. 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):

Building / General / Residential: _____

Pool Contractor: _____

Air Conditioning/Mechanical: _____

Plumbing Contractor: _____

Electrical 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.