

UNION COUNTY BUILDING DEPARTMENT

15 Northeast 1st Street Lake Butler, FL 32054
PHONE # (386) 496-2676 FAX # (386) 496-4240

COUNTY ITEMS REQUIRED FOR A BUILDING OR ADDITION PERMIT

1. Letter of Compliance / Flood Data from Building Dept. if located in the unincorporated areas of the county (\$50.00). Letter of Compliance from Town of Raiford, City of Lake Butler or Town of Worthington Springs.
2. Septic tank permit/letter from Health Dept. or sewer & water tap-in receipt from City of Lake Butler.
3. Culvert permit or letter of non-permit requirement from County or State Road Department.
4. Proof of payment of Special Assessment Tax from Tax Collection Office.
5. Must pay 911 fee at Building Dept. (\$10.00).
6. Survey & Legal description of property.
7. Notice of Commencement. Must be recorded in Clerk's Office.
8. If in Flood Zone, need base flood elevation and Flood Elevation Certification with first floor elevation prior to issuance of permit.
9. Commercial Buildings must submit a copy of a permit from Suwannee River Water Management District.
10. For owner/builder acting as his/her own contractor and claiming exemption you must complete and sign a disclosure statement with this office
11. Subcontractor verification form must be completed.

Note:

All contractors and subcontractors must be licensed with this office prior to issuance of permit.

No permits will be issued until all the County and State requirements are turned into this office.

STATE MINIMUM PLAN REQUIREMENTS

1. Two sets of drawings, (Drawn to scale with specifications and details in sufficient clarity, Square footage of all areas).
2. Site plan: (Dimensions of lot, building setbacks, location of well & septic and all other buildings on the lot).
3. Elevations: (All sides with dimensions and roof pitch).
4. Floor plan: (Rooms labeled with dimensions, window & door size, fireplace details, stair details).
5. Foundation plan (What type, footing dimensions & reinforcing, location of load bearing walls, location of any vertical steel).
6. Wall sections: (All material type & size, nailing, header size, bracing, truss anchors, straps, bolts & washers).
7. Floor framing system design (If applicable).
8. Plumbing fixture layout.
9. Electrical layout: (Location of service panel, smoke detectors, ceiling fans, gfcı outlets).
10. Energy calculations
11. Air conditioning information, manual J.
12. Wind load calculations for a minimum of 130 mph. (Sealed & Signed).
13. Truss layout & Truss details (Sealed & Signed).

NOTE:

This list of requirements is requested before issuance of permit.

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Lake Butler, Fl. 32054

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SUBCONTRACTOR VERIFICATION

SUBMITTED BY _____ DATE _____

Union County issues combination permits where one permit covers all trades doing work at one site. It is necessary that we have documentation of the subcontractors who actually did the trade specific work under the general contractor's permit. It shall be the responsibility of the general contractor to make sure that the subcontractors are licensed with the Union County Building Department.

Please Note: A person may not, in any matter within the jurisdiction of the Department of State knowingly and willfully falsify or conceal a material fact, make any false or fictitious statement or representation, or make use any false document knowing the same to contain any false, fictitious, or fraudulent statement or entry. A person who violates this section is guilty of a misdemeanor of the second degree, punishable as provided in s. 775.082 or s. 775.083. the statute of limitations for prosecution of an act committed in violation of this section is 5 years from the date the act was committed.

General Contractor:

NAME _____ STATE LICENSE _____

Company Name:

PLEASE PRINT _____ PHONE # _____

Electrical Contractor:

NAME _____ STATE LICENSE _____

Company Name:

PLEASE PRINT _____ PHONE # _____

HVAC Contractor:

NAME _____ STATE LICENSE _____

Company Name:

PLEASE PRINT _____ PHONE # _____

Plumbing Contractor:

NAME _____ STATE LICENSE _____

Company Name:

PLEASE PRINT _____ PHONE # _____

Roofing Contractor:

NAME _____ STATE LICENSE _____

Company Name:

PLEASE PRINT _____ PHONE # _____

General Contractor Signature _____ Date: _____

Notary: _____ Date: _____