198 6th Street SW ▪ P.O. Box 1527 ▪ Moore Haven, Florida 33471
Phone: (863) 946-6018 ▪ Fax (863) 946-1535

Glades County
BUILDING PERMIT APPLICATION
COMMUNITY DEVELOPMENT DEPARTMENT

Permit # _____ Date Received: _____

Owner Information
Name: _____
Mailing Address: _____
Phone #: _____
Fax #: _____
Email: _____

Contractor Information ☐ **Same as Owner**
Name: _____
Business Name: _____
Business Address: _____
Phone #: _____
Fax #: _____
Email: _____

Job Site Phone #: _____ **Contact Person:** _____

Project Property Information
Parcel ID #: _____
Street Address: _____

Project Information
Description of project: _____
_____
_____

Contract Cost/Cost to Build: $_____
Is subject parcel in a Special Flood Area? _____ **(If yes, complete Floodplain Development Review Application)**

Building Permit ----------	$ _____
Plan Review----------	$ _____
Mechanical Permit----------	$ _____
Electrical Permit----------	$ _____
Plumbing Permit----------	$ _____
State Surcharge----------	$ _____
Mobile Home----------	$ _____
Other: _____	$ _____
TOTAL: ----------	$ _____

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Either the Owner or the Primary Contractor needs to sign below. Both signatures are not required.

NOTICE: In addition to the requirement of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county. All other applicable state or federal permits must be obtained before commencement of the permitted development.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit; that all information in this application or attached as documentation to this application is accurate; and that all work will be performed to meet the standards of all laws regulating construction and land use in this jurisdiction.

_____ _____

*Owner-Builder's Signature Date

Primary Contractor's Signature Date

State of _____
County of _____

The foregoing instrument was acknowledged before me this ____ day of _____ 20 _____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary: _____

Notary's Printed Name: _____

Commission Number: _____

State of _____
County of _____

The foregoing instrument was acknowledged before me this _____ day of _____, 20 _____ by _____ who is personally known to me or who has produced _____ as identification and who did/did not take an oath.

Signature of Notary: _____

Notary's Printed Name: _____

Commission Number: _____

***Owner-Builder Info**: Owner-Builders are required by Florida Statute 489 to personally appear in the Building Department Office and sign the permit application. An Owner-Builder Discloser Statement will be provided to the Owner-Builder at that time.

WARNING TO PROPERTY OWNER:
WHEN A CONTRACT COST/COST TO BUILD IS $2,500 OR MORE you must record a Notice of Commencement. Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, it is recommended that you consult with your lender or an attorney before recording your Notice of Commencement.

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Contractor Assignment and Authorization

Each contractor and/or subcontractor must sign this form prior to permits being issued for that trade. By signing this form, the contractor accepts responsibility for work performed by authorization of the permit issued for this project and agrees to comply with all applicable laws, codes, ordinances, and regulations that govern the work. An owner may sign only if eligible by law to perform such work.

Permit Type	Required Documents See Descriptions Below Table	Contractor Print Name Clearly	License Number	Contractor's Signature	Date
Building	1, 2, 3, 4, 5, 7, 10, 11				
Mobile Home	1, 2, 3, 4, 5, 7, 8, 10				
Electrical	1, 6, 10				
Plumbing	1, 3, 7, 10				
Mechanical	5, 7, 10				
Aluminum	1, 2, 7, 9, 10				
Gas	1, 7, 10				
Roofing	1, 7, 10, 11				
Drywall	7 & 10				
Carpentry	7 & 10				
Masonry	7 & 10				
Concrete	1, 2, 7, 10				

Required Documents

1 Two sets of plans for everything but Commercial Buildings. Three sets are required for Commercial Buildings. The plans must show specific details of the work. When the permit is issued, one set will be returned and must be retained at the construction site. If your project is for a commercial building, a single family residence, or your plans are larger in size than 11 x 17 you must also provide an electronic copy, pdf preferred. You can provide this on a CD or email to jallen@myglades.com if the file size allows.

2 A Property Survey that shows all existing structures and includes a legal description is required for all structural permits except:

a) when a structure is in a Mobile Home or RV Park,

b) the structure is considered a non-permanent accessory structure such as an aluminum carport or utility shed that are not permanently attached to the ground (anchoring doesn't count as permanent installation),

c) if the parcel is more than 5 acres and the proposed structure is 200 feet or more from all property lines.

For permits not requiring a survey, a legal description is required and a Site Plan (for requirements, see Site Plan description on next page).

3 Septic tank permit or system verification from Health Department (non-sewer areas). Where sewer is available, provide name of utility providing service & letter verifying availability of service for this project

4 Right-of-way permit if any construction is going to take place in the County/public right of way.

5 Two (2) Copies of Completed, signed Florida Energy Code form (Central Zone 7) for buildings and additions subject to energy code. Include one complete form & two cover sheets. Provide equipment load sizing calculation for heating/cooling equipment. (Manual J, Manual N or equivalent)

6 In comments below, provide a general description of electrical work. If a new service or service change is involved, include intended use of service and service rating in amps, volts and number of phases.

7 In comments below, provide any additional details necessary to describe work to be done.

8 For mobile/manufactured homes provide a completed Glades Co. Mobile Home Plan Review Workbook.

9 Authorized aluminum engineering details showing connections, foundations, spans, material specifications and design of the aluminum structure.

10 Proof of ownership, necessary only if the property was recently purchased and the Property Appraiser's on-line information does not yet reflect the change of ownership.

11 Two (2) Copies of the Florida Product Approval for Roofing, Doors and Windows

COMMENTS: _____

SITE PLAN

A site plan must accurately show the location, orientation, and outline of existing structures and proposed structures as well as indicate the location, square footage and distance between structures on the property. When applicable, the location of the well and septic system must be show. The drawing must also show adjacent roads and the distance to property lines from the proposed construction. Existing and new construction must be appropriately labeled on the site plan. When new construction is proposed in Mobile Home or RV Park, the site plan must show the distance between the new construction and the nearest surrounding structures on all sides of the proposed structure.