



LIBERTY CO.
BOCC

APPLICATION FOR BUILDING PERMIT
LIBERTY COUNTY, FLORIDA. BUILDING DEPARTMENT
10818 FL-20, Bristol, FL 32321
Phone: 850-643-5463 Fax: 850-643-2866
<https://libertybocc.com/>

PERMIT # _____
FEE: _____
1% SURCHARGE: _____
1.5 % SURCHARGE: _____
TOTAL: _____

NOTE TO APPLICANTS AND PERMIT HOLDERS: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, PLUMBING, HEATING, VENTILATING OR AIR CONDITIONING. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS, OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 1 YEAR AT ANY TIME AFTER WORK IS COMMENCED.

Issuance: _____

Expires: _____

- ☐ New Construction
☐ Commercial
☐ Residential
☐ Substantial Improvement
☐ Less than Substantial

APPLICATION MUST BE COMPLETE:

Property Owner/s: _____

Contact Information: Home #: _____ Cell #: _____

Mailing Address: _____ City/State/Zip: _____

Email Address: _____ @ _____

Contractor Name: _____ Business Name: _____

Contact Information: Office #: _____ Cell #: _____ Fax #: _____

State License #: _____ Mailing Address: _____ City/State/Zip: _____

Email Address: _____ @ _____

PROPERTY DESCRIPTION: 911 Address: _____

Lot/s: _____ Block: _____ Subdivision: _____ Unit: _____

Parcel Identification #: _____

JURISDICTION: ☐ Bristol ☐ Hosford ☐ Telogia ☐ Lake Mystic ☐ Sumatra

DESCRIPTION OF DEVELOPMENT: _____

ZONING DISTRICT: _____ CONTRACT COST: _____

VALUATION OF WORK: _____ FLOOD ZONE: _____

HEATED SQ FT: _____ UN-HEATED SQ FT: _____ TOTAL SQUARE FOOT: _____

ROOF MATERIAL: _____ FOUNDATION TYPE: _____ LOT DEMENSION: _____

NO. OF STORIES: _____ STORAGE SQ FOOTAGE: _____ GAS UTILITIES: _____

SEPTIC TANK PERMIT # _____ OR SEWER DISTRICT: _____

WATER DISTRICT: _____ OR PRIVATEWELL: _____

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT, THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

BUILDING OFFICIAL: _____ **DATE:** _____ **OWNER/CONTRACTOR:** _____ **DATE:** _____

NEW CONSTRUCTION CHECKLIST

(\$46.00/SQ FT.)

- ☐ FLORIDA BUILDING CODE ENERGY CONSERVATION (ENERGY AUDIT)
- ☐ WINDLOAD ANALYSIS
- ☐ RECORDED NOTICE OF COMMENCEMENT
- ☐ SEPTIC TANK PERMIT (COPY FROM THE HEALTH DEPARTMENT)
- ☐ TWO PLANS
- ☐ SITE PLAN
- ☐ IF OWNER BUILDER- OWNER BUILDER AFFIDAVIT

FLORIDA BUILDING CODE, ENERGY CONSERVATION**Residential Building Thermal Envelope Approach****FORM R402-2017**Climate Zone ☐

Scope: Compliance with Section R401.2(1) of the *Florida Building Code, Energy Conservation*, shall be demonstrated by the use of Form R402 for single- and multiple-family residences of three stories or less in height, additions to existing residential buildings, alterations, renovations and building systems in existing buildings, as applicable. To comply, a building must meet or exceed all of the energy efficiency requirements on Table R402A and all applicable mandatory requirements summarized in Table R402B of this form. If a building does not comply with this method, or by the UA Alternative method, it may still comply under Section R405 of the *Florida Building Code, Energy Conservation*.

**PROJECT NAME
AND ADDRESS:**

OWNER:

BUILDER:

PERMITTING OFFICE:

JURISDICTION NUMBER:

PERMIT NUMBER:

General Instructions:

1. Fill in all the applicable spaces of the "To Be Installed" column on Table R402A with the information requested. All "To Be Installed" values must be equal to or more efficient than the required levels.
2. Complete page 1 based on the "To Be Installed" column information.
3. Read the requirements of Table R402B and check each box to indicate your intent to comply with all applicable items.
4. Read, sign and date the "Prepared By" certification statement at the bottom of page 1. The owner or owner's agent must also sign and date the form.

1. New construction, addition, or existing building	1. _____	_____
2. Single-family detached or multiple-family attached	2. _____	_____
3. If multiple-family, number of units covered by this submission	3. _____	_____
4. Is this a worst case? (yes/no)	4. _____	_____
5. Conditioned floor area (sq. ft.)	5. _____	_____
6. Windows, type and area		
a) U-factor:	6a. _____	_____
b) Solar Heat Gain Coefficient (SHGC)	6b. _____	_____
c) Area	6c. _____	_____
7. Skylights		
a) U-factor:	7a. _____	_____
b) Solar Heat Gain Coefficient (SHGC)	7b. _____	_____
8. Floor type, area or perimeter, and insulation:		
a) Slab-on-grade (R-value)	8a. _____	_____
b) Wood, raised (R-value)	8b. _____	_____
c) Wood, common (R-value)	8c. _____	_____
d) Concrete, raised (R-value)	8d. _____	_____
e) Concrete, common (R-value)	8e. _____	_____
9. Wall type and insulation:		
a) Exterior:		
1. Wood frame (Insulation R-value)	9a1. _____	_____
2. Masonry (Insulation R-value)	9a2. _____	_____
b) Adjacent:		
1. Wood frame (Insulation R-value)	9b1. _____	_____
2. Masonry (Insulation R-value)	9b2. _____	_____
10. Ceiling type and insulation		
a) Attic (Insulation R-value)	10a. _____	_____
b) Single assembly (Insulation R-value)	10b. _____	_____
11. Air distribution system:		
a) Duct location, insulation	11a. _____	_____
b) AHU location	11b. _____	_____
c) Total duct leakage. Test report attached.	11c. _____ cfm/100 s.f.	Yes <input type="checkbox"/> No <input type="checkbox"/>
12. Cooling system:		
a) type	12a. _____	_____
b) efficiency	12b. _____	_____
13. Heating system:		
a) type	13a. _____	_____
b) efficiency	13b. _____	_____
14. HVAC sizing calculation: attached	14. _____	Yes <input type="checkbox"/> No <input type="checkbox"/>
15. Water heating system:		
a) type	15a. _____	_____
b) efficiency	15b. _____	_____

I hereby certify that the plans and specifications covered by this form are in compliance with the *Florida Building Code, Energy Conservation*.

PREPARED BY: _____ Date: _____

I hereby certify that this building is in compliance with the *Florida Building Code, Energy Conservation*.

OWNER/AGENT: _____ Date: _____

Review of plans and specifications covered by this form indicate compliance with the *Florida Building Code, Energy Conservation*. Before construction is complete, this building will be inspected for compliance in accordance with Section 553.908, F.S.

CODE OFFICIAL: _____

Date: _____

TABLE R402A

BUILDING COMPONENT	PRESCRIPTIVE REQUIREMENTS ¹		INSTALLED VALUES
	Climate Zone 1	Climate Zone 2	
Windows	U -Factor = NR SHGC = 0.25	U -Factor = 0.40 ² SHGC = 0.25	U -Factor = SHGC =
Skylights	U -factor = 0.75 SHGC = 0.30	U -factor = 0.65 SHGC = 0.30	U -factor = SHGC =
Doors: Exterior door	U -factor = NR	U -factor = 0.40 ³	U -factor =
Floors: Slab-on-Grade Over unconditioned spaces ⁴	NR R-13	NR R-13	R-Value =
Walls ⁴ : Ext. and Adj. Frame Mass	R-13	R-13	R-Value =
Insulation on wall interior	R-4	R-6	R-Value =
Insulation on wall exterior	R-3	R-4	R-Value =
Ceilings ⁵	R=30	R=38	R-Value =
Air infiltration	Blower door test is required on the building envelope to verify leakage ≤ 1 ACH; test report provided to code official.		Total leakage = ACH Test report attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
Air distribution system ⁵ : Air handling unit Duct R-value	Not allowed in attic R-value $\geq R-8$ (supply in attics) or $\geq R-6$ (all other duct locations)		Location: R-Value =
Air leakage ⁵ : Duct test	Postconstruction test Total leakage ≤ 4 cfm/100 s.f. Rough-in test Total leakage ≤ 4 cfm/100 s.f. (air handler installed) Total leakage ≤ 3 cfm/100 s.f. (air handler not installed)		Total leakage = _____ cfm/100s.f. Test report Attached? Yes <input type="checkbox"/> No <input type="checkbox"/>
Ducts in conditioned space	Test not required if all ducts and AHU are in conditioned space		Location:
Air conditioning system: Central system $\leq 65,000$ Btu/h Room unit or PTAC Other:	Minimum federal standard required by NAECA ⁶ : SEER 14.0 EER [from Table C403.2.3(3)] See Tables C403.2.3(1)-(11)		SEER = EER =
Heating system: Heat pump $\leq 65,000$ Btu/h Gas furnace, non-weatherized Oil furnace, non-weatherized Other:	Minimum federal standard required by NAECA ⁶ : HSPF 8.2 AFUE 80% AFUE 83%		HSPF = AFUE = AFUE =
Water heating system (storage type): Electric ⁷	Minimum federal standard required by NAECA ⁶ : 40 gal: EF = 0.92 50 gal: EF = 0.90 40 gal: EF = 0.59 50 gal: EF = 0.58		Gallons =
Gas fired ⁸			EF =
			Gallons =
Other (describe):			EF =

NR = No requirement.

- (1) Each component present in the As Proposed home must meet or exceed each of the applicable performance criteria in order to comply with this code using this method.
- (2) For impact rated fenestration complying with Section R301.2.1.2 of the *Florida Building Code, Residential* or Section 1609.1.2 of the *Florida Building Code, Building*, the maximum U -factor shall be 0.65 in Climate Zone 2. An area-weighted average of U -factor and SHGC shall be accepted to meet the requirements, or up to 15 square feet of glazed fenestration area are exempted from the U -factor and SHGC requirement based on Sections R402.3.1, R402.3.2 and R402.3.3.
- (3) One side-hinged opaque door assembly up to 24 square feet is exempted from this U -factor requirement.
- (4) R-values are for insulation material only as applied in accordance with manufacturer's installation instructions. For mass walls, the "interior of wall" requirement must be met except if at least 50 percent of the insulation required for the "exterior of wall" is installed exterior of, or integral to, the wall.
- (5) Ducts & AHU installed "substantially leak free" per Section R403.3.2. Test required by either individuals as defined in Section 553.993(5) or (7), *Florida Statutes*, or individuals licensed as set forth in Section 489.105(3)(f), (g) or (i), *Florida Statutes*. The total leakage test is not required for ducts and air handlers located entirely within the building thermal envelope.
- (6) Minimum efficiencies are those set by the *National Appliance Energy Conservation Act* of 1987 for typical residential equipment and are subject to NAECA rules and regulations. For other types of equipment, see Tables C403.2.3(1-11) of the Commercial Provisions of the *Florida Building Code, Energy Conservation*.
- (7) For other electric storage volumes, minimum EF = $0.97 - (0.00132 * \text{volume})$.
- (8) For other natural gas storage volumes, minimum EF = $0.67 - (0.0019 * \text{volume})$.

TABLE R402B MANDATORY REQUIREMENTS

Component	Section	Summary of Requirement(s)	Check
Air leakage	R402.4	To be caulked, gasketed, weatherstripped or otherwise sealed per Table R402.4.1.1. Recessed lighting: IC-rated as having ≤ 2.0 cfm tested to ASTM E 283. Windows and doors: 0.3 cfm/sq. ft. (swinging doors: 0.5 cfm/sf) when tested to NFRC 400 or AAMA/WDMA/CSA 101/I.S. 2/A440. Fireplaces: Tight-fitting flue dampers & outdoor combustion air.	
Programmable thermostat	R403.1.2	A programmable thermostat is required for the primary heating or cooling system.	
Air distribution system	R403.3.2 R403.3.4	Ducts shall be tested as per Section R403.3.2 by either individuals as defined in Section 553.993(5) or (7), <i>Florida Statutes</i> , or individuals licensed as set forth in Section 489.105(3) (f), (g) or (i), <i>Florida Statutes</i> . Air handling units are not allowed in attics.	
Water heaters	R403.5	Comply with efficiencies in Table C404.2. Hot water pipes insulated to $\geq R-3$ to kitchen outlets, other cases. Circulating systems to have an automatic or accessible manual OFF switch. Heat trap required for vertical pipe risers.	
Swimming pools & spas	R403.10	Spas and heated pools must have vapor-retardant covers or a liquid cover or other means proven to reduce heat loss except if 70% of heat from site-recovered energy. Off/timer switch required. Gas heaters minimum thermal efficiency is 82%. Heat pump pool heaters minimum COP is 4.0.	
Cooling/heating equipment	R403.7	Sizing calculation performed & attached. Special occasion cooling or heating capacity requires separate system or variable capacity system.	
Lighting equipment	R404.1	At least 75% of permanently installed lighting fixtures shall be high-efficacy lamps.	

NOTICE

Florida State Statute, 713.13 requires, for any permit with a value of \$2,500.00 or more, prior to receiving the first inspection, a copy of the Notice of Commencement and a Notarized Affidavit stating that the Notice is being filed with the Clerk of the Circuit Court, must be submitted to the Building Department.

The **Recorded Notice of Commencement**, with the Clerk of Courts stamp, must be filed with the Building Department before receiving a second inspection.

AFFIDAVIT OF NOTICE OF COMMENCEMENT FILING

I/WE _____
(Owner Name - Please Print)

of _____
(Street Address) (City) (State) (Zip)

hereby certify the attached is a copy of the Notice of Commencement that is being filed with the Clerk of the Circuit Court for the improvement as noted:

(Please specify the improvement/work)

as permitted by the _____ Building Department.

(Owner's Signature)

State of _____

County of _____

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

I have relied upon the following identification of the Affiant: _____

Notary Signature

Printed Name of Notary

Commission Number

(Notary Stamp/Seal)

NOTICE OF COMMENCEMENT

PERMIT NUMBER: _____

State of Florida
County of Liberty

The undersigned hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713.23, Florida Statutes, the following is provided in this Notice of Commencement.

Street address _____ and Legal description of property _____

Description of improvement: _____

Owner(s) name _____ and address: _____

Interest in property: _____

Name of fee simple titleholder (if other than owner): _____
And address: _____

Contractor's name _____ and address _____
Phone number: _____

Amount of Surety bond: \$ _____: (Payment bond required by owner from contractor, if any)
Surety Name _____ and address _____
Phone number: _____

Lender's name: _____ and address _____
Phone number: _____

Persons within the state of Florida designated by Owner, upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.
Name and address: _____ and address _____

In addition to himself, Owner designates the following person(s) to receive a copy of a Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Name _____ and
address _____
Phone number: _____

Expiration date of this Notice of Commencement: _____ (the expiration date is one [1]
year from the date of recording unless a different date is specified)

SIGNATURE OF OWNER Print Owner's Name: _____

Sworn to and subscribed before me on this _____ Day of _____, 20____.
By _____ Personally Known, or Produced ID _____
Notary Public _____
Print Notary's Name: _____

Oath taken _____ Oath not taken _____
Commission Expiration: _____

Prepared by: _____
Address: _____

**LIBERTY
COUNTY
BUILDING
DEPARTMENT**

OWNER BUILDER AFFIDAVIT
LIBERTY COUNTY BUILDING DEPARTMENT

P.O.BOX 399, 10818 NW STATE ROAD 20
BRISTOL FL 32321

Phone: 850-643-5463 Fax: 850-643-2866
bsweet@libertyclerk.com; garrymillender@yahoo.com

**LIBERTY COUNTY
PERMIT NUMBER**

OWNER-BUILDER DISCLOSURE STATEMENT

Florida Statute 489.103(7) requires all owners of property acting as their own contractor to complete the following disclosure statement and **personally appear to sign for the building permit**. This is an affidavit for contractor exemption for owner/builder applying for building permits in the jurisdiction of the Liberty County Building Department.

NOTE: A PERSON WHO KNOWINGLY MAKES A FALSE WRITTEN DECLARATION MAY BE GUILTY OF THE CRIME OF PERJURY, A FELONY OF THE THIRD DEGREE, PUNISHABLE AS PROVIDED BY THE FLORIDA STATUTES 775.082 OR 775.084.

- 1- I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specified that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license. **INITIALS:** _____
- 2- I understand that building permits are not required to be signed by a property owner unless he/she is responsible for the construction and is not hiring a licensed contractor to assume responsibility. **INITIALS:** _____
- 3- I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his/her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his/her license numbers on permits and contracts. **INITIALS:** _____
- 4- I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. **The building or residence must be for my own use or occupancy.** It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption. **INITIALS:** _____
- 5- I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction. **INITIALS:** _____
- 6- I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the license required by law and by county or municipal ordinance. **INITIALS:** _____
- 7- I understand it is a frequent practice of un-licensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or his own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his/her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property. **INITIALS:** _____
- 8- I understand that I may not delegate the responsibility for supervising work to a contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means, I must comply with laws requiring the withholding of federal income tax and social security contributions under Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk. **INITIALS:** _____

- 9- I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. INITIALS: _____
- 10- I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or www.myfloridalicense.com for more information about licensed contractors. INITIALS: _____
- 11- I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

PROPERTY ADDRESS: _____

- 12- I agree to notify the Liberty County Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

NOTE: Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage. Chapter 455.228 F.S.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. The property owner's driver's license or other type of identification acceptable for issuing the permitting agency is required to be provided for notarization when the permit is issued.

I have read the above and understand it and will comply with all rules and regulations and statutes.

SIGNATURE: _____ PRINT: _____
Property Owner

SIGNATURE: _____ PRINT: _____
Property Owner

Owner's Address: _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20____
By _____ who is personally known to me/who produced the following
_____ as identification and who did take an oath.

STATE OF FLORIDA
COUNTY OF LIBERTY

NOTARY SIGNATURE: _____

SEAL:

Printed Name: _____