

MARGO D. ANDERSON  
MAYOR

MICHAEL WHITE  
CITY MANAGER

ROBERT C. JACKSON  
CITY ATTORNEY



COMMISSIONERS  
ANTONIUS G BARNES  
RODNEY FRIEND  
JUDY TINDER  
DAN RUSSELL

## LYNN HAVEN BUILDING SAFETY DEPARTMENT

### RESIDENTIAL PLAN REVIEW SUBMITTAL FORMS

HOMES, ADDITIONS & RESIDENTIAL ACCESSORY STRUCTURES

Submit All Applicable Items Listed Below:

1.  ONE (1) COMPLETE SET OF PLANS, drawn to scale & ONE (1) DIGITAL DISC (Total of 2 complete sets).
  - 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.  Roof framing or truss layout plan
  - F.  Electrical, plumbing and HVAC plans (Location of all Smoke Detectors)
  - G.  Detail all window and door sizes
  - 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.  **No Adverse Impact Certificate - drainage**
5.  Property ID # \_\_\_\_\_, legal description and copy of Deed
6.  Septic Tank Permit (when required)
7.  Need Irrigation Meter Yes  No  (check one)

**MUST HAVE BLOWER DOOR CERTIFICATE before a CO can be issued.**

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 ID #: \_\_\_\_\_

IF APPLICATION IS FOR A COMMERCIAL PROJECT, PLEASE LIST NAME OF 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](http://www.cityoflynnhaven.com)  
[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

Please enter the measurements from Site Plans:

Distance from property line: Front \_\_\_\_\_ Side \_\_\_\_\_ Side (Street) \_\_\_\_\_ Rear \_\_\_\_\_  
 Total Lot Size \_\_\_\_\_ Impervious Surface Area \_\_\_\_\_  
 Driveway(s) Area \_\_\_\_\_ Walk Path Area \_\_\_\_\_ Garage Area \_\_\_\_\_  
 Porches Area \_\_\_\_\_  
 Footage \_\_\_\_\_ Flood Zone \_\_\_\_\_ Lowest Floor Elev. \_\_\_\_\_  
 Total Area \_\_\_\_\_ Heated/Cooled \_\_\_\_\_  
 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

825 Ohio Avenue • Lynn Haven, FL 32444  
(850) 265-7316 • Fax (850) 265-7300  
[www.cityoflynnhaven.com](http://www.cityoflynnhaven.com)  
[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

## 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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## "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 110.3 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 110.3 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 \_\_\_\_\_

# 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)
<b>1. Exterior Doors</b>			
A. Swinging			
B. Sliding			
C. Sectional			
D. Roll-up			
E. Automatic			
F. Other			
<b>2. Windows</b>			
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			
<b>3. Panel Walls</b>			
A. Siding			
B. Soffits			
C. EIFS			
D. Storefronts			
E. Curtain Walls			
F. Wall Louver			
G. Glass Block			
H. Membrane			
I. Greenhouse			
J. Other			
<b>4. Roofing Products</b>			
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			
<b>5. Shutters</b>			
A. Accordion			
B. Bahama			
C. Storm Panels			
D. Colonial			
E. Roll-up			
F. Equipment			
G. Other			
<b>6. Skylights</b>			
A. Skylight			
B. Other			
<b>7. Structural Components</b>			
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			
<b>8. New Exterior Envelope Product</b>			

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.

\_\_\_\_\_  
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



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)

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.**