



**GROWTH MANAGEMENT DEPARTMENT**  
**201 S.E. 3rd Street (Second Floor), Ocala, FL 34471**  
**email permits to [building@ocalafl.org](mailto:building@ocalafl.org) Phone: (352) 629-8421**  
**CONSTRUCTION PERMIT APPLICATION**

PERMIT TYPE: (  BLD ) (  ELEC ) (  PLMB ) (  HVAC ) (  GAS ) (  SITE ) (  ALARM ) (  OTHER-\_\_\_\_\_ )

RESIDENTIAL OR COMMERCIAL \_\_\_\_\_ OCCUPANCY CLASSIFICATION \_\_\_\_\_ CONST TYPE \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_ PARCEL ID: \_\_\_\_\_

LOCATION: \_\_\_\_\_ BLDG # \_\_\_\_\_ UNIT #(S) \_\_\_\_\_  
Street Number Street Name

MASTER PERMIT NUMBER: \_\_\_\_\_ Subdivision \_\_\_\_\_ Lot \_\_\_\_\_ Block \_\_\_\_\_

Property Owner: _____		Phone # _____	
Owner Email (print clearly): _____		Fax # _____	
Mailing Address: _____			
<small>Street Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Contractor Name: _____		Contact Name: _____	
Contractor's License #: _____		Phone # _____	
Contractor Email (print clearly): _____		Fax # _____	
Mailing Address: _____			
<small>Street Address</small>	<small>City</small>	<small>State</small>	<small>Zip</small>
Architect / Engineer: _____		Contact Name: _____	
A/E Email (print clearly): _____		Fax # _____	

**SUB TRADES involved with this project (mark all that apply):** (  HVAC ) (  ELEC ) (  PLUMB ) (  GAS )

Subcontractors are required to obtain their own permit after the master permit has been issued.

**CONTACT PERSON DURING PLAN REVIEW**

Name \_\_\_\_\_ Phone #: \_\_\_\_\_ Email: \_\_\_\_\_

<b>WILL YOU BE SUBMITTING FOR PLAN REVIEW VIA EPLANS? YES</b> <input type="checkbox"/> <b>NO</b> <input type="checkbox"/>	
Applicant: _____	Contact Name: _____
Email (print clearly): _____	Phone # _____
<p>APPLICANTS ARE NOW ABLE TO ADD OTHERS TO THE PROJECT IN EITHER THE APPLICANT OR PUBLIC INQUIRY GROUPS.</p> <p><b>CAUTION: ADDING OTHERS TO THE APPLICANT GROUP ALLOWS THE PERMISSION TO ACCEPT AND COMPLETE TASKS.</b></p>	

**EXISTING/PREVIOUS USE:** \_\_\_\_\_ **PROPOSED USE:** \_\_\_\_\_

**SCOPE OF WORK:**

**DESCRIPTION OF IMPROVEMENT**

New: Sq Ft \_\_\_\_\_  Alteration/Repair  Pool / Spa  Hazardous Materials **TOTAL JOB VALUE \$** \_\_\_\_\_  
 Addn: Sq Ft \_\_\_\_\_  Foundation Only  Retaining Wall (Must include material and labor; material supplied by owner shall be included)

**ALL PERMITTING FEES ARE NON-REFUNDABLE**

**BUILDING CLASSIFICATION:**

- |   |  |   |   |  |
|---|--|---|---|--|
| <input type="checkbox"/> Multi-Family _____ units | <input type="checkbox"/> New SFR                 | <input type="checkbox"/> Stores/Mercantile    | <input type="checkbox"/> Subdivision    | <input type="checkbox"/> Educational                       |
| <input type="checkbox"/> Hotel/Motel _____ units  | <input type="checkbox"/> Industrial              | <input type="checkbox"/> Business             | <input type="checkbox"/> Cellular Tower | <input type="checkbox"/> Hospital/Institutional Restaurant |
| <input type="checkbox"/> Dormitory _____ units    | <input type="checkbox"/> Parking Garage          | <input type="checkbox"/> Amusement/Recreation | <input type="checkbox"/> Multi Use      | <input type="checkbox"/> Public Bldg/Utility               |
| <input type="checkbox"/> Warehouse _____ units    | <input type="checkbox"/> Service Stations/Repair | <input type="checkbox"/> Accessory Structure  | <input type="checkbox"/> Office         | <input type="checkbox"/> Non-Bldg Structure                |
|   | <input type="checkbox"/> Church                  | <input type="checkbox"/> Day Care             |   |  |

**TOTAL NUMBER OF STORIES** \_\_\_\_\_

**SHELL PERMITS:**

- When a Shell ONLY permit is obtained, a Certificate of Completion will be issued in lieu of a Certificate of Occupancy.
- Energy Forms are required per Florida Building Code, Energy Conservation, 5<sup>th</sup> edition(2014)

**FLOOD ZONE:**  YES  NO

Min. Finish Floor Elevation \_\_\_\_\_ FEMA Base Elevation \_\_\_\_\_ Substantial Improvement \_\_\_\_\_

- All new construction and substantial improvements shall be designed (or modified) and adequately anchored to prevent flotation, collapse, or lateral movement of the structure resulting from hydrodynamic and hydrostatic loads, including the effects of buoyancy. LDR Sec. 90-50(3).
- All new construction of residential structures within these zones shall have their lowest floor elevation one foot above the base floor elev. LDR Sec. 90-52-2a.
- Elevation Certifications 90-34. Sites located with special flood hazard areas by FEMA or the City of Ocala shall underneath LDR Sec. 90-51-4a shall obtain the Elevation of the lowest floor of all new and substantially improved structures (Elevation Certificates).

**EXISTING BUILDING:**  LEVEL I  LEVEL II  LEVEL III  REPAIR  HISTORIC  
 RELOCATED  MOVED BUILDING  CHANGE OF USE

**APPLICABLE CODES:** FL Building Code, 6<sup>th</sup> Ed (2017) // 2014 National Electrical Code // 2017 FL Mechanical Code  
 2017 FL Gas Code // 2017 FL Energy Code // 2017 FL Accessibility Code

**APPLICATION CHECKLIST**

Provide the following for **ALL** construction:

- Completed Permit Application**
- Certified copy of recorded Notice of Commencement**

Applicant	Staff
Initials	Initials

_____	_____
_____	_____

Provide the following for **NEW, ADDITIONS, SHED AND UTILITY BUILDINGS: (if alterations/repairs, go to next section)**

- Construction plans**
- Truss Plans and layout**
- Product Approval Specification Sheet**  
 (Products that require approval are any components and products comprising a building's exterior such as Panel walls, exterior doors, roofing products, skylights, windows, and shutters.)
- Survey** (required for additions, sheds, pools)
- Plot plan**
- 911 Address Application**
- Flood Elevation Certificate** (if located in a flood zone)
- Energy Calculations** (signed by the preparer and the Owner/Agent)
- HVAC Duct Layout and Manual J & D Forms**
- Completed Driveway Connection Application**
- Water meter size (proposed or existing)** \_\_\_\_\_

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____



## How to Complete the Permit Application

- **Permit Type:** Select the type of permit being applied for. If not in the list, enter type under Other
- Is the property **Residential or Commercial** use?
- **Occupancy Classification/Building Type:** this information can be found on the building plans, usually on the first page
- **Project Name:** Enter the name of the business the work is being done for or the homeowner's name
- **Parcel ID:** this is the parcel identification number for the property, found on your property tax bill.
- **Location:** Enter the current address, or leave space blank and follow the instructions and submit the Address Request application. Include building number and unit number, if applicable.
- **Master Permit #:** Enter the site plan or building permit for this job if one exists
- **Property Information** – Fill in all blanks in this section
- **Property Owner of Record:** Enter who the current property owner is. If it has been recently sold, we will need a copy of the Special Warranty Deed.
- **Daytime Phone number/ mailing address:** phone number and mailing address of property owner
- **Subdivision/Lot/Block/Unit/Section/Township/Range:** Enter information from the property's legal description
- **Contractor** – Fill in all blanks in this section
- **Architect/Engineer** – Fill in all blanks in this section for the person responsible for the drawings.
- **Sub Trades:** Mark which trades will be involved for the project.
- **Contact Person for plan review:** Enter name, phone, and email for the person that can answer technical questions.
- **Electronic Plan Review: Please fill out this section in its entirety for electronic plan review via Projectdox/ePlans.**
- **Use:** List what the building is/was used for and what is being proposed.
- **Scope of Work:** Describe the work being done. If needed, attach a separate form for scope of work.
- **Description of Improvement:** Enter square footage under new or additional and mark what type of improvement.
- **Total Job Value:** Excluding the lot, what is the job value of the work to be performed? Must include labor and materials in your cost, whether a contractor or homeowner is doing the work.
- **Building Classification:** Select how this building is classified
- **Number of Stories:** Fill in the number of floors
- **Flood Zone:** Access city maps at [www.ocalafl.org](http://www.ocalafl.org) to check to see if your property is in a flood zone.
- **Existing Building:** Mark what type of construction
- **Application Checklist items:** Initial all that apply to ensure that all items are being submitted.
- **HVAC SEER rating:** If mechanical work is to be done, enter the SEER rating of the equipment being installed.

**Page 3 – Signatures** – The Owner and Contractor signatures need to be completed before a Notary Public. All Building permit technicians are notaries and will provide this service for you at no cost.

Owner/Agent Electronic Submission statement – The owner (or agent representing the owner) needs to sign this section when submitting plans electronically. If you have selected a contractor, the contractor also needs to sign this section.