

MARGO D. ANDERSON
MAYOR

JOEL B. SCHUBERT
CITY MANAGER

ROBERT C. JACKSON
CITY ATTORNEY



COMMISSIONERS
JOSEPH ASHBROOK
ANTONIUS G. BARNES
RODNEY FRIEND
ROGER P. SCHAD

LYNN HAVEN BUILDING SAFETY DEPARTMENT

COMMERICAL PLAN REVIEW SUBMITTAL FORMS

COMMERCIAL STRUCTURES, ADDITIONS, & RESIDENTIAL THREE OR MORE UNITS

Please Provide All Applicable Items Listed Below

1. TWO COMPLETE SET OF PLANS, drawn to scale & TWO DIGITAL DISC (Total of 4 complete sets).
Plans must be executed and sealed by engineer and contain the follow:
 - A. Site Plan (All Structures, water, dimensions, property lines, setbacks, adjacent areas, driveways, sidewalks, patios, swimming pool, impervious surface, site drainage, and proposed floor elevation.)
 - B. Dimensioned foundation and footing plans
 - C. Complete floor plan indicating all bearing walls (With additions, show existing floor plan)
 - D. Wall section(s), foundation through roof. Include panel nailing schedules
 - E. Elevations and Accessibility features
 - F. Electrical, plumbing and HVAC plans (Location of all Smoke Detectors)
 - G. Detailed Fire Alarm and Fire Protection plans
 - H. Method of compliance with wind-load. Lynn Haven is located in 130 MPH wind zone
Wind-Load Design (Check One)
 1. Architect's/Engineer's Design
 2. Other (explain) _____
2. Completed and notarized Building Permit Packet including
 - A. Notarized Owner/Builder Affidavit (if not using a licensed contractor)
 - B. Recorded Notice of Commencement
 - C. Signed Flood Zone handout
 - D. Finished Floor Elevation Affidavit
 - E. Signed Florida Product Approval Affidavit
3. Florida Energy Form
4. Property ID # _____, legal description and copy of Deed
5. Septic Tank Permit (if required)
6. Approvals from Planning Department
7. Need Irrigation meter Yes No (check one)

Applicant's Signature _____

Contact # _____

E-Mail _____

THIS REVIEW FORM MUST BE COMPLETED AND SUBMITTED WITH BUILDING PERMIT APPLICATION

APPLICATION FOR BUILDING PERMIT

DATE: _____

OWNER'S NAME: _____

TELEPHONE # _____ CELL # _____

CONTRACTOR'S NAME: _____

COMPANY NAME: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone: _____ Cell: _____ FL Lic # _____

ADDRESS OF PROJECT: _____

PARCEL #: _____

Business: _____

Bonding Company: _____

Address: _____

Architect's/Engineer's Name: _____

Address: _____

Mortgage Lender's Name: _____

Address: _____

PURPOSE OF BUILDING:

Single Family Townhouse Commercial Industrial
 Duplex Swimming Pool Storage Sign
 Multi-Family Demolition Other
 Alteration, Addition or Renovation to _____ Building

Cost of Construction \$ _____

825 Ohio Avenue • Lynn Haven, FL 32444
(850) 265-7316 • Fax (850) 265-7300
www.cityoflynnhaven.com
buildingdepartment@cityoflynnhaven.com

Distance from property line: Front _____ Side _____ Rear _____
Footage _____ EPI _____ Flood Zone _____ Lowest Floor Elev. _____
Total Area _____ Heated/Cooled _____ Garage Area _____
Porches Area _____ Number of Stories _____
Type of Roof _____ Type of Walls _____
Extreme Dimensions of Length _____ Height _____ Width _____

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 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.

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 the Lynn Haven Building Department 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 this recording. A certified copy of the Notice of Commencement must be provided to the Lynn Haven Building Department before the first can be performed and posted on the jobsite.

NOTICE: The Lynn Haven Building Department 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.

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.

CONTRACTOR'S/OWNER'S AFFIDAVIT:

I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulation construction and zoning.

Signature of Owner or Agent

Signature of Contractor

Date: _____

Date: _____

Notary as to Owner or Agent

Notary as to Contractor

My Comm. Expires _____

My Comm. Expires _____

Application approved by: _____ **Plans Reviewer**

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NOTICE OF COMMENCEMENT

Permit No. _____
State of Florida
County of Bay

Tax Folio No. _____

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)

Personally Known _____ or Produced Identification _____
Type of Identification Produced _____

NOTARY SEAL

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.

"A" AND "V" FLOOD ZONES

IMPORTANT INFORMATION FOR THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated June 16, 2009. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a "benchmark" on the property, which is used to determine how high this flood water level will be on your property.

- **You must then build your floor above that flood water level.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required. For site built homes, two elevation certificates are required.**

In the City of Lynn Haven, your lowest floor must be **1 foot above the BFE or 1 foot above crown of roadway**. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an "Elevation Certificate" (EC) that will verify your building floor is in compliance.

- **Don't wait to get this first Elevation Certificate.**

It is important to get this *first* EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), it will have to be raised to the proper level.

- **NOTE: Section 1103 of the code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, these items must meet the elevation requirements also), flood venting if needed, etc.

- **NOTE: Per section 1103 of the code, the final inspection and Certificate of Occupancy cannot be given until this second EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. "V" zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it's the law. Need further information? For questions regarding your construction, call 265-7316 or call the CRS Coordinator, regarding the FEMA flood insurance program, or go to <http://www.fema.gov/about/program s/nflplindex.shtm>.

I have read and understand the above _____ Dated _____

FINISHED FLOOR ELEVATION AFFIDAVIT

I hereby verify that the finished floor elevation for all building structures, both habitable and non-habitable, on the parcel noted below, meet the requirements noted on the recorded plat, approved subdivision drainage plan, applicable deed restrictions, and the minimum requirements of the City of Lynn Haven Unified Land Development Code.

Per Lynn Haven Ordinance, Sec. 14-28 Minimum elevation of slab or floor. Floor level of a building or structure shall be constructed that is not 12 inches higher than the crown of the roadway, existing road, street, or access to the property, or 12 inches above Base Flood Elevation whichever is higher.

Date _____

Parcel ID # _____ Building Permit # _____

Owner/Contractor Printed Name _____

Signature _____

Absolutely no permit for construction shall be issued until this affidavit is signed and witnessed.

Printed name of Witness _____

Signature _____

Elevation Verification

The elevation must be verified by either a transit reading in Flood Zone X or an elevation certificate in all other flood zones as soon as the floor is established and prior to vertical framing.

Crown of Road Elevation: _____ Finished Floor Elevation: _____ Garage Elevation: _____

Printed Name: _____

Signature: _____ Date: _____

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PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and the Florida Administrative Code, 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.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
1. Exterior Doors			
A. Swinging			
B. Sliding			
C. Sectional			
D. Roll-up			
E. Automatic			
F. Other			
2. Windows			
A. Single Hung			
B. Horizontal Slider			
C. Casement			
D. Double Hung			
E. Fixed			
F. Awning			
G. Pass Through			
H. Projected			
I. Mullion			
J. Wind Breaker			
K. Dual Action			
L. Other			
3. Panel Walls			
A. Siding			
B. Soffits			
C. EIFS			
D. Storefronts			
E. Curtain Walls			
F. Wall Louver			
G. Glass Block			
H. Membrane			
I. Greenhouse			
J. Other			
4. Roofing Products			
A. Asphalt Shingles			
B. Underlayments			
C. Roofing Fasteners			
D. Non-Structural Metal Roofing			
E. Wood Shingles and Shakes			
F. Roofing Tiles			
G. Roofing Insulation			
H. Waterproofing			
I. Built Up Roofing Roof Systems			
J. Modified Bitumen			
K. Single Ply Roof Systems			

Category/Subcategory		Manufacturer	Product Description	Approval Number(s)
L.	Roofing Slate			
M.	Cements-Adhesives Coatings			
N.	Liquid Applied Roof Systems			
O.	Roof Tile Adhesive			
P.	Spray Applied Polyurethane Roof			
Q.	Other			
5.	Shutters			
A.	Accordion			
B.	Bahama			
C.	Storm Panels			
D.	Colonial			
E.	Roll-up			
F.	Equipment			
G.	Other			
6.	Skylights			
A.	Skylight			
B.	Other			
7.	Structural Components			
A.	Wood Connectors/ Anchors			
B.	Truss Plates			
C.	Engineered Lumber			
D.	Railing			
E.	Coolers-Freezers			
F.	Concrete Admixtures			
G.	Material			
H.	Insulation Forms			
I.	Plastics			
J.	Deck Roof			
K.	Wall			
L.	Sheds			
M.	Other			
8.	New Exterior Envelope Product			

The products manufacturer, description, and approval numbers can be obtained from the Florida Building Code information system on the web @ [Florida Building Code Online](#). 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) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection. A completed copy of this Product Approval Specification Sheet will be returned to Bay County Builders Services before a Certificate of Occupancy will be issued.

Applicant Signature

Date

TEMPORARY POWER AFFIDAVIT

STATE OF FLORIDA
COUNTY OF BAY

Permit Number: _____

Project Address: _____

I, the Contractor of Record, agree and accept all responsibility to have Temporary Power turned on at the above listed project address. At any time prior to issuance of a Certificate of Occupancy, I authorize the County to have power disconnected from the building or premises noted above.

I acknowledge that authorization for Temporary Power is for a period of 90 days from the date permanent power is applied and an extension of 90 days may be granted if requested.

I affirm that this building, nor any portion thereof, shall not be occupied without the issuance of a Certificate of Occupancy. Violation of this will result in cancellation of Temporary Power.

Contractor