



DEMOLITION PERMIT APPLICATION

Please print or type and provide all information. Incomplete applications will not be processed!
Project shall comply with the requirements of the 2017 Florida Building Code.

JOB ADDRESS: _____

OCCUPANT NAME: _____ **ALTERNATE KEY:** _____

(ATTACH COPY OF PROPERTY RECORD)

PROPERTY OWNER

Name: _____

Address: _____

City: _____ State: _____ Zip: _____ Phone: _____

Contact Person: _____ Phone: _____ E-Mail: _____

CONTRACTOR / DEVELOPER

Company Name: _____

License Holder Name: _____

State License #: _____

Address: _____

Telephone: _____ FAX: _____

Contact Person: _____ Phone: _____ E-Mail: _____

WORK DESCRIPTION

- | | |
|--|--------------------------------------|
| <input type="checkbox"/> Demo to remove entire structure | <input type="checkbox"/> Residential |
| <input type="checkbox"/> Demo for Alteration | <input type="checkbox"/> Commercial |
| <input type="checkbox"/> Demo interior non-structural alteration | |

Description of work: _____

Cost of Construction: _____ Area: _____ Occupancy: _____

Engineer's Name: _____

Phone #: _____ FAX #: _____ E-Mail: _____

PERMIT # _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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 OR RECORDING YOUR NOTICE OF COMMENCEMENT.

I Certify that I understand that issuance of a demolition permit for property at this job address does not automatically constitute permission to rebuild and that if rebuilding is permitted, said rebuilding shall conform to all currently adopted codes and regulations of the Town of Astatula.

Signature of Contractor (Owner if Owner-Builder)

Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____, who is personally known to me or produced _____ as identification.

Signature of Notary

Building Permit Approved by Town Representative

Date



AFFIDAVIT OF REQUIREMENTS FOR DEMOLITION OF STRUCTURES

I, _____, the applicant for a Town of Astatula Demolition Permit, hereby certify that the proposed structure for demolition is _____ three stories, or less, as exempted from licensing requirements by Chapter 489.105 (3), Florida Statutes, or _____ the structure is above three stories.
(Please check applicable choice.)

Legal description of property where demolition is proposed:

Parcel ID Number: __ __ - __ __ - __ __ - __ __ __ __ - __ __ __ __ - __ __ __ __

Alt. Key: __ __ __ __ __ __

I certify that I have provided to the Town of Astatula the following list of items:

1. Copies of all licenses and insurances. (Required when a contractor is used.)
2. Demolition permit application form.
3. Owner's affidavit (signed and notarized).
4. Proof of ownership for property to be demolished (tax receipt, property record card or warranty deed).
5. A plot plan of the property showing all structures, septic tank and well, if applicable, with proper identification showing structure to be demolished.

I certify that I have notified all utility companies (power, gas, telephone and sewer and water or Lake County Health Department if well and/or septic) of my intentions to demolish the above described structure.

I certify that all debris from the above described property will be taken to the appropriate Solid Waste drop off site within Lake County and disposed of properly. The receipts from the Solid Waste drop off site will be posted at the job site for final inspection.

I certify that if it is determined that asbestos is found in the structure, the Town of Astatula will be notified, and all requirements concerning asbestos abatement outlined in Chapter 469, Florida Statutes, will be strictly followed.

I understand that two inspections are required. One inspection before demolition begins for verification that all utilities have been disconnected in an appropriate manner, and a final inspection after the structure is demolished and all debris removed from site.

Signature of person responsible for demolition

Printed name of person responsible for demolition

Clerk's Initials: _____

STATE OF FLORIDA COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did / did not take an oath.

(SEAL)

Notary Public (Signature)



OWNER'S AFFIDAVIT FOR DEMOLITION OF STRUCTURES

PERMIT # _____

I, _____, the legal property owner of the below described property, give authorization for the demolition of the structure(s) on said described property.

I certify that I have fully described the property to _____, and they have complete knowledge of the structure(s) that are to be demolished, for which I am the legal property owner.

Property described as:

Parcel ID Number: _____

Alt. Key: _____

Signature of legal property owner

Printed name of legal property owner

Clerk's Initial: _____

**STATE OF FLORIDA
COUNTY OF LAKE**

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____, who is personally known to me or who has produced _____ as identification and who did / did not take an oath.

Notary Public (Signature)

(SEAL)



OWNER BUILDER DISCLOSURE STATEMENT

Florida Statute 455.228(1)
Homeowners hiring
unlicensed contractors
may be subject to a fine of
up to \$5,000

To qualify for exemption under any of the following subsections, an owner must personally appear and sign the building permit application. A power of attorney cannot be accepted.

Building, Plumbing and /or Mechanical Installation Disclosure Statement

Statement required by Florida Statute 489.103(7)

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

_____ Initial

2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

_____ Initial

3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

_____ Initial

4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

_____ Initial

5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

_____ Initial

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

_____ Initial

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

_____ Initial

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

_____ Initial

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

_____ Initial

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or www.Call.Center@dbpr.state.fl.us for more information about licensed contractors.

_____ Initial

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

_____ Initial

12. I agree to notify Town of Astatula Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

_____ Initial

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

_____ Initial

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Electrical Installation Disclosure Statement
Statement Required by Florida Statute 489.503(6)

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

_____ Initial

This Disclosure Statement must be signed in front of and notarized by a member of the staff of the Town of Astatula.

Property Owner's Signature Print Owner's Name Date

STATE OF FLORIDA
COUNTY OF LAKE

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did or did not take an oath.

Notary Public



Notice of Commencement Requirements

Please review the items listed below before completing the Notice of Commencement

1. Legal Description - You can put the alternate key number here instead of filling out the complete legal description.
Street Address: Please enter the job site street address

2. General Description of Improvement - Need the job description of the work being performed. Do not put new structure, we need to know what type of structure, example single family residence, mobile home, garage, screen room, etc.

3. Owner's Information or Lessee Information - Owner's names need to match the warranty deed or property record card. If the deed is in more than one name then all names must be listed as owner. (Only one person will need to sign the notice of commencement).

If Lessee information is entered please make sure the name matches the lease agreement.

4. Contractor Information---Enter the name and address of the contractor, if the homeowner is performing the work then enter Owner.

Signature Section

Signature of Owner or Lessee, or Owner's or Lessee's authorized Officer/Director/Partner/Manager--

Please have an authorized person sign---If in an individual name, anyone listed in section 3 as owner can sign.

If in a company name, the person signing must be authorized to sign the Notice of Commencement.

Signatory's Title/Office--- If the person signing is the owner of the property write owner.

If the property is in a company name have the authorized signer enter their title... President, Officer, Partner, Manager, etc. (Cannot be left blank)

Please make sure the Notary acknowledgement section is fully completed.

Date - the date the document is notarized

By - The name of the person signing the Notice of Commencement

Type of authority - Signers title... owner, president, manager, etc.

For - Name of the company or the owner's name.

Type of identification - cannot be blank, must show type of identification presented or circle personally known.

After recording, return to:

Permit No.: _____
Tax Folio No.: _____

Notice of Commencement

State of Florida | County of Lake

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. Description of the Property: *(legal description of the property and street address if available)*

Legal Description: _____
Street Address: _____

2. General Description of Improvement

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: _____
Address: _____
Interest in Property: _____
Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information

Name: _____ Phone No.: _____
Address: _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: _____ Phone No.: _____
Address: _____ Amount of Bond: \$ _____

6. Lender Information:

Name: _____ Phone No.: _____
Address: _____

7. Persons 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: _____ Phone No.: _____
Address: _____

8. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: _____

9. Expiration date of notice of commencement *(the expiration date will be 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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ as _____ for _____ who
Type of authority (i.e. officer, trustee, attorney in fact) *Name of party on behalf of whom instrument was executed*

is personally known or produced _____ as type of identification.

Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)



ATTENTION: REGARDING DUMPSTERS

The Town of Astatula requires the use of dumpsters with permits issued for all on site demolitions.

You will be cited by Code Enforcement and you will be fined if a dumpster is not on site and being utilized.

Thank you,

Town Hall
(352) 742-1100 ext. 1 or 3

I have read the above notice and acknowledge that I must use a dumpster for a demolition permit.

Printed Name

Sign and Date