BAY COUNTY BUILDERS’ SERVICES DIVISION

DOCK & SEAWALL PLAN REVIEW SUBMITTAL

AVOID PROCESSING DELAYS
Please provide all applicable items listed below

1. _____ Engineered design specifications for seawall

2. _____ Site plan showing footprint of proposed scope of work, equipment location, set backs, and any easements (2 copies)

3. _____ Complete, notarized Building Permit Application

4. _____ Approval from Planning & Zoning Department (required) if for commercial use

5. _____ Certified copy of Notice of Commencement if over $2,500.00

6. _____ Development Order if within City of Panama City.

Applicant’s Signature_________________________ Date_________________________

Phone #_________________________ Cell #_________________________

E-mail_________________________

***Environmental Permits May Be Required

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.
APPLICATION FOR BUILDING PERMIT  


OWNER'S NAME: ___________________________ Phone #: ___________________________
Address: ____________________________________________________________

PROJECT ADDRESS: ___________________________________ Parcel ID ___________________________
Proposed use of site: ____________________________________________________________
Commercial Projects, please list name of business: ____________________________

CONTRACTOR'S NAME: _______________________________________________________
Address: _________________________________________________________________
Contact Phone #: ___________________ Cell #: ___________________ E-mail: ___________________
State License #: ________________________ Competency Card: ___________________________

INTENDED OCCUPANCY:

☐ Public Lodging Establishment* ☐ Single Family Residence ☐ Commercial

BUILDING INFORMATION:

☐ Residential ☐ Commercial Valuation of Work: $ __________________________

☐ New ☐ Addition ☐ Alter/Repair ☐ Other: __________________________

Number of Stories ___________ Number of Units ___________ Square Ft. – U.R.: ___________
Square Ft. – H/C: ___________

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<th>Windows</th>
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<tr>
<td>Other (describe)</td>
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*Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.
BONDING COMPANY:  
Address:  
City, State & Zip Code:  

ARCHITECT’S/ENGINEER’S NAME:  
Address:  
City, State & Zip Code:  

MORTGAGE LENDER’S NAME:  
Address:  
City, State & Zip Code:  

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation 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 must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

NOTICE: Bay County Builders’ Services Division does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

For improvements to real property with a construction cost of $2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to Builders’ Services when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an Affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to Builders’ Services and posted on the jobsite before the first inspection can be performed.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner’s or operator’s responsibility to comply with the provisions of Section 469.003, Florida Statutes, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

Owner/Agent/Contractor Affidavit
I certify that all statements, drawings, and other information submitted on and with this application are true and correct and that all work will be done in compliance with all applicable laws. I further certify that I have reviewed the applicable regulations associated with the proposed construction and intended use. I understand that the submittal of incorrect information or any changes which vary from the approved plans will result in the revocation of this permit.

(Signature of Owner)  Date  (Signature of Contractor)  Date

(Signature of Notary Public – Stamp or Seal)  Date  (Signature of Notary Public – Stamp or Seal)  Date

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.
NOTICE OF COMMENCEMENT

Permit No.__________________________  Tax Folio No.__________________________
State of Florida
County of Bay

To Whom It May Concern:
The undersigned hereby gives Notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

Description of property (legal description of the property, and street address if available): ____________________________

General description of improvement:______________________________________________________________

Owner Name:__________________________________________________________
Address:______________________________________________________________
Owner’s interest in site of the improvement: _________________________________
Fee Simple Titleholder Name: _____________________________________________
Address: ______________________________________________________________

Contractor Name: ______________________________________________________
Address: ______________________________________________________________
Phone Number: _________________________________________________________
Payment Bond Surety: ____________________________________________________
Address: ______________________________________________________________
Phone Number: ________________________ Amount of Bond: $ _________________

Lender Name: ______________________________
Address: ______________________________
Phone Number: __________________________

Person within the State of Florida designated by Owner upon whom Notices or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:
Name ________________________________________________________________
Address ______________________________________________________________
Phone Number: _________________________________________________________

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. Phone Number: ____________________________

Expiration date of Notice of Commencement is one (1) year from date of recording unless a different date is specified ____________.

Signature of Owner ____________________________________________

Sworn to (or affirmed) and subscribed before me this ____________ day of ____________, 20___, by ________________ ____________________________ (name of person making statement).

Signature of Notary Public (State of Florida)

Notary Seal

Personally Known ______________ or Produced Identification ______________
Type of Identification Produced ________________________________

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER 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 ON RECORDING YOUR NOTICE OF COMMENCEMENT.

Revised 5/30/12