



**Marion County  
Board of County Commissioners**

**Building Safety**

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2400

\_\_\_ EMERGENCY PERMIT  
"Requires Building Official's Approval"

**PERMIT #** \_\_\_\_\_

Date _____ Code FBC _____	<b>___ Residential ___ Commercial</b>
ARN _____ Rep _____	

Parcel ID \_\_\_\_\_ Project # / Related Permit / Code Case \_\_\_\_\_

**Project Address** \_\_\_\_\_

Lot	Blk	Unit	Sec	Twp	Rge	Subdivision / MH Park
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Property Owner \_\_\_\_\_

Address \_\_\_\_\_

Phone \_\_\_\_\_ E-mail: \_\_\_\_\_

- |   |  |  |
|---|--|--|
| <input type="checkbox"/> Accessory Structure      | <input type="checkbox"/> Electric                | <input type="checkbox"/> Residential (Add. / Alt.) |
| <input type="checkbox"/> Aluminum                 | <input type="checkbox"/> Fence / Wall            | <input type="checkbox"/> Re- Roof                  |
| <input type="checkbox"/> Above Ground Pool        | <input type="checkbox"/> Exterior Door / Window  | <input type="checkbox"/> Solar                     |
| <input type="checkbox"/> Commercial (New)         | <input type="checkbox"/> Fire                    | <input type="checkbox"/> Swimming Pool / Spa       |
| <input type="checkbox"/> Commercial (Add. / Alt.) | <input type="checkbox"/> Mechanical / Gas / HVAC | <input type="checkbox"/> Tent / Temp Use           |
| <input type="checkbox"/> Concrete                 | <input type="checkbox"/> Mobile Home             | <input type="checkbox"/> Waterfront Structure      |
| <input type="checkbox"/> Demolition               | <input type="checkbox"/> Plumbing                | <input type="checkbox"/> Window /Exterior Door     |
| <input type="checkbox"/> DCA - Modular Building   | <input type="checkbox"/> Residential (New)       | <input type="checkbox"/> Other: _____              |

**Description of Work** \_\_\_\_\_

**Cost of Construction \$** \_\_\_\_\_

Product Approval Numbers \_\_\_\_\_

Was This Building Damaged by Fire, Flood, or Other? Yes No Damage Assessment Report # \_\_\_\_\_

**BUILDING:** New sqft \_\_\_\_\_ Added sqft \_\_\_\_\_ Alteration/Renovation sqft \_\_\_\_\_ Temp Power Pole? Yes No

Stories \_\_\_\_\_ Bedrooms \_\_\_\_\_ Bathrooms \_\_\_\_\_ Under A/C \_\_\_\_\_ sqft No A/C \_\_\_\_\_ sqft

Water: Existing Well New Well Replacement Well Central Water Irrigation: Yes No Existing

**CONTRACTOR'S Business Name** \_\_\_\_\_

Contractor's Name \_\_\_\_\_ State Lic \_\_\_\_\_ County Cert \_\_\_\_\_

Address \_\_\_\_\_

Contact Phone \_\_\_\_\_ E-mail \_\_\_\_\_

SUBCONTRACTORS: Qualifier Name	County Cert #	State License #	E-mail
MECHANICAL	_____	_____	_____
ELECTRIC	_____	_____	_____
PLUMBING	_____	_____	_____
GAS	_____	_____	_____
ROOFING	_____	_____	_____
IRRIGATION	_____	_____	_____
OTHER	_____	_____	_____

Sales price \$250,000 and below? Yes No Monthly rent \$1,400 or below? Yes No

## PLEASE SIGN BELOW

Application is hereby made to obtain a permit to do the work and installations as indicated. All work will be performed in accordance with the standards of all laws and ordinances regulating construction in Marion County, Florida, whether specified herein or not. I understand that subcontractors may be required to perform certain work under this permit. I further certify that I have read and examined this application and know the same to be correct, that all work shall be in compliance with all applicable laws regulating construction and zoning, and that the building permit may be revoked in the case of a false statement or misrepresentation in the application and/or plans on which the permit was approved.

It shall also be agreed that the owner has been advised of and understands the applicability of the Construction Lien Law (FSS 713.135) and that Impact Fees shall be determined with the application for a building permit and shall be due before Final Inspection. Permit Fees shall be payable at issuance of a building permit.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

Owner's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

### STATE OF FLORIDA, COUNTY OF MARION

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization,

this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_

Personally Known or  Produced Identification

ID: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Stamp:

Contractor's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

**OR**

Authorized Agent's Signature \_\_\_\_\_

Print Name \_\_\_\_\_

Date: \_\_\_\_\_

### STATE OF FLORIDA, COUNTY OF MARION

Sworn to (or affirmed) and subscribed before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_

Personally Known or  Produced Identification

ID: \_\_\_\_\_

Notary Signature: \_\_\_\_\_

Notary Stamp:

**Pursuant to Florida Statute 713.135(7) all signatures must be notarized**



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### Construction Lien Law Affidavit

I/We will make all necessary attempts to provide a copy of the Construction Lien Law, Florida Statute Chapter 713, to the property owners(s) of the real property to which improvements are to be constructed.

Parcel ID: \_\_\_\_\_

**Project Address** \_\_\_\_\_

\_\_\_\_\_  
Lot    Blk    Unit    Sec    Twp    Rge    \_\_\_\_\_ Subdivision / MH Park

Property Owner \_\_\_\_\_

**Form shall be signed by only ONE of the following individuals:**

Owner's Signature: \_\_\_\_\_

Contractor's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_

DATE: \_\_\_\_\_

or

Authorized Agent's Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

DATE: \_\_\_\_\_



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## Florida's Construction Lien Law

### Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials and are not paid-in-full have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay. This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

### Protecting Yourself

If you hire a contractor and the improvements cost more than \$2,500 (or for the repair or replacement of an existing heating or air conditioning system \$7,500 or more) you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or material to your property. If your contract calls for partial payments before work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor or provided services or materials to your property. Make sure that your contractor provides you with the final releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Post a certified copy at the jobsite. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)

- CONTINUED NEXT PAGE *Empowering Marion for Success*

- The Building Department is prohibited from performing the first inspection if the Notice of Commencement, certified by the office of the Clerk of the Court, is not also filed with the Building Department. You can also supply a notarized statement that the Notice has been filed, with a copy of it attached. The Notice of Commencement notes the intent to begin improvements, the location of the property, a description of the work, and the amount of bond (if any). It also identifies the property owner, contractor, surety lender, and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.

### **Notice To Owner**

Prior to filing a lien, a lienor who does not have a direct contract with the owner must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, a description of the real property, and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before the owner's final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

### **Whose Responsibility Is It To Get These Releases?**

You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases. If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

### **What Can Happen If I Don't Get Releases Of Lien?**

You will not be able to sell your property unless all outstanding liens are paid. Conversely, a landowner can sometimes be forced to sell property to satisfy a lien.

### **Who Can Claim a Lien On My Property?**

Contractors, laborers, materials suppliers, subcontractors, and professionals such as architects, landscape architects, interior designers, engineers, or land surveyors all have the right to file a claim of lien for work or materials. Always require a release of lien from anyone who does work on your home.

### **Contesting a Lien**

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to file a timely lawsuit renders the lien invalid.

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**THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.**

To register a complaint (or to learn if complaints have been filed against a prospective contractor) contact the Florida Department of Business and Professional Regulation's (DBPR) Customer Contact Center at 850-487-1395, [CallCenter@dbpr.state.fl.us](mailto:CallCenter@dbpr.state.fl.us) or write to Florida Department of Business and Professional Regulation at 1940 North Monroe Street, Tallahassee, Florida 32399-1027. License verification is available 24 hours a day/7 days a week by calling the Customer Contact Center at 850-487-1395 or at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com). You may also contact your local Building Department or the Better Business Bureau.