

# 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

Scan QR code to submit online.

(On next page)

## Sign Application Checklist

(NEW OR REPLACING EXISTING)

**PERMIT EXEMPTION:** If the construction job cost is \$5000 or less, no permit is required. (County Ord. 2025-05) This does not change the requirement for the use of licensed contractors and the requirement of recording a Notice of Commencement when the cost is \$5000 or more. (F.S. ch:489, F.S. ch:713)

- Sign regulations and definitions are attached to this application. REVIEW THESE FOR COMPLIANCE. Any questions, please contact County Planner at 386.754.7119.
- 2nd pg of Permit Application with PROPERTY OWNER'S Signature & Notarized Contractor Signature - The deeded property owner must sign page 2 of Application
- License Holders (Contractors) must complete a "Letter of Authorization" for who is authorized to pull the permit on their behalf
- Proof of ownership by way of Recorded Deed or Property Appraiser's parcel details printout-- visit <https://search.ccpafl.com/>
- For hard copy apps: 2 sets of Engineering Signed & Sealed; For online apps: 1 set of Truss Engineering digitally sealed (verifiable), if new or relocating an existing sign
- For signs located on walls, canopy, or on building, provide sign panel specifications.
- Site plan, showing existing and/or new signs with setback distances, heights and sizes of signs for gournd/pole signs.
- Subcontractor verification form - *IF NECESSARY*
- Recorded Notice of Commencement; before 1st inspection
- Any other necessary documents requested (Floodplain Notice to Owner, etc...)

### Notice Regarding Signs:

This application serves as the sign permit for the proposed signage. All signs must comply with the Columbia County Land Development Regulations and any applicable zoning or overlay district standards for size, height, setbacks, location, and visibility. Provide complete plans, dimensions, sign face calculations, structural and electrical details, and any other documentation requested as part of this application package. Approval is subject to County review and full compliance with applicable codes; approval of this application does not exempt the applicant from meeting code requirements. Noncompliance may result in permit denial, removal of the sign, or other enforcement action in accordance with County regulations.



# Columbia County, Florida

## Sign Application



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

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

Permit # \_\_\_\_\_

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

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

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 \_\_\_\_\_

Parcel # \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_ - \_\_\_\_\_

Estimated Cost of Job \_\_\_\_\_ Commercial

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

Sign Type: \_\_\_\_\_ (Wall, Ground, Pole)

Is the Sign Illuminated: YES  NO  If YES, Explain: \_\_\_\_\_

Total Sign Height from the Ground: \_\_\_\_\_ Ground Clearance: \_\_\_\_\_ Replacing Existing Sign: YES  NO

Distance to Property Lines or Curbs:

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

**NOTICE:** This sign permit application must comply with all applicable provisions of the Florida Building Code 2023 (FBC 2023), including structural, electrical, and safety requirements. All signs must meet the design, installation, and material standards outlined in the FBC 2023. The applicant is responsible for ensuring that the sign is installed in full compliance with these regulations, including obtaining any necessary approvals for zoning or code compliance

# 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  \_\_\_\_\_.

Only Pg 2 Required for  
Online Submittals

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Published 10/2025



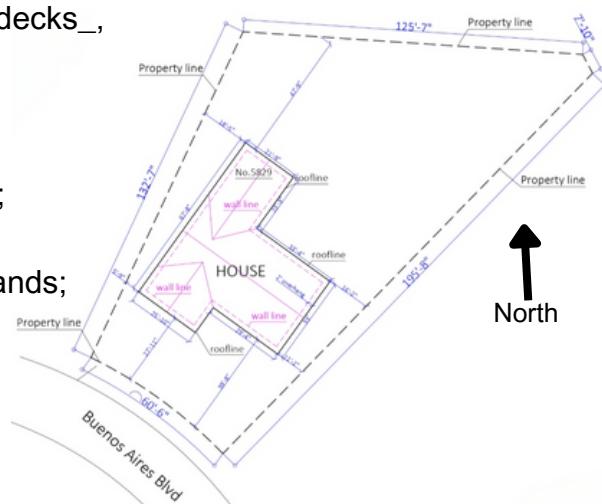
# PROPOSED SITE PLAN



## **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 #: \_\_\_\_\_



## Columbia County Land Development Sign Regulations

### **4.2.22**

**Signs.** The provisions of these land development regulations shall govern the sizes, location, and character of signs which may be permitted as a principal or accessory use. No signs shall be permitted in any location except in conformity with these land development regulations.

#### **4.2.22.1**

**Intent.** Signs may unreasonably distract the attention of motorists and interfere with traffic safety. Indiscriminate erection and maintenance of signs seriously detract from the enjoyment and pleasure in the natural scenic beauty of the areas subject to these land development regulations and, in turn, injuriously affects the economic well-being of the citizenry. Thus, it is the intent of these regulations to prevent the uncontrolled erection of signs. The provisions of this section are intended to provide for the regulation of types, sizes, and locations of signs in relation to the identification of various uses and activities on premises, to provide for certain types and locations of off-site signs, and to supplement the regulations set out in the schedule of district regulations.

#### **4.2.22.2**

**Applicability of other code or regulatory requirements.** Signs or other advertising structures shall be constructed and maintained in accordance with the building and electrical codes of the county, and all other applicable ordinances and regulations of the county, as well as other, state and federal rules and regulations.

#### **4.2.22.3**

**Definitions.** Definitions for the purposes of sign regulation under these land development regulations are set out in the definitions section of these land development regulations under Sign, etc. (See Section 2.1 \*BELOW for definitions.)

#### **4.2.22.4**

**Prohibited signs.** It shall be a violation of these land development regulations punishable as provided by these land development regulations, to erect or maintain:

1. **Traffic or pedestrian hazard.** Any sign which constitutes a traffic hazard or a detriment to traffic safety by reason of its size, location, movement, content, coloring, or method of illumination, or by obstructing the vision of drivers, or by obstructing or detracting from the visibility of any official traffic control device by diverting or tending to divert the attention of moving vehicles from the traffic movement on streets, roads, or access facilities; nor shall any sign be erected in such a manner as to obstruct the vision of pedestrians. The use of flashing or revolving red, green, blue, or amber lights is prohibited in any sign as constituting a hazard to traffic. Any sign which by glare or method of illumination constitutes a hazard to traffic is prohibited. Although a sign may use the words "Stop," "Look," "Drive-in," no such words or any other word, phrase, symbol, or character shall be used in such a manner as to interfere with, mislead, or confuse traffic.
2. **Obscenities.** Signs which are obscene, indecent, or immoral.
3. **Rights-of-way.** Signs erected on the right-of-way of any street, road, or public way, except as specifically provided by these land development regulations.
4. **Public property.** Signs erected on public property, other than signs erected by a public authority for public purposes, unless otherwise authorized by these land development regulations.
5. **Ingress or egress to buildings.** Signs so located as to prevent free ingress or egress from any door, window, or fire escape.
6. **Yard areas.** Signs in required yard areas except as specifically permitted by the terms of these land development regulations.

#### **4.2.22.4 (Cont'd)**

7. Roof signs. Signs erected, constructed, and maintained wholly upon or over the roof structure.
8. Height. Signs which are higher than 35 feet from established grade, except as otherwise specified in these land development regulations.
9. Glare. Illuminated signs which result in glare or reflection of light on residential property in the surrounding area.
10. Minimum clearance. Canopy, marquee, projecting, or handing signs with less than a nine foot minimum clearance between the bottom of the sign and the ground surface.

#### **4.2.22.5**

Sign permits. Within areas subject to these land development regulations, it shall be unlawful for any person to erect, maintain, or replace any sign not specifically exempted by these land development regulations, without first securing from the land development regulation administrator a building permit to do so, as required.

#### **4.2.22.6**

Exemptions. Except as otherwise provided, the following signs may be erected without a permit, subject, however, to all remaining requirements of these land development regulations. All exempt signs may be located within the required front yard, but shall not be located within 20 feet of any adjacent property line. Signs under #3 below may be located on or may overhang or infringe upon the right-of-way of streets, roads, or public ways.

1. Signs not exceeding one square foot in area and bearing only property numbers, mail box numbers, names of occupants of premises, or other identification of premises not having commercial connotations.
2. Flags and insignia of any government except when displayed in connection with commercial promotion.
3. Traffic or other municipal, county, state, or federal signs, legal notices, railroad crossing signs, danger signs, and such temporary, emergency, or non-advertising signs as may be approved by the board of county commissioners.
4. Integral decorative or architectural features of buildings except letters, trademarks, moving parts, or moving lights.
5. Signs directing and guiding traffic and parking on private property, but bearing no advertising matter.
6. Signs within buildings.
7. One "For Sale" or "For Rent" sign per parcel of property, unless such property fronts on more than one street, in which case two signs may be erected, one on each frontage. The size of any such sign shall not be in excess of J..§. square feet, and such sign shall be removed within one month after the premises have been sold or rented.
8. Occupational signs denoting only the name, street number, and business of an occupant, which do not exceed-1§. square feet in surface area.
9. Political campaign signs not to exceed 32 square feet.
  - a. A candidate shall remove all of his or her political campaign signs within one month after:
    1. Withdrawal of his or her candidacy;
    2. Having been eliminated as a candidate; or
    3. Being elected to office.
  - b. If in violation of these land development regulations, they shall be removed immediately by the sheriff's office, code enforcement or any other authorized personnel. Signs shall be disposed of without notice or compensation and the candidate can be charged the actual cost of removing any signs. However, a candidate is not expected to remove those political campaign signs as provided for in F.S. chapter 479.
10. Signs and bench signs for non-profit, eleemosynary organizations, churches and other houses of worship which do not exceed 16 square feet in surface area.

**4.2.22.7**

On-site signs. Unless otherwise specified in these land development regulations, the following regulations shall govern on-site signs. (See Section 2.1 **\*BELOW** for definition of on-site signs.)

1. On-site signs may be erected in any zone district.
2. On-site signs may be located in the required front yard; provided, however that any such sign shall not obstruct visibility at intersections and curb breaks. (See section 4.2.26. **\*\*SEE BELOW**)
3. On-site signs shall not exceed a height above established grade of 35 feet.

**4.2.22.8**

Off-site signs. Unless otherwise specified in these land development regulations, the following regulations shall govern off-site signs. (See Section 2.1 **\*BELOW** for definition of off-site signs.):

1. Off-site signs are prohibited, except where specifically permitted by these land development regulations.
2. Off-site signs may be erected in the required front yard, provided:
  - a. Off-site signs shall be no nearer the street right-of-way line than 15 feet.
  - b. No off-site sign shall be erected so as to obstruct visibility at intersections and curb breaks. (See section 4.2.26 **\*\*SEE BELOW**)
3. Off-site signs may not be erected within 100 feet of any church, school, cemetery, public park, public reservation, public playground, state or national forest, or railroad intersection.
4. Off-site signs shall not exceed a height above established grade of 35 feet.

**\*SECTION 2.1 DEFINITIONS**

Sign. Sign means any device designed to inform or attract the attention of persons not on the premises on which the sign is located. Unless otherwise specified, a sign may have one or two faces. (See article 4 for general regulations governing signs.)

Sign, surface area. The surface area of a sign shall be computed as including the entire area within the periphery of a regular geometric form, or combinations of regular geometric forms, comprising all of the display area of the sign, and including all of the elements of the matter displayed, but not including blank masking, frames, or structural elements of the sign and bearing no advertising matter. In the case of double face signs, each sign face shall be measured as surface area and the combined surface area of both faces shall not exceed the maximum permitted for the building or use.

Sign, on-site. On-site sign means a sign relating in its subject matter to the premises on which it is located, or to products, accommodations, services, or activities on the premises. On-site signs do not include signs erected by the outdoor advertising industry in the conduct of the outdoor advertising business.

Sign, off-site. Off-site sign means a sign other than an on-site sign.

Sign, animated. Animated sign means a sign with externally moving parts or messages, or so operating as to give a viewer the illusion of moving parts or messages.

Sign, attached. Attached sign means a sign painted on the exterior face of a building or attached to a building. Attached signs include canopy signs, marquee signs, wall signs, roof signs, and projecting or hanging signs supported or attached to a canopy, awning, marquee, or building.

Sign, flashing. Flashing sign means a sign designed to attract attention by the inclusion of a flashing, changing, evolving, or flickering light source or a change of light intensity.

Sign, freestanding. Freestanding sign means a sign which is not attached to a building. Freestanding signs include ground signs, pole signs, and portable signs.

## **Section 2.1 definitions (cont'd)**

Sign, identification. Identification sign means a sign which depicts the name and/or address or a building or establishment on the premises where the sign is located as a means of identifying said building or establishment. An identification sign shall not contain promotional or sales material.

Sign, non-flashing. Non-flashing sign means a sign which does not have a flashing, changing, revolving, or flickering light source or which does not change light intensity.

### **\*\*\*Section 4.2.26**

*Visibility at intersections and curb breaks.*

#### **4.2.26.1**

Visibility at intersections. On a corner lot in all zoning districts, no fence, wall, hedge, landscaping, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct vision between a height of two and one-half feet and six feet above the centerline grades of the intersecting streets in the area bounded by the street lines of such corner lots and a line joining points along said street lines 25 feet from the point of such intersection.

#### **4.2.26.2**

Visibility at curb breaks. In all zone districts, where a curb break intersects a public right-of-way, no fence, wall, hedge, landscaping, or structure shall be erected, placed, planted, or allowed to grow in such a manner as to obstruct cross-visibility between a height of two and one-half and six feet within the areas of property on both sides of the curb break formed by the intersection of each side of the curb break and public right-of-way lines with two sides of each triangle being ten feet in length from the point of intersection and the third being a line connecting the end of the two other sides.

#### **4.2.26.3**

Retaining walls. The requirements of this section shall not be deemed to prohibit any necessary retaining wall.

#### **4.2.26.4**

Trees. Trees shall be permitted in the clear space provided that foliage is cut away within the prescribed heights.

# **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:** \_\_\_\_\_

TAX ID/PARCEL #:

**NOTICE OF COMMENCEMENT**

**THE UNDERSIGNED** hereby gives notice that improvements will be made to certain realy 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

# 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 \_\_\_\_\_