CITY OF BELLEVIEW

City with Small Town Charm
www.belleviewfl.org

Development Services
5525 SE 119th St.
Belleview, FL 34420
Office: 352-245-7021
Email: DSStaff@belleviewfl.org

NEW CONSTRUCTION OR ADDITIONS
PERMIT CHECKLIST

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity, the making of any material change in the use, or change in appearance of any structure.

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

The following items are among those required by the Belleview City Code and Florida Building Code. All applicable items must be included and forms completely filled out for the application package to be considered complete. If something does not apply, please mark as such. **Payment of permitting fees is required at submittal.** If your application is found to be incomplete, city staff will contact you within 3 full working days from the received date.

Check off all items that have been included in your application package:

1. ___ **BUILDING PERMIT APPLICATION -** Indicate the Electric Utility Company if known
2. ___ **RAISED SEAL FLOOD ELEVATION SURVEY W/SPOT ELEVATION WHERE STRUCTURE TO BE LOCATED**
   Required if any part of property is in an A zone or AE zone (also required at final inspection)
3. ___ **LEGAL DESCRIPTION** - Section, Township, Range, Lot, and Block, Parcel #, and Subdivision name
4. ___ **PROOF OF OWNERSHIP** - Tax notice, Homestead Exemption Notice, Certificate of Title, or recorded Deed
5. ___ **THREE (3) SEALED SETS OF CONSTRUCTION PLANS INCLUDING HVAC DUCT LAYOUT** (Signed & Sealed by Florida Architect or Engineer)
6. ___ **THREE (3) ENERGY FORM 600A, B, or C**
7. ___ **THREE (3) LOAD CALCULATIONS FOR HVAC** (MANUAL J OR N REQUIRED ON NEW AND REPLACEMENTS)
8. ___ **THREE (3) COPIES OF A SITE PLAN: DRAWN TO SCALE** (1" = 30') (one inch equals thirty feet, not to exceed 1" = 60') using site plan or survey with the following information showing:
   - Dimensions of the property.
   - Location of all existing and proposed structures.
   - Setbacks from all property lines to existing and proposed structures.
   - Location of all roads and rights-of-way (including center lines) in relation to the property.
   - A directional arrow indicating North.
   - The scale used for the site plan (such as 1" = 30', not to exceed 1" = 60')
   - Location of all natural and manmade surface waters (i.e., lakes streams, canals, wetlands, etc.).
   - Location of proposed and/or existing water lines and meters.
   - Location of driveways and sidewalks.
   - Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition, sources, i.e. air conditioner.
   - Calculated percentage of coverage on property.
   - Drainage flow
9. ___ **TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS**
10. ___ **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT**
11. ___ **RECORDED NOTICE OF COMMENCEMENT** (Required for projects valued at $5,000 or more)
    MUST BE PRESENTED WITH COMPLETED APPLICATION OR BEFORE FIRST INSPECTION
12. ___ **REQUEST FOR CONNECTION AND IMPACT FEE QUOTE FOR WATER AND SEWER**
13. ___ **PRODUCT APPROVAL FORM**
14. ___ **PROVIDE COPY OF APPLICABLE STATE AND/OR LOCAL LICENSE(S), PROOF OF LIABILITY INSURANCE AND WORKERS COMPENSATION OR EXEMPTION** (for contractor and all subcontractors; see Permit Application)

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BUILDING PERMIT APPLICATION

Permit #: _____ **Received By:** _____

Permit Type:

☐ Building ☐Roof ☐Electrical ☐Mechanical ☐Plumbing ☐Gas ☐Shed ☐Fence ☐Pool ☐Demo ☐ Alarm ☐Other

Owner Information:
Owner's Name: _____ Phone: _____
Owner's Address: _____
Owner's Email Address: _____

Project Location Information:
Parcel number: _____ Lot: ____ Block: ____ Unit: ____ Sec: _____ Twp: _____ Rge: _____
Site Address*: _____
***New construction/unit: The City will submit an address request to Marion County 9-1-1 Management for assignment of address.**
Subdivision: _____ Flood Zone: _____ Power Company: _____

Project Information:

☐ Residential ☐ Commercial ☐New ☐Repair ☐Alteration ☐Addition ☐Revision

Contract Price/Value (excluding lot): $_____ Sq. Footage: _____ Sq. Ft under roof: _____
Proposed Project Description/Scope: _____
_____
Architect Name: _____
Email: _____ Phone: _____
Engineer Name: _____
Email: _____ Phone: _____
Construction Dumpster Provider: _____

C**ontractor Information:**

Qualifier's Name: _____ State License #: _____

Company Name: _____

Company Address: _____

Contact Name: _____ Phone: _____

Email: _____

Subcontractor Information:

Contractors: Please complete information and sign below. By signing, I hereby swear or affirm that I am in compliance with Florida's worker's compensation law and that I have secured coverage or have a valid certificate of exemption.

Plumbing Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Electrical Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Mechanical Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Roofing Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Gas Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Irrigation Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

Other Company Name: _____ Qualifier Name: _____
Lic. #: _____ Signature: _____

NOTICE

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work 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 may be required for ELECTRICAL, PLUMBING, SIGNS, IRRIGATION WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, ETC.
OWNER'S AFFIDAVIT: I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Pursuant to the Florida Building Code, this permit application will be deemed abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued.

It is agreed that in all respects, the work will be performed & completed in accordance with the permitted and applicable codes of the local jurisdiction. This permit may be revoked at any time upon violation of any of the provisions of said laws, ordinances, or rules & regulations, or upon any unauthorized change in the original approved plans.

WARNING TO OWNER: FAILURE TO RECORD A NOTICE OF COMMENCEMENT WITH MARION COUNTY CLERK OF THE COURTS MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED, AND A COPY PROVIDED TO THE BUILDING DEPARTMENT, 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: F.S.713.135

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities, such as water management districts, state agencies, or federal agencies.

I_____ (applicant name) understand that the City of Belleview has regulations regarding Zoning and development activities including: setbacks, lot coverage, and site plans and that I have attended a Site Plan Committee meeting (for commercial projects) or I have read and understand all regulations pertaining to my proposed project and the attached application and submittal package is complete.

NOTE TO HVAC CONTRACTOR: ***FLORIDA BUILDING CODE - ENERGY EFFICIENCY,*** *ON* replacement HVAC systems; contractor must provide certification that all ductwork has been inspected and all necessary repairs/taping have been completed.

Owner's Signature: and/or **Contractor's Signature:**

_____ _____

Date: _____ Date: _____

State of _____ State of _____
County of _____ County of _____

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

this _____ day of _____ 20_____,

By _____

Personally known to me _____ or has produced _____as identification.

_____

Notary Public Signature

_____
Print, type, or stamp commissioned name of Notary Public

Notary Seal

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

this _____ day of _____ 20_____,

By _____

Personally known to me _____ or has produced _____as identification.

_____

Notary Public Signature

_____
Print, type, or stamp commissioned name of Notary Public

Notary Seal

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

CURRENT CODE IN EFFECT: 2023 FLORIDA BUILDING CODE, 8TH EDITION

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SITE PLAN

Structures/Improvements

House SQFT _____
Driveway _____
Walkways _____
Entry _____
Patio _____
Other _____

Total Coverage _____ **(divided by)** **Lot Size** _____ **(equals)** _____**% of lot coverage**

ALL CHANGES MUST BE APPROVED BY THE DEVELOPMENT SERVICES DEPARTMENT

Note: Signature indicates that you are certifying the information provided on this site plan is true and accurate.

Site plan submitted by: _____ _____
Signature Title

Plan Approved _____ Not Approved _____ Date _____

Reviewed by: _____, City of Belleview Development Services Department

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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 @ www.floridabuilding.org.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional/roll up			
D. Other			
2. Windows			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
3. Panel Wall			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Non-struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Underlayment			
F. Other			
5. Struct Components			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Other			
6. New Exterior Envelope Products			
A.			

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

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2021 FLORIDA STATUTES – CHAPTER 489.103 (7C) AND 489.503
OWNER-BUILDER DISCLOSURE STATEMENT

To qualify for this exemption, the property owner must personally appear and sign the building permit application and must 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.

   FS 489.503 – Electrical 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.

   Florida Building Code 2020, Building 105.3.6 – Asbestos Removal
   State law requires asbestos abatement to be done by licensed 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 asbestos abatement contractor even though you do not have a license. You must supervise the construction yourself. You may move, remove or dispose of asbestos-containing materials on a residential building where you occupy the building and the building is not for sale or lease, or the building is a farm outbuilding on your property. If you sell or lease such building within one year after the asbestos abatement is complete, the law will presume that you intended to sell or lease the property at the time the work was done, which is a violation of this exemption. You may not hire an unlicensed person as your contractor. Your work must be done according to all local, state and federal laws and regulations which apply to asbestos abatement projects. 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. **Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct FICA and withholding tax and provide worker's compensation for that employee, all as prescribed by law.**

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 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 City of Belleview Building Department 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 which 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 other type of verification acceptable to the local permitting agency is required when the permit is issued.

Owner's Signature: _____ Printed Name & Date: _____

STATE OF FLORIDA, COUNTY OF _____

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

this _____ day of _____, 20___, by _____ who is

personally known to me _____ or has produced _____ as identification.

(Seal)

_____

NOTARY PUBLIC SIGNATURE

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NOTICE OF COMMENCEMENT

Permit #: _____
Tax Folio/Parcel Id#: _____ State _____ County _____

The undersigned hereby gives notice that improvement will be made to certain real property. In accordance with Chapter 713, Florida Statutes, the following information is provided in the Notice of Commencement:

1. Description of property (legal description, lot, block and street address if available):

_____

_____

2. General description of improvement:_____
3a. Owner name/address:_____
3b. Interest in property: _____
3c. Name and address of fee simple title holder (if other than owner):_____
4. Contractor – Qualifier Name and Address:_____

_____

5. Surety – Name and Address: _____
   Amount of bond: $ _____
6. Lender – Name and Address:_____
7. 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:_____
8. In addition to him/herself, Owner designates the following person(s) to receive a copy of the Lienor's Notice a provided in Section 713(1)(b), Florida Statutes (Provide Name/Mailing Address):_____

   _____
9. NOC expiration date (one full year from the date of recording unless 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 1, SECTION 713.13, FLORIDA STATUTES; AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. 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 NOTICE OF COMMENCEMENT.

Verification pursuant to Section 92.525, Florida Statutes: Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

_____ _____
Signature of Owner/A Natural Person Date
(or Owner's Authorized Officer/Director/Partner/Manager)

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 _____ (print name of person) as _____ (type of authority, e.g. officer, trustee, attorney in fact) for _____ (name of party on behalf of whom instrument was executed).

_____ Personally Known _____ or Produced Identification _____
Notary Public (Seal)

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, 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 the 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, services or provided services or materials to your property. Make sure that your contractor provides you with 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 job site. (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.)
- 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 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.

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 or http://www.myfloridalicense.com/contactus/

Or write to: Florida Department of Business and Professional Regulation
2601 Blair Stone Road
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com› *Search for a Licensee.*

You may also contact your local building department or the Better Business Bureau.

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Public Works
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Fax: 352-307-7708

REQUEST FOR WATER/SEWER CONNECTION QUOTE

Address: _____ Parcel #: _____ Date: _____

Developer / Business Name: _____

Phone #: _____ Email Address: _____

☐ Residential
Total Sq Ft Under Roof: _____ Irrigation Meter?: _____

If Multifamily:
# of units:_____ Sq. Ft of Each: _____ Total Sq Ft: _____

☐ Commercial
# of units:_____ Sq. Ft of Each: _____ Total Sq Ft: _____

Type of Business(es): _____

Complete applicable fields:
Beauty Shops: # of chairs _____ for each nail tech, styling, washing etc.
Medical: # of practitioners _____ # of employees _____
Assemblies: seating capacity: _____ food available? _____
Restaurants: seating capacity: _____ carry out: _____
Schools/Daycares: # of pupils _____ # of staff _____ food available? _____
Office / Warehouse: # of employees per 8-hour shift _____ # of restrooms _____
Meter size needed (if above standard): _____ Irrigation Meter needed? _____

NOTICE:
I realize that this is an approximate quote, and fees are subject to change at any time, and that the fees will be different if the business conducted at this location differs from what is listed above. Further, I am aware impact fee quotes are valid through the end of the calendar year due to CCI increases that take effect on January 1.

_____ _____
Signature of person making request Printed name of person making request

FOR OFFICE USE ONLY

Water Connection Fee:	_____	Other - _____:		_____	
Sewer Lateral Insp Fee:	_____	Other - _____:		_____	
Irrigation Meter:	_____	Other - _____:		_____	
Water Dev Charge:	_____	Boring Charge:		_____	
Sewer Dev Charge:	_____				
Deposit:	_____				
Total:	_____				

Comment/Special Instructions: _____

_____

Public Works Employee: _____ Date: _____