



# Marion County Board of County Commissioners

## Building Safety

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

### CHECKLIST: **COMMERCIAL NEW CONSTRUCTION (C23NEW)**

<b>Permit Application</b>	<b>Permit Application must be completed and signed by:</b> Owner - if submitting permit application as Owner/Builder. Licensed Contractor - if contractor is submitting permit application Subcontractor - if one is used (Contractor's Name, Marion County Certificate number, State License number, signature or email is required on permit application) <b>Note:</b> Original Signatures are required and permit application must be notarized. Permitting Technician will provide notary services.
<b>Construction Lien Law Affidavit</b>	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation, or contractor, or contractor's authorized agent
<b>Recorded Warranty Deed</b>	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
<b>Owner/Builder Disclosure Statement</b>	The Owner/ Builder disclosure statement is required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed and notarized in front of the Permitting Technician.
<b>Notice of Commencement (NOC)</b>	Projects over \$5,000.00 require a certified true copy of a NOC. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. ( <a href="http://www.sunbiz.org">www.sunbiz.org</a> ). The NOC must be submitted to the Building Department prior to the <b>First Inspection</b> and posted on job site at first inspection.
<b>Site Plan</b>	Two (2) site plans if 8 ½ x 11, if larger than 8 ½ x 11 please provide (4) site plans, indicating the dimension of property, all streets, existing and proposed improvements (septic and/or well location). Indicate distance from proposed improvements to property lines. Indicate the front of the property and driveway location.
<b>Individual Storm Water Drainage / Grading Plan MC Ord. 18-25 Effective 11-25-18</b>	Sec. 5.5-33 (l) At the time of permit application, an individual stormwater drainage plan must be submitted for all new structures or additions to existing structures. The individual stormwater drainage plan must show compliance with either the master drainage plan for the entire development, or when no master stormwater drainage plan is on file, accepted stormwater design criteria as detailed in the Marion County Land Development Code. In any case, the individual drainage plan must show how excess storm water runoff, not absorbed or stored on site, will be carried to an acceptable storm water retention area, when such a feature is available, or existing drainage ditch.
<b>Product Approval Specification Form</b>	Provide two (2) copies for all exterior components: awnings, exterior doors, windows/mullions, siding, roofing, sky lights and garage doors, etc. to reflect the current Florida Building Code
<b>Utilities Dept. Review</b>	A PDF formatted building plans (Eplan) or an additional set of Plumbing Floor Plans to include Irrigation and/or plumbing fixture along with the <b>already required</b> two (2) sets of paper plans.
<b>Construction Plan</b>	Two (2) sets of construction plans drawn to scale; signed and sealed by a licensed Florida architect or engineer, or certified by the contractor to include . <b>Wind Load provisions</b> – plans shall specify the current Florida Building Code. Plans shall specify wind speed, importance factor, wind exposure, internal pressure coefficient and design pressure for all the openings of the building. Life Safety Plan. <b>For the risk of category II commercial buildings</b> , provide two (2) sets of signed and sealed Engineered Plans – Wind boundaries: • N.W. and N.E. Quadrants will be 130 mph wind speed. • S.W. and S.E. Quadrants will be 140 mph wind speed. <b>For the risk of category III or IV commercial buildings</b> , provide two (2) sets of signed and sealed Engineered Plans – Wind boundaries: • East of the west section line 170 will be 140 mph wind speed. • West of the west section line 170 will be 150 mph wind speed. <b>Electrical Plan</b> to include all fixture planes and devices, electric legend, electric riser diagram and electric load calculation for proposed use, (including interconnected smoke detectors). <b>Plumbing Plan</b> to include fixtures for proposed occupant load. Sanitary riser diagram. Supply, sizing calculations based on fixture units calculations. <b>Mechanical Plan</b> to include two (2) sets of plans duct layout, energy calculations and Manual N. Three (3) sets of the Florida Energy Calculation on current Form 400 signed by preparer, Two (2) sets of plans showing gas layout (if gas is used).

**Certify that this application includes all of the required items listed above.**

*I understand this packet will be rejected if any required documents are missing or incomplete.*

Print Name of Applicant /Contractor

Signature of Applicant/Contractor

Date

CKLT 12 - Rev 10-1-23 ADA

*Empowering Marion for Success*

[marionfl.org](http://marionfl.org)



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## Building Safety ▪ Permitting

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buildingpermits@marionfl.org

### **PERMIT FEES FOR COMMERCIAL CONSTRUCTION** **A \$300.00 DEPOSIT IS REQUIRED AT TIME OF SUBMITTAL**

***All deposits are non-refundable***

#### **FEES:**

- These fees are subject to change as directed by the Marion County Board of County Commissioners.

#### **Minimum Fee for New Construction Projection is \$300.00**

- **New Construction, Additions, Alterations & Accessory structures:**  
\$300.00 plus \$0.39 sq. ft.

#### **ADDITIONAL ESTIMATED FEES THAT MAY APPLY:**

Surcharge fee 2.5% of the permit fee or a minimum fee of \$4.00 for any permit issued.

Driveway apron review fee	\$75.00
Driveway apron permit/form up inspection	\$50.00
Driveway apron final	\$50.00
Impact review fee	\$35.00
Zoning review fee	\$55.00
911 Addressing process fee	\$25.00
Fire Marshal review fee	\$40.00
Fire Marshal inspection	\$40.00

Fire Marshal fee's many increase if such additional permit are required: fire alarm system, hood, or sprinkles system.

For Soil test/septic tank permits call the Florida Department of Environmental Health at 352-622-7744

For well permits call the Florida Department of Environmental Health at 352-622-7744

State road driveway requirements/inspections call 850-414-4100

#### **All fees listed below must be paid before a final inspection can be performed and permanent power approved by the Building Department:**

\*Transportation Impact Fee - Please contact Impact Fees at 352-438-2610

\*Fire Rescue Impact Fee (Single Family Home)

\*Educational System Impact Fee

\*\*Solid Waste Assessment - Fee is prorated daily, please contact MSTU 352-438-2450

\*\*Fire Assessment

Building Department Re-Inspection Fees           \$   50.00

Driveway Re-Inspection Fees                         \$   50.00



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\_\_\_ 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
-----	-----	------	-----	-----	-----	-----------------------

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:



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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 \$5,000.00, (Except for the repair or replacement of an existing heating or air conditioning system in the amount of \$15,000.00 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 materials to your property. If your contract calls for partial payments before his work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- 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, services 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. Also 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 on next page).

PMT 8 – REV 10-1-23 ADA

- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement 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 the attached. The Notice of Commencement notes the intent to begin improvements, the location of the property, 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, and 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 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. Sometimes a landowner can even be forced to sell his 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 timely file a 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 learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's 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 1940 North Monroe Street, Tallahassee, Florida 32399-1027.

**Visit online at:** [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com) - License verification is available 24 hours a day and 7 days a week by calling the Customer Contact Center at 850-487-1395 or going online to [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com). You may also contact your local building department or the Better Business Bureau 352-438-2429.



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### **2020 Florida Statute – Chapter 489.103 (7c) and 489.503 OWNER- BUILDER DISCLOSURE STATEMENT**

The Owner builder must be present at the time of application. To qualify under this subsection, the Owner builder must personally appear to sign the building permit application, the owner builder disclosure statement and associated documents to satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in this disclosure statement.

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 specifies 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.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
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 or 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 or her license numbers on permits and contracts.
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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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.

#### Electrical F.S. 489.503 - Disclosure Statement

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
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 licenses required by law and by county or municipal ordinance.

builder permit that erroneously implies that the property owner is providing his or her 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 or 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.

8. I understand that I may not delegate the responsibility for supervising work to a licensed 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 that I must comply with laws requiring the withholding of federal income tax and social security contributions under the 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.
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.
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](tel:850-487-1395) or <http://www.myfloridalicense.com/DBPR/> for more information about licensed contractors.
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: \_\_\_\_\_
12. I agree to notify the Marion County Building Safety Permitting Office immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

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.

*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. A copy of the property owner's driver license, the notarized signature of the property owner, or the type of verification acceptable to the local permitting agency is required when the permit is issued.*

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

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

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence** or  **online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

By \_\_\_\_\_

Personally known or  Produced Identification \_\_\_\_\_

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

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public



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The Owner builder must be present at the time of application. To qualify under this subsection, the Owner builder must personally appear to sign the building permit application, the owner builder disclosure statement and associated documents to satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in this disclosure statement.

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 specifies 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.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
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 or 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 or her license numbers on permits and contracts.
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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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.

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5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
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 licenses required by law and by county or municipal ordinance.

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her 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 or 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.
8. I understand that I may not delegate the responsibility for supervising work to a licensed 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 that I must comply with laws requiring the withholding of federal income tax and social security contributions under the 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.
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.
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](tel:850-487-1395) or <http://www.myfloridalicense.com/DBPR/> for more information about licensed contractors.
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: \_\_\_\_\_
12. I agree to notify the Marion County Building Safety Permitting Office immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

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.

*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. A copy of the property owner's driver license, the notarized signature of the property owner, or the type of verification acceptable to the local permitting agency is required when the permit is issued.*

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

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

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of

**physical presence** or  **online notarization**, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

By \_\_\_\_\_

Personally known or  Produced Identification \_\_\_\_\_

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

\_\_\_\_\_  
Print, Type, or Stamp Commissioned Name of Notary Public



# Marion County Board of County Commissioners

## Building Safety ▪ Permitting

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

### Notice of Commencement

Permit no.: \_\_\_\_\_ Tax folio/Parcel ID: \_\_\_\_\_

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Florida Statutes (FS) chapter 713, the following information is provided in this notice of commencement.

1. Description of property should include the full legal description of property and street address, if available: \_\_\_\_\_
2. General description of improvement: \_\_\_\_\_
3. Owner or lessee information, if lessee is contracted for the improvement:
  - a. Name and address: \_\_\_\_\_
  - b. Interest in property: \_\_\_\_\_
  - c. Name and address of fee simple titleholder (if different from owner listed above): \_\_\_\_\_
4. Contractor / Qualifier: \_\_\_\_\_
  - a. Name and address: \_\_\_\_\_
  - b. Contractor phone number: \_\_\_\_\_
5. Surety name, address, and phone number (if applicable, attach copy payment bond): \_\_\_\_\_ 5c. Amount of bond: \$ \_\_\_\_\_
6. Lender name, address and phone number: \_\_\_\_\_
7. Persons within the state of Florida as designated by owner upon whom notices or other documents may be served as provided by FS section 713.13(1)(a),7 (provide name, mailing address and phone number of designated person): \_\_\_\_\_
8. In addition to himself or herself, owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section FS section 713.13(1)(b). Phone number of person entity designated by owner: \_\_\_\_\_
9. Notice of commencement expiration date (the expiration date will be 1 year from the date of recording unless a different date is specified): \_\_\_\_\_

**WARNING TO OWNER:** ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

\_\_\_\_\_  
Signature of owner or lessee, or owners or lessee authorized officer / director / partner / manager Date

Signatory's title/office

STATE OF FLORIDA, County of \_\_\_\_\_ The foregoing instrument was acknowledged before me by means of

physical presence or  online notarization, this \_\_\_\_\_ day of, \_\_\_\_\_ 20\_\_\_\_\_,

By \_\_\_\_\_, as \_\_\_\_\_ for

Authority / representative type; officer, trustee or attorney-in-fact

\_\_\_\_\_  
Name of party/corporation/company for whom instrument was executed

\_\_\_\_\_  
Signature of Notary Public

Personally, known or  Produced identification \_\_\_\_\_

PMT 5 - Rev. 9-20-22 ADA



# Marion County Board of County Commissioners

## Growth Services ▪ Planning & Zoning

2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2600  
Fax: 352-438-2601

### COMMERCIAL SITE PLAN

FOR PROPERTY WITH USE COVERAGE UNDER 9,000 SQ. FT. OF IMPERVIOUS AREA AND/OR under 35% OF TOTAL SITE/PANEL COVERAGE IN IMPERVIOUS AREA \* IMPERVIOUS IS ANY AREA THAT WILL NOT ALLOW WATER TO PERCOLATE INTO THE GROUND IMPERVIOUS AREAS INCLUDE ALL ASPHALT, CONCRETE, AND BUILDING SQUARE FOOTAGE.

OWNER'S NAME \_\_\_\_\_

PARCEL # \_\_\_\_\_

### PLEASE SHOW THE FOLLOWING INFORMATION

- |   |   |
|---|---|
| 1. Location of <b>North</b>                       | 5. Use of structures                                    |
| 2. Outline of property with dimensions            | 6. Location of all parking, driveway and sidewalk areas |
| 3. Location and name of service street            | 7. Location of well and septic tank                     |
| 4. Location and setbacks of <b>all</b> structures | 8. Number of parking spaces if not in a strip center    |

TOTAL TRACT AREA (SQ. FT.) OF THE FOLLOWING:

ALL BUILDINGS	_____
ANY OTHER COVERAGE AREA	_____
ALL PARKING	_____
ALL DRIVEWAY AND SIDEWALKS	_____
SEPTIC TANK	_____
TOTAL COVERAGE	_____
% OF COVERAGE	_____

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

SIGNATURE \_\_\_\_\_

### COMMERCIAL RECONNECTS PLEASE SHOW THE FOLLOWING:

- SHOW LOCATION OF ALL STRUCTURES ON PROPERTY.
- SHOW LAYOUT OF PARKING AREA AND NUMBER OF SPACES AVAILABLE. INDICATE IF AREA IS PAVED OR NOT PAVED.
- STATE TYPE OF BUSINESS I.E RETAIL SALES, AUTO REPAIR, ETC.,.
- INDICATE IF COMPANY VEHICLES WILL PARK OVERNIGHT ON SITE.
- STATE PREVIOUS BUSINESS USE. IF NO PRIOR USE MARK VACANT.

ZON 2 - REV 4-20-21



## Marion County Board of County Commissioners

Growth Services ▪ Planning & Zoning  
2710 E. Silver Springs Blvd.  
Ocala, FL 34470  
Phone: 352-438-2600  
Fax: 352-438-2601

### Site Plan Instructional Information

#### What is a site plan?

A site plan is a drawing that shows the size and location of existing and proposed construction on a site, including utilities, drainage details, easements, vehicle access and in some cases the landscaping.

#### Which permit applications require a site plan?

All permits for new buildings or structures, or additions to buildings or structures that require a Zoning Department, Right of Way, or Health Department review must include a site plan.

#### Is there a specific form required for the site plan?

No. The site plan may be submitted on any size paper, as long as it is drawn to scale and contains all of the required information.

#### What information is required on the site plan?

##### All site plans must:

- Be drawn proportionally accurate as possible (Must be to scale when Health Dept. review is required)

***If your property is larger than one acre it may be difficult to draw the entire property to scale and still show the necessary details. In this case, please submit a survey of the entire property, and draw to scale a one-acre section of the property showing the proposed structure(s) and septic system as specified on this form.***

- List the dimensions of the property
- Identify all streets abutting the property
- Show all existing and proposed improvements
- Specify shortest distance from existing and proposed improvements to all property lines
- Detail all existing and proposed driveways, sidewalks, and easements
- Indicate the front of the property

##### Projects with a proposed septic tank and/or well also require:

- Illustration of existing and proposed septic systems and/or wells, including the
- Shortest distance to property lines (septic tank system approximately 60'x15')
- Listing of all lakes, streams, canals or standing bodies of water within 75' of the property
- Showing proposed and existing wells within 75' of the property
- Identification of the public water service point (meter) and water line location
- Showing the location of any public well servicing multiple residences, within 200' of the property.



## Marion County Board of County Commissioners

### Growth Services ▪ Planning & Zoning

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- Showing the location of all drainage features such as retention areas, swales, ditches (often located along the roadway). **All parts of the septic system must be installed at least 15' from the top of swales and ditches.**
- Details of any significant slope in the drain field area of the property, with arrows pointing down slope.
- Any incomplete site plan will delay the processing of the permit application.

### How many site plan copies are required?

**TWO site plans are required to be submitted with your permit application. Three additional site plans are required when a septic tank or well is included in the project.**

### Does the site plan need to be prepared by, and sealed by, an engineer or surveyor?

1. Residential site plans **do not need** to be prepared and sealed by an engineer or surveyor.
2. Commercial site plans **usually do need** to be prepared and sealed by an engineer, unless the scope of the project is very minor. Call the Zoning Department, (352) 438 – 2675, for clarification on whether the scope of work you are planning is considered a minor building project.

### Where can I locate my driveway on a corner lot?

A driveway on a corner lot is limited to the minor street. Furthermore, there is a limitation as to how close the driveway may be located to the intersection (minimum 50' or ½ the lot width, whichever is less.) This is measured from the Point of Tangency (PT) of the pavement, not the lot line. This dimension must be shown on your site plan. For additional information on this issue contact the Right of Way Permitting Division of the Marion County Engineering Department, (352) 671-8686.

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online at [www.floridabuilding.org](http://www.floridabuilding.org).

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCT COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR</b>			
A. ENVELOPE PRODUCTS			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; **(1)** copy of the product approval **(2)** performance characteristics which the product was tested and certified to comply with **(3)** copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

\_\_\_\_\_

\_\_\_\_\_

Applicant Signature

Date



**Marion County  
Board of County Commissioners**

**Building Safety**

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

**PLANS REVIEW CRITERIA - COMMERCIAL BUILDINGS**

NOTE: Building Code compliance is the obligation of design professionals and/or contractors. Plan review and inspection guidelines are to be used to ensure that construction plans and construction projects, at a minimum, address the same code priorities that the Marion County Building Department will be looking at during plan review and inspection. These guidelines may not be all inclusive. Additional requirements in the **Florida Building Code 7<sup>th</sup> Edition**, not included in these guidelines, may also apply to your project. If you need assistance with a code question please consult the **Florida Building Code 7<sup>th</sup> Edition** or contact the Building Department at (352) 438-2400.

**ABBREVIATION CODES KEY**

<b>FBC</b>	<b>FLORIDA BUILDING CODE</b>
<b>NFPA</b>	<b>NATIONAL FIRE PROTECTION ASSOCIATION</b>
<b>NEC</b>	<b>NATIONAL ELECTRICAL CODE</b>
<b>FPC</b>	<b>FLORIDA PLUMBING CODE</b>
<b>FMC</b>	<b>FLORIDA MECHANICAL CODE</b>
<b>FBC-EN</b>	<b>FLORIDA ENERGY CONSERVATION</b>
<b>FFGC</b>	<b>FLORIDA FUEL GAS CODE</b>
<b>FBC-EX</b>	<b>EXISTING BUILDING CODE</b>

<p><b><u>Building</u></b></p> <p><b>A.</b> Site Requirements: Parking, Fire access, Vehicle loading, Driving/turning radius Fire hydrant/water supply / Post Indicator Valve (PIV) Set back/separation (assumed property lines) Location of specific tanks, water lines and sewer lines Flood hazard areas, flood zones, and design flood elevations</p>	<p>FBC 107.3.5</p>
<p><b>B.</b> Occupancy group and special occupancy requirements shall be determined</p>	<p>FBC 302.1</p>
<p><b>C.</b> Building heights and area based on type construction to be verified</p>	<p>FBC 503.1</p>
<p><b>D.</b> Minimum type of construction shall be determined</p>	<p>FBC 602.1</p>
<p><b>E. <u>Fire resistant construction requirements shall include:</u></b> Fire resistant separations Fire resistant protection for type of construction Protection of openings and penetrations of rate walls Fire blocking and draft stopping Calculated fire resistance</p>	<p><b><u>FBC Chapter 7</u></b> Table 602 Table 601 Table 705.8 Section 717 Section 721</p>
<p><b>F. <u>Fire Suppression Systems shall include:</u></b> Early warning smoke evacuation systems Schematic Fire Sprinklers Standpipes Pre-engineered systems Riser Diagram</p>	<p><b><u>NFPA 72 &amp; Chapter 9</u></b> Section 907 FBC 107.2.1.1 NFPA 14 Section 905 Section 904 NFPA 13</p>

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<p><b><u>G. Life Safety Systems shall be determined and shall include:</u></b>  Occupant load and egress capacities  Early warning, Smoke control  Stair pressurization  Systems schematic</p>	<p><b><u>NFPA 101 &amp; Chapter 9</u></b>  FBC Table 1004  Section 909  Section 909.6  FBC 107.2.1.1</p>
<p><b><u>H. Occupancy Load / Egress Requirements shall include:</u></b>  Occupancy load  Gross &amp; Net  Means of egress  Exit access  Exit  Exit discharge  Stairs (construction / geometry &amp; protection)  Doors  Emergency lighting and exit signs  Specific occupancy requirements, Construction requirements  Horizontal exits /exit passageways  Travel Distance  Corridors Fire Resistance Rating</p>	<p><b><u>FBC, Chapter 10</u></b>  Section 1004  Table 1004.1.1  Section 1002  Section 1014 – 1019  Section 1020  Section 1027  Section 1009  Section 1008  Section 1006   Section 1025  Table 1016.1  Table 1018.1</p>
<p><b><u>I. Structural Requirements shall include:</u></b>  Soil conditions/analysis  Termite protection  Design loads  Live load  Wind Loads  a. Wind Speed  b. Risk Category / Importance Factor  c. Exposure Category  d. Wind Pressure  e. Component and Cladding  Building envelope Structural calculations (if required)  Foundation  Wall systems  Floor systems  Roof assemblies  Threshold inspection plan</p>	<p><b><u>FBC, Chapters 15 thru 18, 22, 23</u></b>   Section 1803  Section 1816  Section 1605  Table 1607.1  Section 1609  Figures 1609  Table 1604.5  Section 1609.4.3  Table 1609.6.2  Section 1609.6  Section 1701.2  Section 1808  Section 2308.9  Section 2308.6  Ch. 15  Section 110.3.7.1</p>
<p><b><u>J. Materials shall be reviewed and shall at a minimum include:</u></b>  Wood  Steel  Aluminum  Concrete  Plastic  Glass / Glazing  Masonry  Gypsum board and plaster  Insulating (mechanical)  Roofing  Insulation</p>	<p><b><u>FBC, Chapters 19 thru 26</u></b>  Ch. 23  Ch. 22  Ch. 20  Ch. 19  Ch. 26  Ch. 24  Ch. 21  Ch. 25  <b><u>FBC Energy, 410.1 ABC.2</u></b>  Ch.15  <b><u>FBC Energy, Ch 402 / 502</u></b></p>

<p><b>K. <u>Accessibility Requirements shall include:</u></b>  Site requirements  Accessible route  Vertical accessibility  Toilet and bathing facilities  Drinking fountains  Equipment (Controls &amp; operable parts)  Special occupancy requirements  Fair housing requirements  Fair Housing Act Design Manual</p>	<p><b><u>FBC Accessibility Ch. 5</u></b>  Section 402  F.S. 553.509 - Sect. 407  Section 603  Section 602  Section 309  <b><u>Accessibility Ch. 8</u></b></p>
<p><b>L. <u>Interior Requirements shall include:</u></b>  Interior finishes (flame spread /smoke development)  Ventilation  Light</p>	<p><b><u>FBC. Chapter 12</u></b>  Section 803  Section 1203  Section 1205</p>
<p><b>M. Special Systems</b>  Elevators / Conveying Systems, Escalators, Lifts</p>	<p><b><u>FBC. Chapter 30</u></b>  Section 3005</p>
<p><b>N. Swimming Pools Sect. 424</b>  Barrier requirements / Private Pools  Spas  Wading pools</p>	<p>Section 424  Section 424.2.17.1  Section 424. 1.8  Section 424. 1.7</p>
<p><b><u>Electrical</u></b></p> <p><b>A. Electrical</b>  Wiring  Services  Feeders and branch circuits  Overcurrent protection  Grounding  Wiring methods and materials  GFCI's</p> <p><b>B. Equipment</b>  Special Occupancies  Emergency Systems  Communication Systems  Low-Voltage  Load Calculation</p>	<p>2017 NEC</p> <p>Section 300  Section 230  Section 210  Section 240  Section 250  Section 300  Section 210.8</p> <p>Chapter 6  Chapter 5  Section 700  Section 800  Art 720  Annex D</p>
<p><b><u>Plumbing</u></b></p> <p><b>A.</b> Minimum Plumbing Facilities  <b>B.</b> Fixture Requirements  <b>C.</b> Water Supply Piping  <b>D.</b> Sanitary Drainage  <b>E.</b> Water Heaters  <b>F.</b> Vents  <b>G.</b> Roof drainage  <b>H.</b> Back Flow Prevention  <b>I.</b> Irrigation  <b>J.</b> Location of Water Supply Line  <b>K.</b> Grease Traps  <b>L.</b> Environments Requirements  <b>M.</b> Plumbing Riser</p>	<p>FPC  Table 403.1  Section 406 thru 421  Section 605  Chapter 7  Chapter 5  Chapter 9  Chapter 11  Section 608  Section 608.16.5  Section 603  Section 1003  Dept of Health (DOH)  FBC 107.2.1</p>

<p><b><u>Mechanical</u></b></p> <p>A. Energy Calculations  B. Exhaust Systems:  Clothes dryer exhaust  Kitchen equipment  Specialty exhaust systems  C. Equipment  D. Equipment Location  E. Make-up Air  F. Roof-mounted Equipment  G. Duct Systems  H. Ventilation  I. Combustion Air  J. Chimney, and Vents Ch. 8  K. Specific Appliances, Fireplaces, Solid Fuel-Burning Equipment  L. Boilers, Water Heaters, &amp; Pressure Vessels  M. Refrigeration  N. Bathroom Ventilation  O. Laboratory</p>	<p><b>FMC</b></p> <p><b>FBC-EN</b>  Chapter 5  Section 504  Section 506, 507  Section 510  Chapter 9  Section 303  Section 508  Section 304.11  Chapter 6  Chapter 4  Chapter 7  Chapter 8  Chapter 9  Chapter 10  Chapter 11  Table 403.3</p>
<p><b><u>Fuel Gas</u></b></p> <p>A. Gas Piping  B. Venting  C. Combustion Air  D. Chimneys and Vents  E. Specific Appliances  F. Type of Gas  G. Fireplaces  H. LP Tank Location  I. Riser Diagram/Shut-offs</p>	<p><b>FFGC</b></p> <p>Chapter 4  Chapter 5 Appendix B &amp; C  Sect. 304  Chapter 5  Chapter 6  Chapter 4  Chapter 602-605  NFPA 58  FBC 107.2.1 / FFGC Section 409</p>
<p><b><u>Existing Buildings</u></b></p> <p>A. Classification of work (chapter 3 – ALL)  B. Repairs  C. Alterations  Level I Chapter 6 - 7  Level II Chapters 6 &amp; 8  Level III Chapters 6 thru 9  D. Change of Occupancy  E. Addition  F. Historic Buildings  G. Relocated Buildings  H. Retrofitting</p>	<p><b>FBC-EXISTING</b></p> <p>Chapter 6  Chapter 4  Chapter 10, Section 406  Chapter 11, Section 407  Chapter 12, Section 408  Chapter 13, Section 409  Chapter 17, Section 410</p>



## Marion County Board of County Commissioners

### Building Safety

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

### **A WARNING TO OWNER / BUILDER - PERMIT APPLICANTS**

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull your own permit, you are at risk of financial harm and penalty. Chapter 439.103(7), Florida Statutes states that owners of property must directly supervise the work being performed. Any person working on your construction project who is not a licensed contractor must be employed by you, which means that you must deduct FICA and withholding tax and provide workers' compensation for the employee. Without workers' compensation insurance, you could be held liable for injuries received on your property. Typically, your homeowners' insurance policy will not honor your claim if the work performed required a licensed contractor. You could be responsible for thousands of dollars of medical bills.

### **NOT ONLY IS IT DANGEROUS, IT IS ALSO A CRIME**

Chapter 455.227, Florida Statutes states that any person who knowingly aides, assists, procures, employs or advises an unlicensed individual can be charged with a first degree misdemeanor and may face fines up to \$5,000.00 for each offense. It is important to know that owners of property do not receive a discounted permit fee for obtaining a permit themselves. A licensed contractor in good standing with the Building Department will always obtain a permit for your project.

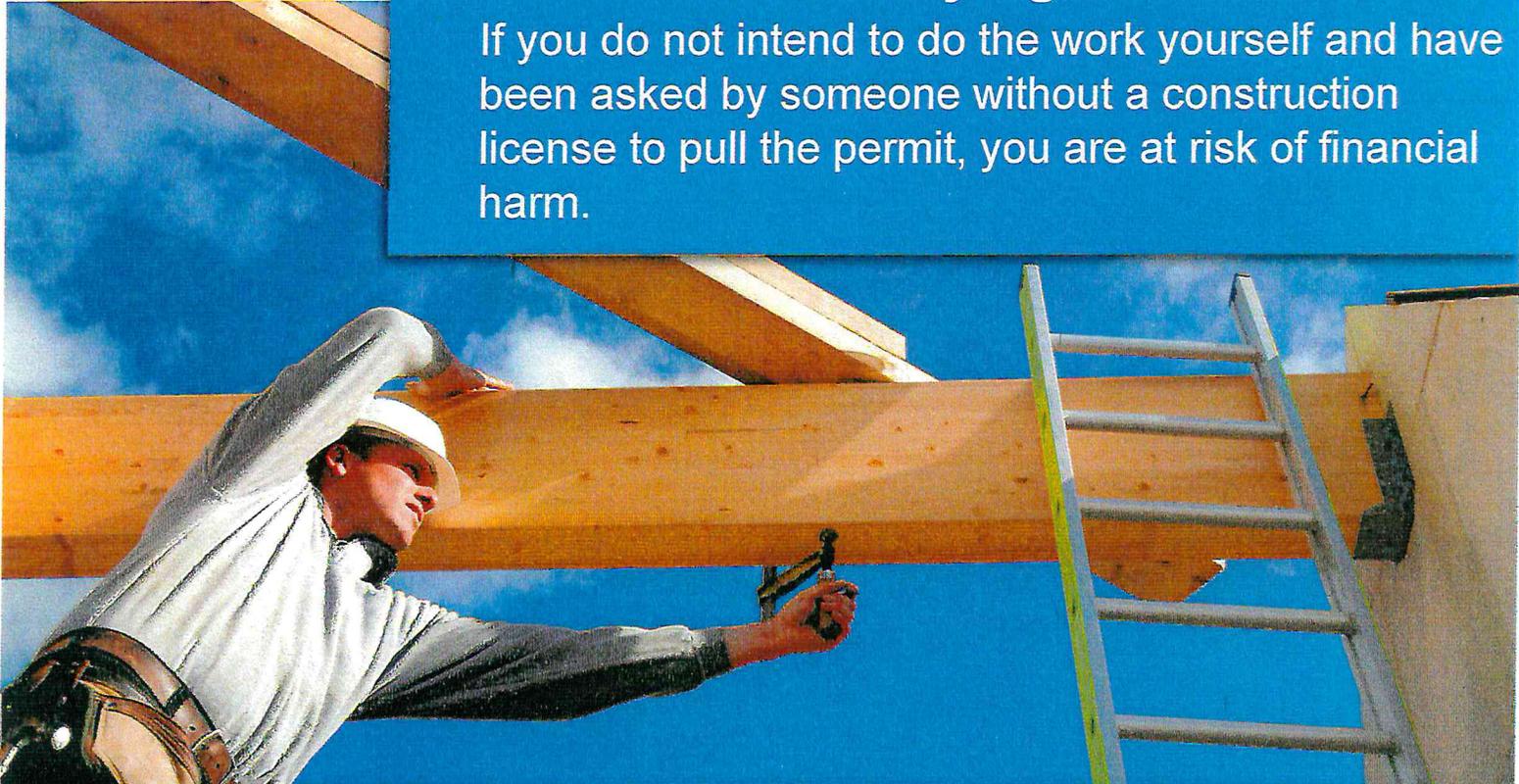
### **PROTECT YOURSELF! HIRE ONLY LICENSED CONTRACTORS.**

For more information please contact the Marion County Building Department, at the number listed above, **before** you apply for the permit. You can check for licensed contractors by visiting the Building Safety website at: <https://www.marioncountyfl.org/departments-agencies/departments-a-n/building-safety/permit-and-inspection-information> , page down and search by contractor name (DBA or Class) or by visiting the Department of Business and Professional regulation at <https://www.myfloridalicense.com/>. You may also report unlicensed activity by calling the number listed above.



## The dangers of pulling an Owner/Builder Permit without verifying a license

If you do not intend to do the work yourself and have been asked by someone without a construction license to pull the permit, you are at risk of financial harm.



When property owners act as their own contractor, they must provide direct on-site supervision of the work being performed. If you pull an owner/builder permit for an unlicensed contractor to perform work on your property, you must deduct F.I.C.A., withholding tax and provide workers' compensation for them.

**Individuals who aid unlicensed persons may face fines up to \$5,000.**

**Without worker's compensation insurance, you could:**

- Be held liable for injuries that occur on your property
- Not be covered under your homeowners' insurance policy

### **Dangers of Unlicensed Activity:**

- Poor qualifications
- Poor quality work
- Possible criminal background
- Likely to be victim of a scam
- Limited resources for broken contracts