

# COLUMBIA COUNTY BUILDING DEPARTMENT

135 NE Hernando Ave, Suite B-21, Lake City, FL 32055

Phone: 386-758-1008 Fax: 386-758-2160

[bldginfo@columbiacountyfla.com](mailto:bldginfo@columbiacountyfla.com)

Scan QR code to submit online.

(On next page)

## Additions Application Checklist

(Use if this will be attached to existing roofline)

- ☐ 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application .....
- ☐ Subcontractors Verification Form, signed by the license holder/contractor or authorized Qualifier for each trade .....
- ☐ License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf .....
- ☐ If an Owner Builder, Notarized Owner Disclosure Statement is required .....
- ☐ Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/> .....
- ☐ Corporation or Trust Details listing authorized signor(s) and POA forms if necessary .....
- ☐ 911 Address applications or verifications are submitted/found online. Visit <https://www.columbiacountyfla.com/BuildingandZoning.asp> .....
- ☐ Residential Checklist completed including Product Approval Code Specifications Sheet .....
- ☐ **Site Plan:** FOLLOW THE SITE PLAN CHECKLIST, included in this packet. ....
- ☐ Recorded Notice of Commencement; before 1st inspection .....
- ☐ For hard copy apps: 2 sets of plans folded to 9x12 size with Signed & Sealed Engineering; For online apps: 1 set of Engineered plans digitally sealed (verifiable) .....
- ☐ For hard copy apps: 2 sets of Truss Engineering Signed & Sealed; For online apps: 1 set of Truss Engineering digitally sealed (verifiable) .....
- ☐ For hard copy apps: 2 sets of Energy Codes & Manual J Forms; For online apps: 1 set of Energy Codes & Manual J Forms .....
- ☐ Provide any other pertinent information we should know: Development Permits/Zoning Applications, if applicable .....
- ☐ Approved and Signed Site Plan from Environmental Health for septic; contact 386.758.1058. If on City Water or Sewer, City Availability Letter required. If on the Ellisville Water System; contact 386.719.7565 for review .....
- ☐ Any other necessary documents requested (Floodplain Notice to Owner, Additions Affidavit, etc...) .....

**PLAN REVIEW IS REQUIRED FOR: Any property located within a Flood Zone OR any Substantial Improvement** - Any repair, reconstruction, rehabilitation, alteration, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50% of the market value of the structure before the improvement or repair is started. If the structure has sustained substantial damage, any repairs are considered substantial improvement regardless of the actual repair work performed. The term does not, however, include either: (1) Any project for improvement of a building required to correct existing health, sanitary, or safety code violations identified by the Building Official and that is the minimum necessary to ensure living conditions; or (2) Any alteration of a historic structure, provided that the alteration will not preclude the structure's continued designation as a historic structure.

**Published 10/2025**



# Columbia County, Florida Additions (Additional Sq Ft) Application



\*\*Scan QR Code to  
complete application online.

**For Office Use Only** Application # \_\_\_\_\_ Permit # \_\_\_\_\_

Comments/Notes \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**\*This page not required for Online submissions.**

☐ Septic Permit No. \_\_\_\_\_ OR ☐ City Water

Applicant \_\_\_\_\_ Phone # \_\_\_\_\_  
(person applying, not owner)

Applicant Address \_\_\_\_\_

Contact Email (updates sent here) \_\_\_\_\_

Owners Name \_\_\_\_\_ Phone # \_\_\_\_\_

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

Contractors Name \_\_\_\_\_ Phone # \_\_\_\_\_

Contractors Address \_\_\_\_\_

Contractors Email \_\_\_\_\_

Architect/Engineer Name & AR/PE # \_\_\_\_\_

Architect Address \_\_\_\_\_

Power Company - ☐ FI Power & Light - ☐ Clay Electric - ☐ Suwannee Valley - ☐ Duke Energy

Parcel # \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ Estimated Cost of Construction \_\_\_\_\_

What kind of addition? \_\_\_\_\_ ☐ Commercial ☐ Residential

Proposed Use/Occupancy \_\_\_\_\_ # of Existing Dwellings on Property \_\_\_\_\_

Is the Building Fire Sprinkled? ☐ YES ☐ NO If YES, blueprints included ☐

OR Explain \_\_\_\_\_

**Actual Distance of Structure from Property Lines -**

Front \_\_\_\_\_ Side \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

\*\*\*Please be advised you will still need to provide a site plan drawing along with filling in the above section\*\*\*

Number of Stories \_\_\_\_\_ Heated Floor Area \_\_\_\_\_ Total Floor Area \_\_\_\_\_ Acreage \_\_\_\_\_  
Of Addition ONLY Of Addition ONLY

**Zoning Applications Applied for (Site & Development, Special Exception, etc.)**

\_\_\_\_\_

\_\_\_\_\_

**Columbia County Permit Application - Owner and Contractor Signature Page**  
**CODES: 2023 Florida Building Code 8th Edition and the 2020 National Electrical Code**

Application is hereby made to obtain a permit to do 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 be performed to meet the standards of all laws regulating construction in this jurisdiction.

**TIME LIMITATIONS OF APPLICATION:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless pursued in good faith or a permit has been issued.

**TIME LIMITATIONS OF PERMITS:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within 180 days after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 180 days after the time work is commenced. A valid permit receives an approved inspection every 180 days. Work shall be considered not suspended, abandoned or invalid when the permit has received an approved inspection within 180 days of the previous approved inspection.

**FLORIDA’S CONSTRUCTION LIEN LAW - Protect Yourself and Your Investment:** According to Florida Law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers or neglects to make other legally required payments, the people who are owed money may look to your property for payment, even if you have paid your contractor in full. This means if a lien is filed against your property, it could be sold against your will to pay for labor, materials or other services which your contractor may have failed to pay.

**NOTICE OF RESPONSIBILITY TO CONTRACTOR AND AGENT:** **YOU ARE HEREBY NOTIFIED** as the recipient of a building permit from Columbia County, Florida, you will be held responsible to the County for any damage to sidewalks and/or road curbs and gutters, concrete features and structures, together with damage to drainage facilities, removal of sod, major changes to lot grades that result in ponding of water, or other damage to roadway and other public infrastructure facilities caused by you or your contractor, subcontractors, agents or representatives in the construction and/or improvement of the building and lot for which this permit is issued. No certificate of occupancy will be issued until all corrective work to these public infrastructures and facilities has been corrected.

**WARNING TO OWNER:** **YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

**OWNERS CERTIFICATION:** **I CERTIFY THAT ALL THE FOREGOING INFORMATION IS ACCURATE AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.**

**NOTICE TO OWNER:** There are some properties that may have deed restrictions recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit. You must verify if your property is encumbered by any restrictions or face possible litigation and or fines.

(Digital signatures accepted, with proof of verification.)

**\*\*Property owners must sign here before any permit will be issued.**

\_\_\_\_\_  
Printed Owners Name

\_\_\_\_\_  
Owners Signature

**CONTRACTORS AFFIDAVIT:** By my signature, I understand and agree that I have informed and provided this written statement to the owner of all the above written responsibilities in Columbia County for obtaining this Building Permit including all application and permit time limitations.

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

\_\_\_\_\_  
Printed Contractors Name

\_\_\_\_\_  
Contractors Signature

\_\_\_\_\_  
Notary Public’s Signature (For the Contractor)  
Notary Seal:

Affirmed and subscribed before me the Contractor by means of physical presence ☐ or online notarization ☐, this \_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_, who is personally known ☐ or produced ID ☐.

# **AFFIDAVIT FOR ATTACHING A NEW STRUCTURE TO EXISTING STRUCTURE**

**(For use with Additions (or other structures) attached to existing structure)**

Columbia County, Florida  
Building Department  
135 NE Hernando Avenue  
Lake City, Florida 32055  
Phone: 386-758-1008  
[www.columbiacountyfla.com](http://www.columbiacountyfla.com)

## **PROPERTY INFORMATION**

Subject Property Address: \_\_\_\_\_  
City/State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

## **CONTACT INFORMATION**

Full Name: \_\_\_\_\_  
Company Name/Affiliation (if applicable): \_\_\_\_\_  
Contractor License #: \_\_\_\_\_  
Phone Number: \_\_\_\_\_ **(MUST BE CONTRACTOR OR OWNER IF OWNER BUILDER)**  
Email Address (required): \_\_\_\_\_

## **GUIDELINES**

1. If the structural components for the new structure are attached and anchored in any way to the host structure, the construction drawings must clearly indicate how the attachment/anchoring will be accomplished, in accordance with Columbia County LDRs and the Florida Building Code (FBC), as adopted by Columbia County.
2. Drawings must specify the size and type of the members of the host structure to which the new components are being attached, per Columbia County LDRs and FBC requirements.
3. Drawings must indicate the type, size, and spacing of all anchors/fasteners, as required by the FBC and local ordinances.
4. If the drawings are signed and sealed by a Florida licensed architect or engineer, that professional assumes responsibility for the new structure and the structural integrity of the host structure to which the new structure is connected, as required by Florida Statutes Chapter 471/481 and Columbia County LDRs.
5. If the drawings include a disclaimer from the architect/engineer stating that the property owner and/or contractor must verify the host structure's adequacy, then one of the following must be provided:
  - a. A signed/sealed document from a Florida licensed architect or engineer attesting that the host structure will support the additional loads, per FBC and Columbia County LDRs.
  - b. In lieu of 5a, the contractor may provide this Affidavit.

## **STATEMENT TO ATTEST**

As the contractor for the proposed new structure at the above address, I have personally inspected, together with the property owner, those portions of the existing structure to which the new structure will be attached for structural support. I confirm that the drawings and details submitted with this permit application accurately represent the existing conditions of the host structure.

I have advised the property owner that, in my best judgment and based on my experience and knowledge of structural adequacy, the members of the existing structure to which the new structure will be attached are sound, free of rot or deterioration, and capable of supporting all imposed structural loads, in compliance with the Florida Building Code, Columbia County LDRs, and all applicable ordinances.

By signing below, I hereby declare that I will hold Columbia County, Florida, harmless and release it from any responsibility or liability for adverse consequences or failures resulting from this work. I further agree not to initiate or pursue any legal action against Columbia County, Florida, for such consequences or failures. I have read and understand this affidavit and the requirements for using an existing structure as support for a new addition.

I have read this complete form and understand the issues I may experience using an existing slab.

\_\_\_\_\_  
Contractor or Architect/Engineer or Owner's (if owner-builder) Signature

\_\_\_\_\_  
Contractor or Architect/Engineer or Owner's (if owner-builder) Printed Name

## **NOTARY PUBLIC ACKNOWLEDGMENT**

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

The foregoing instrument acknowledged before me by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

\_\_\_\_\_  
(Seal)  
Notary Public Signature

\_\_\_\_\_  
Notary Printed Name

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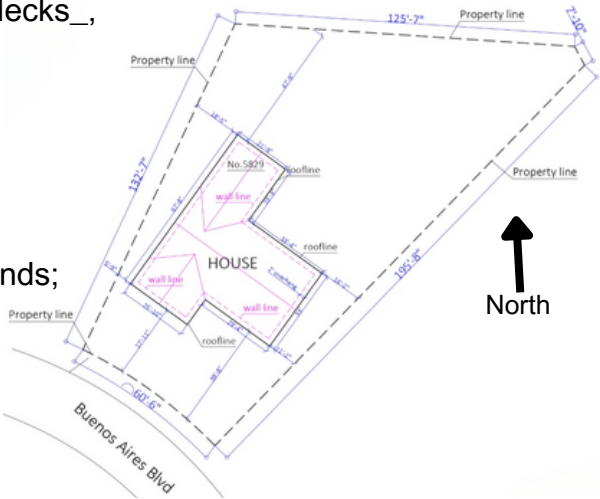
# PROPOSED SITE PLAN



**SITE PLAN CHECKLIST:**

- \_\_\_ 1) Property Dimensions
- \_\_\_ 2) Footprint of proposed and existing structures (including decks\_\_, label these with existing addresses
- \_\_\_ 3) Distance from structures to all property lines
- \_\_\_ 4) Location and size of easements
- \_\_\_ 5) Driveway path and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 6) Location and distance from any waters; sink holes; wetlands; and etc.
- \_\_\_ 7) Show slopes and/or drainage paths
- \_\_\_ 8) Arrow showing North direction

**SITE PLAN EXAMPLE**



# Subcontractor Verification Form

APPLICATION/PERMIT # \_\_\_\_\_ JOB NAME \_\_\_\_\_

## THIS FORM MUST BE SUBMITTED BEFORE A PERMIT WILL BE ISSUED

Columbia County issues combination permits. One permit will cover all trades doing work at the permitted site. It is **REQUIRED** that we have records of the subcontractors who actually did the trade specific work under the General Contractor's permit.

**NOTE:** It shall be the responsibility of the general contractor to make sure that all of the subcontractors are licensed with the Columbia County Building Department.

**NOTE:** If this should change prior to completion of the project, it is your responsibility to have a corrected form submitted to our office, before that work has begun.

Violations will result in stop work orders and/or fines.

ELECTRICAL

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

MECHANICAL / A/C

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

PLUMBING / GAS

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

ROOFING

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

FIRE SYSTEM /  
SPRINKLER

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

SOLAR

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

STATE SPECIALTY

Printed Name: \_\_\_\_\_ Signature: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Owner ☐  
License #: \_\_\_\_\_ Phone #: \_\_\_\_\_

# **NOTICE TO APPLICANT/OWNER REGARDING FLOODING**

**Please read carefully before you begin your construction project!**

**WARNING:** The degree of flood protection required by County's floodplain ordinance and the Florida Building Code are considered as minimum regulatory purposes only. The floodplain ordinance and Florida Building Code are based on scientific and engineering considerations, but do not include actual, observed events of flooding that may have occurred at your property. You should also keep in mind that larger floods have, can, and will occur from time to time. Flood heights may be increased by man-made or natural causes. Approval of your permit under the floodplain ordinance does not imply that the permitted structure will be free from flooding or flood damage. The Special Flood Hazard Areas and Base Flood elevations are contained in the Flood Insurance Study and shown on Flood Insurance Rate Maps. The County adopts these maps for purposes of compliance with the National Flood Insurance Program, but makes no representations or assurances of their accuracy or reliability. The County does not maintain, track, or provide flood history data for any particular parcel of land.

**THERE IS NO GUARANTY OF VESTED USE, EXISTING USE, OR FUTURE USE CREATED BY YOUR COMPLIANCE WITH THE FLOODPLAIN ORDINANCE. YOU ARE RESPONSIBLE FOR ASSESSING YOUR OWN PARTICULAR FLOOD RISK AND YOU ARE ENCOURAGED TO SPEAK WITH NEIGHBORING OWNERS AND THE PREVIOUS OWNERS OF YOUR LAND TO OBTAIN FIRST-HAND KNOWLEDGE OF YOUR PROPERTY'S SPECIFIC FLOOD HISTORY.**

**DISCLAIMER OF LIABILITY.** The County floodplain ordinance does not create liability on the part of Board of County Commissioners of Columbia County or any officer or employee thereof for any flood damage that results from reliance on the ordinance, or any administrative decision lawfully made thereunder. Again, it is your responsibility to assess your property's flood risk and build accordingly.

**For more information,** see the Columbia County Code of Ordinances, Land Development Regulations, Article 8, at: [https://library.municode.com/fl/columbia\\_county](https://library.municode.com/fl/columbia_county). Additional information can also be found on the County Building Department's web page: <https://www.columbiacountyfla.com/BuildingandZoning.asp>.

## **ACKNOWLEDGEMENT**

I have read and understand the foregoing **NOTICE TO APPLICANT/OWNER REGARDING FLOOD ZONES**. I understand it is my responsibility to determine my property's flood risk, and that the County has made me no assurances that my property can not or will not flood.

**OWNER SIGNATURE:** \_\_\_\_\_

**PRINT NAME:** \_\_\_\_\_

**PARCEL # OR ADDRESS:** \_\_\_\_\_

# ROOFING UNDERLAYMENT AFFIDAVIT

Columbia County, Florida  
Building Department  
135 NE Hernando Avenue  
Lake City, Florida 32055  
Phone: 386-758-1008

## REQUIRED FOR WALK-IN OR PAPER SUBMITTALS

[www.columbiacountyfla.com](http://www.columbiacountyfla.com)

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

I (Print Name) \_\_\_\_\_, as a Florida license Roofing Contractor or an Owner Builder, I understand to comply with the 2023 Florida Building Code 8th Edition underlayment requirements, I must select an option for sealing the roof deck.

The options are summarized below...

☐ A self-adhering polymer-modified bitumen underlayment complying with ASTM D1970 applied over the entire roof.

☐ A minimum 4-inch-wide strip of self-adhering polymer-modified bitumen complying with ASTM D1970 or a minimum 3 <sup>3</sup>/<sub>4</sub> - wide strip of self-adhering flexible flashing tape complying with AAMA 711, applied over all joints in the roof decking. A felt underlayment complying with ASTM D226 Type II, ASTM D4869 Type III or IV, or ASTM D6757, or a synthetic underlayment meeting the performance requirements specified, is required to be applied over the strips/tape over the entire roof.

☐ Two layers of felt underlayment comply with ASTM D226 Type II or ASTM D4869 Type III or IV, or two layers of a synthetic underlayment meeting the performance requirements specified, lapped and fastened as specified.

☐ Other (explain) \_\_\_\_\_

Contractor/Owners Signature \_\_\_\_\_

**FINAL INSPECTION & CERTIFICATE OF COMPLETION:** This completed form and photographs must be uploaded to your permit via online at the Application Submission login (link) [Welcome to Columbia County Online \(columbiacountyfla.com\)](http://Welcome to Columbia County Online (columbiacountyfla.com)).

If for a roofing permit, clearly visible in the Photographs must be the permit number or address and must include a ruler or measuring device to confirm nail spacing and overlaps including drip edge and valley flashing. (Not required for additions or New Residential)

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# Product Approval Code Specifications

As required by Florida Statute 553.842 and Florida Administrative Code 8B-72, 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 supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org) **\*Paper form not required if online submittal for roofs ONLY**

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1.Exterior Doors</b>			
A. Swinging			
B. Sliding			
C. Sectional/Roll Up			
D. Other			
<b>2. Windows</b>			
A. Single/Double Hung			
B. Horizontal Slider			
C. Casement			
D. Fixed			
E. Mullion			
F. Skylights			
G. Other			
<b>3. Panel Walls</b>			
A. Siding			
B. Soffits			
C. Storefronts			
D. Glass Block			
E. Other			
<b>4. Roofing Products</b>			
A. Asphalt Shingles			
B. Non-Struct Metal			
C. Roofing Tiles			
D. Single Ply Roof			
E. Other			
<b>5. Struct Componenets</b>			
A. Wood Connectors			
B. Wood Anchors			
C. Truss Plates			
D. Insulation Forms			
E. Lintels			
F. Others			
<b>6. New Exterior</b>			
A. Envelope Products			

Recording Stamp



TAX ID/PARCEL #:

## NOTICE OF COMMENCEMENT

**THE UNDERSIGNED** hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this **NOTICE OF COMMENCEMENT**.

1. **Description of property (legal description):** \_\_\_\_\_
  - a. Street (job) Address: \_\_\_\_\_
2. **General description of improvements:** \_\_\_\_\_
3. **Owner Information or Lessee information if the Lessee contracted for the improvements**
  - a. Name and Address: \_\_\_\_\_
  - b. Name and Address of fee simple titleholder (if other than owner): \_\_\_\_\_
  - c. Interest in property: \_\_\_\_\_
4. **Contractor Information**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
5. **Surety Information (if applicable, a copy of the payment bond is attached)**
  - a. Name and Address: \_\_\_\_\_
  - b. Amount of Bond: \_\_\_\_\_
  - c. Telephone #: \_\_\_\_\_
6. **Lender**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
7. **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**
  - a. Name and Address: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
8. **In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes**
  - a. Name: \_\_\_\_\_
  - b. Telephone #: \_\_\_\_\_
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 SITE OF THE IMPROVEMENT 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.**

**STATE OF FLORIDA  
COLUMBIA COUNTY**

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

\_\_\_\_\_  
Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me by means of ☐ physical presence or sworn to (or affirmed) by ☐ online notarization \_\_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_, by \_\_\_\_\_  
as \_\_\_\_\_ for \_\_\_\_\_  
DATE MONTH YEAR NAME OF PERSON  
TYPE OF AUTHORITY - OFFICER, TRUSTEE, ATTORNEY IN FACT NAME OF PART ON BEHALF OF WHOM INSTRUMENT WAS EXECUTED

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_ Type of ID Produced \_\_\_\_\_  
SEAL/STAMP: \_\_\_\_\_

\_\_\_\_\_  
SIGNATURE OF NOTARY PUBLIC - STATE OF FLORIDA

\_\_\_\_\_  
PRINT, TYPE, OR STAMP COMMISSIONED NAME OF NOTARY PUBLIC

**Published 10/2025**

# **OWNER BUILDER DISCLOSURE STATEMENT**

(Initial each section and sign)

Columbia County, Florida  
Building Department  
135 NE Hernando Avenue  
Lake City, Florida 32055  
Phone: 386-758-1008

## **Florida Statutes Chapter 489.103:**

[www.columbiacountyfla.com](http://www.columbiacountyfla.com)

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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.

\_\_\_\_\_ 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, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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.

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

\_\_\_\_\_ 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.

\_\_\_\_\_ 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 on 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.

\_\_\_\_\_ 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**.

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

\_\_\_\_\_ 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 <http://www.myfloridalicense.com/> for more information about licensed contractors.

\_\_\_\_\_ 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:

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(Address of jobsite property)

\_\_\_\_\_ 12. I agree to **notify Columbia County Building Department** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. **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 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.

**Florida Statutes Chapter 489.103:**

\_\_\_\_\_ 13. 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**, unless you are completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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 employes by you have **licenses required by state law** and by county or municipal licensing ordinances.

\_\_\_\_\_ 14. An owner of property completing the requirements of a building permit, where the contractor listed on the permit **substantially completed the project** as determined by the local permitting agency, for a one-family or two-family residence, townhome, accessory structure of a one-family or two-family residence or townhome or individual residential condominium unit or cooperative unit. Prior to the owner qualifying for the exemption, the owner must receive approval from the local permitting agency, and the local permitting agency must determine that the contractor substantially completed the project. An owner who qualifies for the exemption under this paragraph is **not required to occupy** the dwelling or unit for at least 1 year after the completion of the project.



Before a building permit shall be issued, this notarized disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit.

**TYPE OF CONSTRUCTION**

\_\_\_\_ *Single Family Dwelling*      \_\_\_\_ *Two-Family Residence/Duplex*

\_\_\_\_ *Addition / Alteration / Modification*      \_\_\_\_ *Electrical*

\_\_\_\_ *Contractor substantially complete project of a* \_\_\_\_\_

\_\_\_\_ *Commercial -*

***Cost of Construction*** \_\_\_\_\_ *for construction of* \_\_\_\_\_

I \_\_\_\_\_, have been advised of the above disclosure statement for exemption from contractor licensing as an owner/builder. I agree to comply with all requirements provided for in Florida Statutes allowing this exception for the construction permitted by Columbia County Building Department.

Owner's Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**NOTARY OF OWNER BUILDER SIGNATURE**

**STATE OF** \_\_\_\_\_

**COUNTY** \_\_\_\_\_

The foregoing instrument acknowledged before me by means of ( ) physical presence or ( ) online notarization, this \_\_\_\_ day \_\_\_\_\_ of 20\_\_\_\_, by \_\_\_\_\_, who is ( ) personally known to me or ( ) has provided the following identification: \_\_\_\_\_

(Seal)

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Notary Printed Name