



1. Complete Contractor Registration Packet-including copy of State Certified License or copy of State Registered License accompanied by a Bay or Gulf County Comp Card (Mexico Beach excluded from comp card) proof of liability insurance, workers compensation or exemption)
2. Electronic copy of Plans designed and sealed by a licensed architect or engineer (paper copy for jobsite box) drawn to scale, including site plan, structural, electrical, plumbing and mechanical. All areas on the plans shall be labeled as to the use of that area. Property located seaward of the Coastal Construction Control Line (CCCL) area must have a FDEP permit & the approved FDEP plans.

Plans shall include at least the following items:

- a. Floor plan
 - b. Floor/Roof Framing Plan or truss layout if trusses will be used
 - c. Exterior elevations
 - d. Method of complying with 140 MPH wind load requirements
 - e. Wall sections for each different type of wall from foundation through roof, including assembly and all materials. Connection tables, including hurricane clips, straps, fasteners, nail or screw patterns, and hold-downs
 - f. Location of smoke detectors
 - g. Location of all plumbing fixtures
 - h. Identify accessible bath
 - i. Electrical service size and location
 - j. Electrical plan
 - k. Mechanical plan and equipment location
 - l. Proposed finished floor elevation
3. A Development Order from Building Department with City Council and Planning & Zoning approval if required
 4. Stormwater management plan
 5. Landscape/tree plan(1 tree per 50 linear feet of property line)
 6. A plot Plan survey showing elevations of existing grade and adjacent roads
 7. Signed and sealed Base Flood Elevation for properties in Flood Zones Shaded X, A, AE and V
 8. Notice of Commencement
 9. Energy Forms
 10. Department of Environmental Protection and/or Corp of Engineers approval if required
 11. Complete Permit Application

PERMITS CANNOT BE ISSUED UNLESS ALL ABOVE ITEMS HAVE BEEN SUBMITTED

An approved set of plans must be on site with permit at all times or inspection will not be made.

EMAIL ALL REQUIRED DOCUMENTS TO : MEXICOBACH@CODESOUTH.COM



**CITY OF MEXICO BEACH PLANNING DEPARTMENT
Development Order Application**

Commercial

Residential

**INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED
(Separate forms and fees required for Building Permits)**

NOTE: PROPERTY ADDRESS MUST BE POSTED PRIOR TO SUBMITTAL

**All new construction must meet City of Mexico Beach Land Development Regulations and
FEMA's flood elevation requirements**

1. Site Plan with square feet of structures, impervious surface, trees to be removed from property,
and setbacks

**** setbacks are measured from the closest vertical structure to property line****

2. New address application if needed

Project Address: _____

Project Description: _____

Project Square Footage: _____

Proposed Setbacks Front: _____ Left: _____

Rear: _____ Right: _____

Lot Square Footage: _____ Dwelling Square Footage _____

Driveway Square Footage _____ Accessory Building Square Footage: _____

Pool Square Footage _____ Patio/Deck Square Footage: _____

Current Impervious Surface: _____ Impervious Surface Including Project: _____

Building Height in Feet: _____ Landscape Buffers: (height x width) _____

Flood Zone _____ Finished Floor Elevation _____

Are trees to be removed from the property? _____

(if yes, attach a tree location map)

Applicant Signature

Date

Applicant Address

Email Address

Telephone Number



Building Application

Date _____
Owners Name _____ Phone # _____
Address _____
City: _____ State: _____ Zip Code: _____

Fee simple Title Holder(if other than owner) _____
Address: _____
City: _____ State: _____ Zip Code: _____ Phone # _____

Contractor Name: _____
Address: _____ Phone #: _____
State Licenses #: _____ Competency Card#: _____

Address of Project _____
City: _____ State: _____ Zip Code: _____

Proposed Use of Site: _____
Property Parcel ID#: _____
Legal Description Of Property: _____

Will structure be at least 30' from any body of water? _____ Yes _____ No

Commercial Projects

Company Name: _____

Bonding Company: _____

Address: _____ Phone # _____
City: _____ State: _____ Zip Code: _____

Architect/Engineer: _____

Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____

Mortgage Lender _____

Address: _____ Phone #: _____
City: _____ State: _____ Zip Code: _____

Application is made herby to obtain a permit to do work and installation as indicated. I certify that NO WORK or installation has commenced prior to Issuance of a permit and that all work will be performed to meet the standards of all laws regarding construction in this jurisdiction. I understand that separate permits must be secured for electrical work, plumbing, signs, roofing, pools, furnaces, boilers, heaters, tanks, air conditioners, etc.

Purpose of Building

Single Family Townhouse Commercial Industrial
 Duplex Swimming Pool Storage Sign
 Multi-Family Demolition Addition, Alteration, Renovation

--Other: _____

Project Description: _____

Distance from Property Lines:

Front: _____ Rear: _____ Left Side: _____ Right Side: _____

EPI: _____ Flood Zone: _____ Lowest Floor Elevation _____

Cost of Construction: _____ Number of Stories _____

Number of Units (If commercial) _____ Number of Bedrooms _____ Number of Bathrooms _____

Total Square Footage: _____ Heated & Cooled Square Footage: _____

Type of Roof: _____ Type of Walls: _____ Type of Floor: _____

Extreme Dimensions of: Length: _____ Height: _____ Width: _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail or hand delivery.

NOTICE: EPCI/Mexico Beach Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties

OWNERS'S AFFJDAVIT: I hereby certify that the information contained in this application is true and correct to the best of my knowledge, and that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Owner or Agent

Signature of Contractor

Date: _____

Date: _____

Notary as to Owner or Agent

Notary as to Contractor



City of Mexico Beach Building Department

Product Affidavit

I _____, hereby certify that all products used in building at
(Contractors Name)

_____ meets the requirements of the Florida Building Code for
(Job Address)

Product Approval

Signature

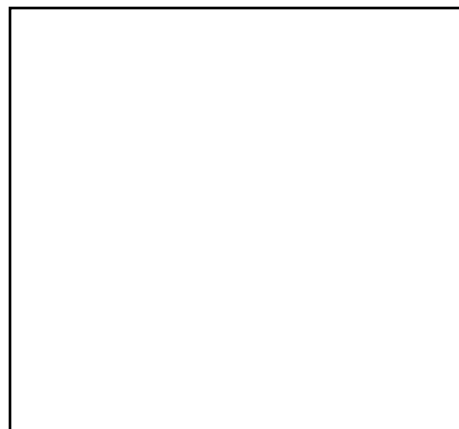
STATE OF FLORIDA

COUNTY OF BAY

Sworn to and subscribed before me this _____ day of _____, 20 _____

By _____

Notary Stamp



Notary Public, State of Florida

Personally known _____ or
Produced Identification _____
Type of identification produced _____



Hold Harmless Agreement

Every Contractor, Trades Person, Homeowner Contractor, Contractor's employees or related business entity who conducts business within the City shall resume all responsibility and save the City and its employees free and harmless from any prosecution or liability for any damages to any persons or property in anyway connected with, arising of, or incidental to construction related activities, building inspections, or enforcement of any code violation. Every person who signs this document understands that there is no time limitation in which this document shall expire, this document shall remain in force from this day forward even through any situation where a persons license may be suspended revoked or allowed to expire.

Print

Sign

Business name (DBA)

I, _____ do fully agree to and understand the contents of this Hold Harmless Agreement.

Notarization

STATE OF FLORIDA

COUNTY OF BAY

Sworn to and subscribed before me this _____ day of _____, 20 _____

By _____

Notary Stamp



Notary Public, State of Florida

Personally known _____ or

Produced Identification _____

Type of identification produced _____



NOTICE OF COMMENCEMENT

Permit No. _____
State of Florida
County of Bay

Tax Folio No. _____

To Whom It May Concern:

The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with [Chapter 713](#), Florida Statutes, the following information is provided in this [Notice of Commencement](#).

Description of property (legal description of the property, and street address if available): _____

General description of improvement: _____

Owner Name: _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____

Address: _____

Contractor Name: _____

Address: _____

Phone Number: _____

Payment Bond Surety: _____

Address: _____

Phone Number: _____ Amount of Bond: \$ _____

Lender Name: _____

Address: _____

Phone Number: _____

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:

Name _____

Address _____

Phone Number: _____

In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's **Notice** as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____,
by _____ (name of person making statement).

Signature of Notary Public (State of Florida)

NOTARY SEAL

Personally Known _____ or Produced Identification _____
Type of Identification Produced _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER 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 JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.



Owner Affidavit

I _____ of _____
Owner Name Printed Address of Construction Site

do hereby give my permission for contractor _____
Contractors Name Printed

to accept the responsibility of obtaining and signing for my Development Order and /or Building Permit. I further understand that even though the contractor has signed on my behalf I am responsible for the entire contents and requirements set forth within these documents, Ordinance, or State Law. I further understand that if any violations occur I can be held solely responsible for correction of these problems because I am the owner of said property.

This Affidavit is for the City's use only and is not intended for use by the contractor against the property owner in any disagreement, civil suit, dispute, or violation.

Owners Signature _____ Date _____

STATE OF FLORIDA
COUNTY OF BAY

Sworn to and subscribed before me this _____ day of _____, 20 _____

By _____

Notary Stamp



Notary Public, State of Florida

Personally known _____ or
Produced Identification _____
Type of identification produced _____

INSPECTION LIST FOR NEW HOUSE:

In order of when they should be called in

1. TEMP POWER POLE
2. FOOTER OR REINFORCEMENT & SETBACKS
3. WALL/CONCRETE BLOCK REINFORCEMENT
4. UNDERGROUND PLUMBING
5. SLAB/FOUNDATION
6. STRAPPING
7. SHEATHING/NAILING/PLYWOOD
8. DRY IN/ROUGH IN, FRAMING, BOLTS/CLIPS/HURRICANE TIES, SHEARWALLS, ROUGH MEP, SMOKE DETECTORS, ROUGH FLOOD
9. INSULATION
10. FIRE/GARAGE FIREWALL
11. EARLY PERM/TEMP TO PERM/I WANT POWER ON MY HOUSE
12. FINAL/CO - FINAL BUILDING, ELECTRICAL, MECHANICAL, AND PLUMBING TABS (ALSO SCHEDULE ANYTHING THAT IS PARTIAL PASSED)
13. SETBACKS, LANDSCAPE, STORMWATER, FINAL FLOOD, IMPERVIOUS
14. PAVERS

OPEN POLE BARN, DECK

1. FOOTER & SETBACKS
2. SLAB (IF APPLICABLE)
3. STRAPPING/FRAMING
4. ELECTRICAL (IF APPLICABLE)
5. FINAL

ENCLOSED POLE BARN, GARAGE, SITE BUILT SHED

1. FOOTER & SETBACKS
2. SLAB
3. ROUGH PLUMBING (IF APPLICABLE)
4. STRAPPING\SHEATHING (ROOF & WALL NAILING)
5. DRY IN
6. ROUGH FLOOD (IF APPLICABLE)
7. INSULATION
8. FINAL
9. FINAL FLOOD (IF APPLICABLE)

POOL

1. SETBACKS, FORM & REBAR, ROUGH PLUMBING
2. BONDING
3. FINAL