



# TO APPLY FOR A GENERATOR



**\*\*Do not use this for New Service, Upgrades, or Reconnections\*\***

**\*\*Propane is not included in permit, this is left to gas company\*\***


Applications must be submitted online using the link below.

[www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx](http://www.columbiacountyfla.com/PermitSearch/MyBNZPortalLogin.aspx)



- \_\_\_ 1) Enter email address to begin the login process
- \_\_\_ 2) Put in password or receive code to log in
- \_\_\_ 3) Once logged in, select green 'New Application for Building Permit' button
- \_\_\_ 4) Select 'Generator'
- \_\_\_ 5) Select 'Apply for Generator Permit'
- \_\_\_ 6) Put in address (Ex: 1234 Road-- leave out direction) OR parcel ID and select 'Search'
- \_\_\_ 7) Confirm property and push 'Select'
- \_\_\_ 8) Upload Property Appraiser Details (found at <https://seach.ccpafl.com/>)
- \_\_\_ 9) Complete all cells to the best of your ability
- \_\_\_ 10) Once you have reached the bottom, select checkbox 'Under penalty of perjury'
- \_\_\_ 11) The Submit button will populate for you to select-- once selected, application is sent for review



  
Scan QR Code to  
make application

**Please be as detailed as possible so we can assist you quickly and efficiently.**

**Published 10/2025**

# COLUMBIA COUNTY BUILDING DEPARTMENT

## AGENT AUTHORIZATION TO SIGN FOR PERMITS

### (BLANKET)

**\*Use if authorized to pull all permits on your behalf\***

**\*License holder still MUST sign Owner and Contractor Signature Page\***

I, \_\_\_\_\_ (License Holder Name), licensed qualifier for \_\_\_\_\_ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf.

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

If at any time the person(s) you have authorized is/are no longer agents, employee(s), officer(s), you must notify this department in writing of the changes and submit a new letter of authorization form, which will supercede all previous lists. Failure to do so may allow unauthorized persons to use your name and/or license number to obtain permits.

License Holders Signature (Notarized) \_\_\_\_\_

License Number \_\_\_\_\_

Date \_\_\_\_\_

#### NOTARY INFORMATION:

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature \_\_\_\_\_

Notary's Printed Name \_\_\_\_\_

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# COLUMBIA COUNTY BUILDING DEPARTMENT

## AGENT AUTHORIZATION TO SIGN FOR PERMITS

### (JOB SPECIFIC)

**\*Use if authorized to pull all permits on your behalf\***

**\*License holder still MUST sign Owner and Contractor Signature Page\***

I, \_\_\_\_\_ (License Holder Name), licensed qualifier for \_\_\_\_\_ (Company Name), do certify that the below referenced person(s) listed on this form is/are contracted/hired by me, the license holder, or is/are employed by me directly through an employee leasing arrangement; or, is an officer of the corporation; or, partner as defined in Florida Statutes Chapter 468, and the said person(s) is/are under my direct supervision and control and is/are authorized to purchase permits, call for inspections and sign on my behalf for the job address shown below ONLY.

Job Site Address: \_\_\_\_\_

Printed Name of Person Authorized	Signature of Person Authorized
1.	1.
2.	2.
3.	3.
4.	4.
5.	5.

I, the license holder, realize that I am responsible for all permits purchased, and all work done under my license and fully responsible for compliance with all Florida Statutes, Codes, and Local Ordinances. I understand that the State and County Licensing Boards have the power and authority to discipline a license holder for violations committed by him/her, his/her agents, officers, or employees and that I have full responsibility for compliance with all statutes, codes, and ordinances inherent in the privilege granted by issuance of such permits.

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License Holders Signature (Notarized) \_\_\_\_\_

License Number \_\_\_\_\_

Date \_\_\_\_\_

#### NOTARY INFORMATION:

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_ personally appeared before me and is ( ) known by me or ( ) has produced identification (type of I.D.) \_\_\_\_\_ on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

(Seal/Stamp)

Notary's Signature \_\_\_\_\_

Notary's Printed Name \_\_\_\_\_

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