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To: Building Staff

From: Charles Vannatter
Building Official
817 Ohio Avenue
Lynn Haven FL 32444
(850) 265-2121
cvannatter@cityoflynnhaven.com

Date: July 24, 2023

Re: Changes in Procedures and Policies

This is a letter of policy and procedures that has been addressed by this office. Several issues were addressed Friday, July 21, 2023, and require the attention for future resolutions.

1. We will NOT require flood elevation certification for homes or commercial properties except for the following:
 - a) The repairs, renovation or addition must exceed 50% of the just market value within a 5-year time frame.
 - b) If the owner is installing appliances as HVAC System (air conditioning), pool equipment, electrical service, sheds/other structures on the property or anything that the building official that may deem a need of a flood elevation certificate.
 - c) New buildings or structures.
 - d) Existing flood elevation certificates are encouraged, as long as, the information is equivalent to the current data.
 - e) Flood elevations certificates are always encouraged for the owner to provide but not required unless they meet the above requirements.

2. When Building Permits are issued, the owner has made a choice of removing or relieving the duty of the contractor that held the same building permit and the construction is not completed, the following shall apply.
 - a) In Appendix A, Building Regulations, Section (20) "Completion permits" will be calculated ½ of the Original Building Permit fee with a minimum of \$100.00 for commercial and \$35.00 for residential.
 - b) The owner must have in writing their decision to remove or relieve of duty the current contractor that is holding the current building permit.
 - c) The owner must be advised that the new contractor must fill out a new building application for approval.

3. Closing Building Permits that haven't been called in for a final inspection, the following shall apply in accordance with Florida Building Code 105.5.
 - a) The property owner may retain the original contractor listed on the permit or hire a different contractor appropriately licensed in this state to perform the work necessary to satisfy the conditions of the permit and to obtain any necessary inspection in order to close the permit. If a contractor other than the original contractor listed on the permit is hired by the property owner to close the permit, such contractor is not liable for any defects in the work performed by the original contractor and is only liable for the work that he or she performs.
 - b) The property owner may assume the role of an owner-builder, in accordance with Sections 489.103(7) and 489.503(6), *Florida Statutes*.
 - c) If a building permit is expired and its requirements have been substantially completed, as determined by the local enforcement agency, the permit may be closed without having to obtain a new building permit, and the work required to close the permit may be done pursuant to the building code in effect at the time the local enforcement agency received the application for the permit, unless the contractor has sought and received approval from the local enforcement agency for an alternative material, design or method of construction.
 - d) A local enforcement agency may close a building permit 6 years after the issuance of the permit, even in the absence of a final inspection, if the local enforcement agency determines that no apparent safety hazard exists.

Our goal will be to educate, help and provide customer service to the people who we are serving.