

DOCUMENTS REQUIRED TO MAKE APPLICATION FOR A FOUNDATION BUILDING PERMIT

**DUE TO TIME INVOLVED TO PROCESS PAPERWORK
NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. Parcel description of property (**property card**) from Property Appraiser's Office or at www.suwanneepa.com. If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property.
2. If your property is **LESS** than **5 acres**, **NOT** in a recorded subdivision, **NOT** in a residential zoning district then you will need a deed showing that property was a lot of record prior to **September 9, 1991**.
3. **Survey** of property prepared by a land surveyor or engineer registered in Florida or exemption letter from Suwannee County Zoning Department. All property stakes shall be in place at the time of application.
4. **Application** completed.
5. **Site plan** showing location of foundation and distance from the front, sides and rear of property. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.)(can be drawn on survey or GIS map)
6. Good directions to property from **main roadway exiting City Limits of Live Oak**. Please show street names/road numbers.
7. Status of Application can be found @ scpermit.com

**DUE TO POSSIBLE DUPLICATION OF NAME, AND TIME INVOLVED IN LOOKING FOR PERMIT.
YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION.**

FOUNDATION PERMIT FEE

BASED ON CONTRACT PRICE

(\$100 for first \$1,000 & \$3 for each additional thousand or portion of contract price. Minimum \$100)

STATE SURCHARGE

(2.5% OF PERMIT FEE)

FOUNDATION PERMIT APPLICATION

SUWANNEE COUNTY BUILDING DEPARTMENT
224 PINE AVENUE, LIVE OAK, FL 32064
386/364-3407 *** scpermit.com

YOU MUST PROVIDE OFFICE PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR INSPECTION!

APPLICANT: _____ PHONE NO: _____

CURRENT ADDRESS: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

Contact Email: _____

LEGAL DESCRIPTION:

Sec. _____ Twp. _____ S Range _____ E Tax Parcel No.: _____

Lot _____ Subdivision _____

Size _____ Acres Other Dwellings _____

HOW DO YOU GET THERE FROM THIS OFFICE: **[You MUST give road numbers and EXACT directions]**

Job Description _____ Use _____ Power Company: SVEC: _____

FP & L _____ PROGRESS ENERGY: _____

Building Contractor: _____ License # _____ Contact # _____

FOUNDATION: Contract Price \$ _____

PERMIT FEE: Based on Contract Price \$100.00 for first \$1000, plus \$3.00 for each additional \$1000.00 or portion. (Minimum \$100.00)

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 and zoning in Suwannee County. **I certify that the entire foregoing information, site plan and construction plans are accurate and have fully read the entire application package and understand its content.**

DATE: _____

Applicant/Owner/Agent/Contractor

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

SITE PLAN FORM
SUWANNEE COUNTY BUILDING DEPARTMENT

NORTH



**Do Site Plan on survey or GIS map obtained
from Property Appraiser Website
www.suwaneeepa.com**



Identify access roadway to dwelling.

ITEMS THAT MUST BE ON THE FORM

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNs, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES & POWER POLE FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SITE PLAN MUST BE COMPLETED, SIGNED & DATED **PRIOR** TO BRINGING IT BACK TO THE OFFICE.
- 7) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

SIGNATURE

DATE

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PLAN DRAWN BY:

SIGNATURE

DATE

NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

STATE OF FLORIDA
COUNTY OF SUWANNEE

PERMIT # _____

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.

1. Legal Description of Property: _____

2. General Description of Improvements: _____

3. **Owner Information:**
 - a. Name and Address & Phone Number _____

 - b. Interest in Property: _____
 - c. Name and Address & Phone Number of Fee Simple Titleholder (if other than owner): _____

4. Contractor (name, address & phone number): _____

5. **Surety:**
 - a. Name and Address: _____

 - b. Amount of Bond: _____
6. Lender (name, address & phone number): _____

7. Identity of person within the State of Florida designated by owner upon whom notices or other documents may be served as provided by Florida Statutes 713.13(1)(a)(7):
Name, Address & Phone Number: _____

8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes:
Name, Address & Phone Number: _____

9. Expiration date of Notice of Commencement (**the expiration date is 1 year from the date of recording unless a different date is specified**): _____

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. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

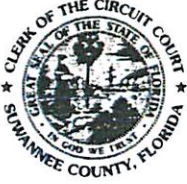
Type Owner Name: _____

Type Owner Name: _____

Sworn to and subscribed before me this _____ day of _____, 20_____.

Personally Known _____
Produced ID _____
Did/Did Not Take an Oath _____

Type Notary's Name _____
Notary Public, State of Florida
Commission Expire & Number: _____



BARRY A. BAKER
Clerk

OFFICE OF THE
CLERK OF THE CIRCUIT COURT
THIRD JUDICIAL CIRCUIT * SUWANNEE COUNTY, FLORIDA

February 9, 2023

Re: Notices of Commencement

To whom it may concern,

Effective immediately (February 9, 2023), and in accordance with Florida Statute 713.13(1)(g), "owners must sign the notice of commencement and no one else may be permitted to sign in his or her stead."

If you have any questions, please feel free to contact our office at 386.362.0500.

Sincerely,

Barry Baker,
Suwannee County Clerk of Court