

Residential Storm Repair Permitting in a Floodplain Forms Packet

1. Floodplain Substantial Improvement Package

- This package is for structures in the floodplain that are not compliant with the floodplain management regulations. You will be required to provide a completed Substantial Improvement Package upon submitting a building permit for an improvement on a structure in the floodplain.
- Application for Construction in a Floodplain
- Floodplain Substantial Improvement Disclosure Form
- Cost Breakdown- You will be required to submit a Cost Breakdown Itemization upon submitting a building permit plan for an improvement on a structure in the floodplain that are not compliant with the floodplain management regulations. This detailed cost breakdown is to be completed and signed by either the contractor or the property owner.

2. Subcontractor List (only when applicable)

- Required when engaging multiple trades (i.e., building and electrical)

3. To submit the application, go to pinellas.gov/pinellas-county-access-portal-instructions and follow the Access Portal How-To instructions.

- Digitally signed-and-sealed plans may be required depending on the scope of work.

4. Notice of Commencement (only when applicable)

- Items 1 through 4 must be completed.
Notice must be notarized and then recorded by the Clerk of the Court before submitting to BDRS.

5. Owner Affidavit (only when applicable)



FLOODPLAIN SUBSTANTIAL IMPROVEMENT PACKAGE

This package is for structures in the floodplain that are not compliant with the floodplain management regulations. You will be required to provide a completed Substantial Improvement Package upon submitting a building permit for an improvement on a structure in the floodplain. The package consists of the following items:

- Cost Breakdown Itemization
- Application for Construction in a Floodplain
- Floodplain Substantial Improvement Disclosure Form

You will be required to submit a Cost Breakdown Itemization upon submitting a building permit plan for an improvement on a structure in the floodplain that are not compliant with the floodplain management regulations. This detailed cost breakdown is to be completed and signed by either the contractor or by the owner-builder.

The itemization consists of a cover page outlining the overall information for the project, a Building Shell breakdown page, a breakdown page for each floor, and a breakdown page for other costs. You can add additional floor pages as needed. If a page is not necessary, do not complete it and remove it from the package before submittal. Each breakdown page consists of a line item and related information/costs associated with that line item. Use the following procedures for each applicable page in the package.

IMPORTANT: MUST FOLLOW THE INSTRUCTIONS ON PAGES 8-10.



FLOODPLAIN COST BREAKDOWN COVER PAGE

Items with an asterisk (*) are required. All elevations must be recorded in NAVD88 datum.

* Contractor Type (check one): ☐ Licensed Contractor ☐ Owner-Builder
 * Substantial Improvement Threshold (check one): ☐ 49% ☐ 50% ☐ Other: _____

* Permit Number:		* Permit Application Date:	
* Base Flood Elevation (BFE):		* BFE Source:	
* Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Design Flood Elevation (DFE):	
* Coastal A Zone or V Zone:		* Substantial Improvement Limit:	\$
* Pinellas County Property Appraiser (PCPAO) Market Value of Structure (found on the FEMA/WLM Letter):	\$	Private Market Value Appraisal of Structure (Depreciated Value):	\$

Property Address:	
* Parcel ID:	
* Legal Description:	

* Cost of Shell:	\$	Contractor Profit/Overhead:	\$
* Cost of Enclosure/First Floor:	\$		
Cost of Second Floor:	\$	* Project Subtotal:	\$
Cost of Additional Floors:	\$		
Other Costs:	\$	* Total Project Cost:	\$
* Total Cost of Shell and Floors:	\$	Total Cost of Other Related Permits:	\$

* Contractor or Owner-Builder Name:	
Contractor Company Name:	
Contractor Company Address:	
* Contractor or Owner-Builder Phone Number:	
Contractor State License Number:	
* Contractor or Owner-Builder Signature:	

FLOODPLAIN BUILDING SHELL COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Site Preparation						
Exterior Demolition & Debris Removal						
Footings						
Floor Slabs						
Termite Treatment						
Exterior Frame Walls						
Exterior Masonry & Concrete Walls						
Floor Framing						
Floor Sheathing						
Roof & Ceiling Framing						
Roof Sheathing						
Roof Covering						
Gutters & Downspouts						
Fascia & Soffits						
Exterior Stairs/Handrails/Landings						
Exterior Decks & Balconies						
Exterior Guardrails						
Exterior Wall Covering (Stucco)						
Exterior Wall Covering (Vinyl Siding)						
Exterior Wall Covering (Aluminum Siding)						
Exterior Wall Covering (Hardie Material)						
Exterior Wall Covering (Wood Products)						
Exterior Wall Covering (Paint)						
Exterior Wall Covering (Other)						
Windows						
Exterior Doors						
Glass Block						
Garage Doors & Openers						
Skylights & Solar Tubes						
Glazing Protection						
Waste Plumbing						
Potable (Drinking) Water Plumbing						
Potable (Drinking) Water Filtration/ Conditioning/Recirculation System						
A/C Compressor/Condenser Unit & Wiring						
A/C Air Handler Unit & Wiring						
Solar Panels & Equipment						
Installed Generator						
Exterior Beams & Columns						
Decorative Moldings						
Ceiling Insulation						
Wall Insulation						
Floor Insulation						
Flood Vents						
Fire Suppression System						
Fire Escape						

Total Building Shell Cost: \$ _____

FLOODPLAIN ENCLOSURE/FIRST FLOOR COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

Total Enclosure/First Floor Cost: \$ _____

FLOODPLAIN SECOND FLOOR COST BREAKDOWN WORKSHEET

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

Total Second Floor Cost: \$_____

FLOODPLAIN OTHER FLOORS COST BREAKDOWN WORKSHEET

Other Floor Number: _____

Item	N/A	Area/Quantity	New Materials	Used Materials	Labor	Total
Interior Demolition & Debris Removal						
Wall Framing						
Drywall – Walls						
Drywall – Ceiling						
Wall Finish/Painting/Covering						
Ceiling Finish/Painting/Covering						
Baseboard/Crown Molding/Trim Boards						
Floor Covering						
Electrical Service Panel						
Electrical Sub Panel						
Electrical Receptacles (120 VAC)						
Electrical Receptacles (240 VAC)						
Electrical Light Fixtures & Switches						
Ceiling Fans & Exhaust Fans						
Electrical Wiring						
Central Vacuum System						
Security System & Intercom System						
A/C Ducting						
Sinks						
Toilets						
Bathtubs & Jacuzzis						
Showers						
Water Heater						
Washing Machine & Dryer Hookup						
Sump Pumps						
Built-in Appliances						
Built-in Furniture						
Closet Shelving						
Cabinets & Vanities						
Counter Tops						
Interior Doors						
Fireplace/Hearth/Mantel						
Chimney / Chimney Cap						
Elevator & Equipment						
Interior Stairs/Handrails/Landings						
Interior Guardrails						

Total Other Floor Cost: \$ _____

FLOODPLAIN OTHER COST BREAKDOWN WORKSHEET

[illegible]

Total Other Cost: \$_____

FLOODPLAIN COST BREAKDOWN PACKAGE INSTRUCTIONS

Floodplain Cost Breakdown Cover Sheet:

1. At the top of the cover page, select if you are a *“Licensed Contractor”* or an *“Owner-Builder”* and select the *“Substantial Improvement Threshold”*. Unincorporated Pinellas County has a 49% substantial improvement threshold. Check with the municipality to determine what the substantial improvement threshold is.
2. Complete the other required sections denoted with an asterisk.
 - a. The *“BFE Source”* section is to identify where the Base Flood Elevation (BFE) is coming from. This could be FEMA FIRM, FIS Profile, Vulnerability Assessment, Pinellas County Stormwater Master plan (SWMP), or a Pinellas County Watershed Management Plan (WMP). There is a drop-down list to select from.
3. Once all the applicable worksheets are complete, the *“Cost of Shell”*, *“Cost of Enclosure/First Floor”*, *“Cost of Second Floor”*, *Cost of Additional Floors”*, *“Other Costs”*, and the *“Total Cost of Shell and Floors”* on the cover sheet will auto-calculate.
4. The *“Contractor Profit/Overhead”* portion is for Contractors only. If you are NOT a contractor, leave this line blank. Contractors insert their Profit/Overhead costs for this project in this section (10% minimum). This should reflect the necessary costs for operating their business above the actual material and labor costs for the project, such as accounting, utilities, office expenses, etc.
5. The *“Project Subtotal”* and *“Total project Cost”* will auto-calculate.
6. The *“Total Cost of Other Related Permits”* is the total cost of permits that were completed on the structure within the last year.
7. At the bottom of the cover page, complete the sections for *“Contractor or Owner-Builder Name”*, *“Contractor Company Name”*, *“Contractor Company Address”*, *“Contractor or Owner-Builder Phone Number”*, *“Contractor State Registration or Certification Number”*, and sign the page.

Floodplain Cost Breakdown Worksheets:

1. Check column *“N/A”* if the item is not used on your project.
2. Fill in the *“Area/Quantity”* column as necessary to provide an estimate of the size of the work area or the quantity of items, such as square feet of drywall, number of outlets, doors, windows, etc.
3. The *“New Materials”* column is for costs of new materials being used for that specific line item.
4. The *“Used Materials”* column is for costs of purchased used materials or when removed materials are being re-installed for that specific line item. Insert the material cost of purchasing the used material, repairing the reused item (if any), or storing the existing materials. This will indicate items which were remove and reinstalled on the project and not needed to be re-purchased (kitchen cabinets removed and reinstalled, interior doors reused, etc.) (Refer to Section 4.4.4 of the *FEMA Substantial Improvement/Substantial Damage Desk Reference, FEMA P-758*).
5. All items, new or reused, will have an associated labor cost involved. Insert this cost in the *“Labor”* column. The associated labor cost should align with International Code Council (ICC).
6. The *“Total”* column will auto-calculate based on what is inserted in the other columns.
7. Once the worksheets are complete, the *“Total Cost”* section at the bottom of the pages with auto-calculate.
8. If an item or work description is not part of the cost breakdown and is found on the plans, the cost breakdown will be rejected.
9. Do not include the primary/general contractor’s profit or contingencies on the cost breakdown pages. This is factored in on the cover sheet.
10. If there are any items used on this project that are not listed on the worksheets, add them on the *“Floodplain Other Cost Breakdown Worksheet”* in the blank spaces provided.

ITEMS EXCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

General:

- Plans and specifications
- Temporary stabilization of a building (so its safe to assess required repairs)
- Survey costs
- Permit fees and inspection fees
- Trash removal needed before improvements or repairs can be performed (e.g., removal of debris and trash from building or lot, dumpster rental, transport fees to landfill, and landfill tipping fees)
- Clean-up needed before improvements or repairs can be performed (e.g., dirt and mud removal, cleaning, disinfecting, and building dry out)
- Plug-in appliances (e.g., washers, dryers, and stoves)
- Costs required for the minimum necessary work to correct existing violations of health, safety, and sanitary codes

Items not considered real property including:

- Throw rugs
- Carpeting and re-carpeting installed over finished flooring such as wood or tiling
- Furniture that is not built-in
- Refrigerators
- Appliances which are not built-in (e.g., free standing microwave on the counter is not considered built-in)

Outside improvements including:

- Landscaping
- Irrigation systems
- Sidewalks and driveways
- Fences
- Yard lights
- Swimming pools and outdoor spas
- Screened pool enclosures
- Sheds
- Gazebos
- Detached structures (including detached garages)
- Docks and davits
- Seawalls
- Decks

ITEMS INCLUDED IN SUBSTANTIAL IMPROVEMENT COST BREAKDOWN

All structural elements including:

- Foundations (e.g., spread or continuous foundation footings, pilings, posts, piers, perimeter walls, chain walls, etc.)
- Monolithic or other types of concrete slabs
- Bearing walls, tie beams and trusses
- Wood or reinforced concrete decking or roofing
- Floors and ceilings
- Attached decks and porches
- Interior partition walls
- Exterior wall finishes (e.g., brick, stucco, or siding) including painting and decorative moldings
- Windows and doors
- Repairing or relocating roof trusses
- Re-shingling or re-tiling a roof
- Gutters and downspouts
- Hardware
- Staircases

All interior finish elements including:

- Tiling, linoleum, stone, or carpet over sub-flooring
- Bathroom tiling and fixtures
- Wall finishes (e.g., drywall, painting, stucco, plaster, paneling, marble, or other decorative finishes)
- Kitchen, utility, and bathroom cabinets
- Built-in bookcases, cabinets, entertainment, and other built-in furniture
- Insulation
- Hardware

All utility and service equipment including:

- HVAC equipment
- Repair or reconstruction of plumbing and electrical services
- Electrical wiring, outlets, and switches
- Light fixtures and ceiling fans
- Intercom and security systems (Hard wired, professional systems)
- Built-in kitchen appliances (e.g., dishwasher, refrigerator, etc.)
- Central vacuum systems
- Potable (drinking) water wells, associated equipment, and plumbing
- Septic tanks, drain fields, associated equipment and plumbing
- Water filtration, conditioning, or recirculation systems
- Solar paneling and equipment
- Elevators and necessary equipment
- Installed generators servicing the structure and associated components

Additional costs:

- Materials and labor (must be included even if donated)
- Site preparation related to the improvement or repair (e.g., foundation repair or grading)
- Demolition and construction debris removal
- Costs associated with demolishing, removing, or altering building components
- Sales taxes on materials
- Costs associated with complying with any other regulations or code requirement that is triggered by the work (including costs to comply with ADA)
- Construction management and supervision
- Overhead and profit

APPLICATION FOR CONSTRUCTION IN A FLOODPLAIN

Directions: Complete the project information tables. Read the floodplain requirements as well as the additional requirements and respond accordingly. Then read and complete the applicant acknowledgments on the subsequent pages. All elevations must be recorded in NAVD88 datum.

Project Information

Items with an asterisk (*) are required.

* Applicant Name:		* Permit Application Date:	
* Base Flood Elevation (BFE):		* BFE Source:	
* Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Design Flood Elevation (DFE):	
* Coastal A Zone or V Zone:		* Total Cost of Construction:	\$

Property Address:	
* Parcel ID:	

* Section:		* Township:		* Range:	
* Subdivision:		* Block:		* Lot:	

* Description of Work (check one):

- | | | |
|---|-------------------------------------|--|
| <input type="checkbox"/> New Commercial/Non-Residential | <input type="checkbox"/> Fill | <input type="checkbox"/> Addition** |
| <input type="checkbox"/> New Residence | <input type="checkbox"/> Grading | <input type="checkbox"/> Commercial/Non-Residential Improvements** |
| <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Excavation | <input type="checkbox"/> Residential Improvements** |
| <input type="checkbox"/> Accessory/Agricultural | | <input type="checkbox"/> Other: _____ |

** "Floodplain Substantial Improvement Disclosure Form" and "Cost Breakdown Itemization" are required.

* Applicant Name:		* Permit Application Date:	
Property Address:		* Parcel ID:	

Floodplain Requirements

		YES	NO	N/A
1.	The building permit application must be approved by Development Review Services and a Certified Floodplain Manager (CFM)..			
2.	An Application for Construction in a Floodplain must be complete and sealed by an engineer or architect.			
3.	Non-Conversion Acknowledgement Form must be recorded with the Clerk of Courts and provided to the Building Department prior to final inspection.			
4.	The plans must show the proposed elevation (in NAVD88 datum) of all floors. The use of all areas must be noted on the plans.			
5.	The only permitted use below the base flood elevation (BFE) plus freeboard or the design flood elevation, whichever is higher, shall not be partitioned or finished into separate rooms except for building access, parking, or storage area no larger than 100 square feet with one dimension not to exceed 6 feet in length.			
6.	All enclosed areas below the base flood elevation plus freeboard or the design flood elevation, whichever is higher, (areas under structure without fill) must have flood openings of 1 square inch for each square foot of floor area for venting of water. The bottom of the openings shall be no higher than 1-foot above grade or 1-foot above finished floor of enclosure or garage.			
7.	All materials used below the base flood elevation plus freeboard or design flood elevation, which is higher, must be of flood resistant material.			
8.	All utilities, electric, water heater, furnace, air conditioning compressor/unit, washer/dryer, etc. must be above base flood elevation plus freeboard or design flood elevation, which is higher.			
9.	An under-construction elevation certificate must be submitted at the first inspection after the lowest floor elevation has been established and prior to vertical construction. A tie in survey meeting the requirements of Chapter 472, Florida Statutes and Rules 5J-17 F.A.C. must be submitted and approved at frame inspection. A finished construction elevation certificate is required prior to final building inspection approval and elevation documentation per section (administration) 110.3 of the Florida Building Code.			
10.	Manufactured homes (mobile homes, permanent R.V.) placed or substantially improved in an existing park are to be elevated to the minimum base flood elevation (BFE) plus freeboard, the design flood elevation, or a minimum of 3 feet above existing grade to the bottom of the frame, whichever is higher. If the home was substantially damaged by flood, it must be elevated to the minimum base flood elevation (BFE) plus freeboard or the design flood elevation, whichever is higher, for the "Lowest Floor".			

Additional Requirements for Coastal A Zones (CAZ) and/or V Zones

		YES	NO	N/A
1.	The entire plan must be sealed by an engineer or architect and contain the statement listed on the following page. Plans must be of professional drafting quality.			
2.	The structure must be on engineering posts, piles, piers, and columns. No more than 20% sheer walls are permitted.			
3.	The proposed elevations of all floors (NAVD88), the roof peak and the "Bottom of the Lowest Horizontal Structural Member" must be shown on the drawings.			
4.	The plans must show details of the breakaway wall construction and comply with Florida Building Code (FBC) Residential Flood Resistant Construction or FBC – Building Flood Loads, and FEMA NFIP Technical Bulletin 9 – Design and Construction Guidance for Breakaway Walls.			
5.	The breakaway wall must be obvious after construction. Expansion joints may not be plastered over.			
6.	The breakaway walls must not wrap around the engineered columns, posts, piers, or pilings. The breakaway walls must be installed in-between the engineered columns, posts, piers, or pilings.			
7.	Utilities such as electric panels, water spigots, and electric outlets, cannot be attached to the breakaway walls.			
8.	The breakaway walls cannot be nailed over the engineered columns, posts, piles, piers, or floor beams.			
9.	All materials used below the base flood elevation (BFE) plus freeboard or the design flood elevation, whichever is higher, must be of flood resistant material. Refer to FEMA Technical Bulletin 2 – Flood Damage Resistant Materials Requirements.			
10.	No fill shall be used on the property.			
11.	Prior to final inspection, a FEMA V Zone Design Certificate completed by an engineer or architect must be submitted.			

Note: If breakaway walls are used and/or garage is below the base flood elevation, it is recommended that your insurance carrier be contacted as the use of breakaway walls may make your insurance rate prohibitively high.

* Applicant Name:		* Permit Application Date:	
Property Address:		* Parcel ID:	

Applicant Acknowledgements

I certify that this application, together with plans and specifications, show a true representation of construction to be accomplished under this permit. It is understood that any deviations from the original documents will render the permit issued under this application null and void, unless approved by the Building Official and a Certified Floodplain Manager (CFM). I agree to conform to all Building Department regulations and Pinellas County Ordinances regulating building and zoning ordinances. I agree to conform to the Pinellas County Code of Ordinance, Part III – Land Development Code, Chapter 158 – Floodplain Management. I also understand and agree to the following:

- If the project is not started after 180 days, the permit issued under this application is invalid and will not be refunded.
- An as-built survey that meets the requirements of Chapter 472, Florida Statutes and rules 5J-17 F.A.C. will be required to be on the job site at the time of the frame inspection.
- If applicable, flood-proofing information must be attached (flood-proofing is not recommended).

If construction is in a CAZ and/or V Zones, this form and the plans must be sealed by an engineer or architect and must show piling design, breakaway wall details and what the breakaway walls are to enclose. A FEMA V Zone Design Certificate sealed by an engineer or architect must be submitted prior to final inspection. The plans must also contain the statement:

"I certify I have read the Pinellas County Code of Ordinance, Part III – Land Development Code, Chapter 158 – Floodplain Management and the plans submitted comply. I further certify the building structure is securely anchored to adequately anchored pilings and/or columns to withstand velocity waters and hurricane wave wash to the base flood elevation plus freeboard or the design flood elevation, whichever is higher."

Signature of Applicant

Date Signed

Required Engineer or Architect Acknowledgement for Coastal A Zones (CAZ) and/or V Zones

I certify I have read the Pinellas County Code of Ordinance, Part III – Land Development Code, Chapter 158 – Floodplain Management and the plans submitted comply. I further certify the building structure is securely anchored to adequately anchored pilings and/or columns to withstand velocity waters and hurricane wave wash to the base flood elevation plus freeboard or the design flood elevation, whichever is higher.

Signature of Engineer or Architect

Florida License Number

Date Signed

Place Engineer or Architect Seal Here



FLOODPLAIN SUBSTANTIAL IMPROVEMENT DISCLOSURE FORM

This form is for structures in the floodplain. You will be required to submit this form upon submitting a building permit plan for an improvement or damage repair on a structure in the floodplain. This form is to be completed by the structure owner and the contractor. **Items with an asterisk (*) are required.**

* Jurisdiction: _____

* Substantial Improvement Limit (check one): ☐ 49% ☐ 50% ☐ Other: _____

* Permit Number:		* Permit Application Date:	
* Base Flood Elevation (BFE):		* BFE Source:	
* Proposed Lowest Floor Elevation (LFE) or Lowest Horizontal Structural Member (LHSM):		* Design Flood Elevation (DFE):	
* Total Cost of Improvement:	\$	* Substantial Improvement Limit:	\$
* Pinellas County Property Appraiser (PCPAO) Market Value of Structure (found on the FEMA/WLM Letter):	\$	Private Actual Cash Value Appraisal of Structure (Depreciated Value):	\$

Property Address:	
* Parcel ID:	
* Legal Description:	
* Contractor Company Name:	
* Contractor State License Number:	

I fully understand that phasing improvements to the building is not permitted. I hereby attest that the description in the permit application for the work on the existing building that is located at the property identified above is all the work that will be done, including all improvements, rehabilitation, remodeling, repairs, additions, and any other form of improvement. I fully understand all additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e., termite damage, or deteriorated wood) may trigger the requirement for total compliance with flood regulations of this structure. Owner and contractor agree that the total scope and cost of this project shall not be increased in any manner without the express written consent of Pinellas County Building and Development Review Services. Further acknowledgement is made that any increase may require the entire structure to comply with current Pinellas County flood regulations and applicable building codes. I also understand that I am subject to enforcement action and/or fines if inspection of the property reveals that I have made or authorized repairs or improvements that were not included in the description of work and the cost estimate for that work that were the basis for issuance of a permit.

Signature of Property Owner

Signature of Contractor

Printed Name of Property Owner

Printed Name of Contractor

Date Signed

Date Signed

**Subcontractor List**

Form must be submitted and signed by the **Primary Contractor** (permit holder) or an authorized agent (must have notarized authorization letter on file). For additional subcontractors in a trade use additional form. Form must be submitted prior to being able to schedule any subcontractor inspections. For information or questions regarding this form call **(727) 464-3888**.

Email to BLDDlweb@pinellas.gov or mail to 440 Court St Clearwater FL 33547

Permit #: _____	Date: _____
Job Address: _____	
Primary Contractor: _____	Company Name: _____
License #: _____	Phone #: _____

List Subcontractor Information Below

Building	Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Roofing	Contractor Name: _____ Company Name: _____ Solar Panel R & R Yes <input type="checkbox"/> No <input type="checkbox"/> Quantity: _____	License #: _____ Phone #: _____ Roof A/C Unit R & R Yes <input type="checkbox"/> No <input type="checkbox"/> Quantity: _____
Electrical	Building <input type="checkbox"/> Alarm <input type="checkbox"/> Low Voltage <input type="checkbox"/> Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Plumbing	Building <input type="checkbox"/> Irrigation <input type="checkbox"/> Site Utilities <input type="checkbox"/> Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Fuel Gas	Interior <input type="checkbox"/> Exterior/Underground <input type="checkbox"/> Contractor Name: _____ Company Name: _____	Tank AG <input type="checkbox"/> UG <input type="checkbox"/> License #: _____ Phone #: _____
Information	List Appliances: _____ List Appliances: _____ Piping <input type="checkbox"/> Venting <input type="checkbox"/> Both <input type="checkbox"/> LPG <input type="checkbox"/> Natural <input type="checkbox"/> Gas Supplier	
Mechanical	Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Equipment	A/C <input type="checkbox"/> Refrigeration <input type="checkbox"/> MFG: _____ AHU#: _____ Con#: _____ A/C <input type="checkbox"/> Refrigeration <input type="checkbox"/> MFG: _____ AHU#: _____ Con#: _____ A/C <input type="checkbox"/> Refrigeration <input type="checkbox"/> MFG: _____ AHU#: _____ Con#: _____	
Hood	Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Chemical	Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Fire Sprinkler	Interior <input type="checkbox"/> Exterior/Underground <input type="checkbox"/> Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Solar	Contractor Name: _____ Company Name: _____	License #: _____ Phone #: _____
Equipment	Pool Heater Yes <input type="checkbox"/> No <input type="checkbox"/> B <input type="checkbox"/> P <input type="checkbox"/> E <input type="checkbox"/> M <input type="checkbox"/> Domestic HW Yes <input type="checkbox"/> No <input type="checkbox"/> Space HTG Yes <input type="checkbox"/> No <input type="checkbox"/> Photo Voltaic Yes <input type="checkbox"/> No <input type="checkbox"/>	

Signature Note Electronic Signatures Acceptable

Print Name Contractor ☐ Authorized Agent ☐

Permit Number _____

Parcel ID Number _____

NOTICE OF COMMENCEMENT

State of Florida

County of Pinellas

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

THIS AREA IS RESERVED FOR
CLERK OF THE COURT
CERTIFICATION

1. Description of property (legal description) _____

a. Street (job) Address _____

2. General description of improvements _____

3. Owner Information or Lessee Information if the Lessee contracted for the improvement

a. Name and address _____

b. Name and address of fee simple titleholder (if different than Owner listed above) _____

c. Interest in property _____

4. Contractor Information

a. Name and address _____

b. Telephone No. _____

5. Surety (if applicable, a copy of the payment bond is attached)

a. Name and address _____

b. Telephone No. _____

c. Amount of Bond \$ _____

6. Lender

a. Name and address _____

b. Telephone No. _____

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

a. Name and address _____

b. Telephone No. _____

8. In addition to himself or herself, Owner designates _____ of _____

to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

a. Telephone No. of Person or entity designated by Owner _____

9. Expiration date of notice of commencement (the expiration date may not be before the completion of construction and final payment to the contractor, but will be one (1) year from the date of recording unless a different date is specified _____, 20 _____)

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.

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ on-line notarization, this _____ day of _____, 20____ by _____, 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 ☐ Type of Identification Produced _____

SIGNATURE OF NOTARY

PRINT NAME

NOTARY STAMP

NOC Revised 10-2022



OWNER/CONTRACTOR AFFIDAVIT

To qualify for exemption, an owner must personally appear and sign the building permit application and the permit receipt and must satisfy all BDRS requirements, if any, proving that the owner has a complete understanding of their obligations under the law as specified in the disclosure statement in this section.

Disclosure Statement 489.103(7) F.S. and Section 26, Chapter 75-489, Laws of Florida, as amended(*)

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 \$75,000.00*. 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.
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 address listed below in the Owner Information section.
12. I agree to notify Pinellas County BDRS 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 other type of verification acceptable to the local permitting agency is required when the permit is issued.

Owner Information

Property Owner Name _____

Property Owner Address _____

Contact Telephone Number _____ Email _____

Driver License Number or Other form of Identification _____

Owner Statement

I hereby request exemption from the licensed contractor requirements and have read and understand the provisions of exemption and my responsibilities stated above. I have had any questions properly explained to me.

Owner's Signature _____ Date Signed _____