HENDRY COUNTY BUILDING &LICENSING

POST OFFICE BOX 2340• LABELLE, FLORIDA 33975• 640 SOUTH MAIN STREET •Phone: (863) 675-5245
1100 OLYMPIA ST • CLEWISTON, FLORIDA 33440 • PHONE: (863) 983-1463 • PERMIT@HENDRYFLA.NET

[1]Application for Residential Structure/Building Permit

*STAFF USE ONLY

Received by:*_____ Date Received:*_____ Zoning Approval:*_____ Date:*_____ ***PERMIT#**_____

Plan Examiner Approval:*_____ Date:*_____ ____ 2023 8th Edition of the Florida Building Code

ZONING:**_____FLU**_____***SETBACKS: FRONT**___**ft/ SIDE**___**ft/ REAR**____**ft *FLOOD ZONE:**_____

PROJECT PHYSICAL ADDRESS: _____ City:_____ County: HENDRY

Subdivision:_____ Lot(s):_____ Block:_____

Parcel I.D. #:_____ Section: _____ Township: _____ Range: _____

Property Owner:_____ Address:_____

City:_____ State:_____ Zip Code:_____ Phone No:_____ Email:_____

WORK DESCRIPTION: _____

PROPOSED USE: _____

Applicant: Contractor OR Owner Builder (Circle One)

Contractor Company Name: _____ License: _____

Address:_____ City:_____ State: _____ Zip: _____

Phone No:_____ Fax No:_____ Email address:_____

Contact Name: _____ **Contact Phone#:** _____

Electrical Contractor/Company Name: _____ License:_____

Plumbing Contractor/Company Name: _____ License: _____

Mechanical Contractor/Company Name: _____ License: _____

Fee Simple Titleholder's Name (if other than owner) :_____

Fee Simple Title holder's Address:_____

Property Status: _____ New Residential _____ Existing Residential _____ Other (_____)

Contract Price:$_____ **Value of completed Project $**_____

Design Floor Load (PSF) _____ **Square Footage:**_____ Number of Stories:_____ Height of Building:_____

Occupancy Type:_____ Mixed Use Occupancy: ___ YES ___ NO

Impact Fee Payer:_____

☐Application fee of $65 is required at submittal. This amount will be credited at the issuance of the permit. This is a non-refundable processing fee.

[1] Minimum documents are required for plan review.

Rev. 11.2025 – Previous application obsolete

Flood Zone Designation: If your property is located in any flood zone **(except Zone X)**, the First Floor Elevation must be certified to be in compliance with Hendry County Flood Zone Regulations by a State of Florida Registered/Licensed Surveyor or Engineer after the foundation and finished first floor have been installed. This Certificate must be on file in the Building Department prior to requesting the final inspection or a Certificate of Occupancy.

[ ] Zone "A" – First Floor must be held 36" above highest adjacent grade.

[ ] Zone "AH" – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No. _____

[ ] Numbered "A" Zone – First Floor must be held _____ inches above NGVD (MSL), FEMA Map No._____

Mortgage Company:_____ Bonding Company:_____
Address:_____ Address:_____
City:_____ State:_____ Zip:_____ City:_____State:_____ Zip:_____
Architect/Engineer:_____ License No.: _____
Address:_____ City:_____ State:_____ Zip:_____

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 will be performed to meet the Standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for electrical work, plumbing, signs, wells, pools, furnaces, boilers, heaters, tanks, air conditioning systems, fences, etc., unless properly licensed contractors under the provisions of Chapter 489 of Florida Statues, Hendry County Regulations and/ or as the Owner/Builder Exemption have been accepted for construction.

Warning – Work in the right-of-way: This permit does not authorize construction or installation of any structure or utility, above or below ground, within any right-of-way or easement reserved for access, drainage or utility purposes. This restriction specifically prohibits fencing, sprinkler systems, landscaping other than sod, signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit(s) may be required from the Hendry County Building Department and/or Hendry County Engineering Department or agency responsible for easement.

Owner's Affidavit: I certify that all foregoing information is accurate and that all work will be done in compliance with applicable laws regulating construction and zoning. I have researched Federal, State and local regulations related to this project, and I have received permits from other agencies claiming jurisdiction over this project as required by law. I further understand that any omissions in content of this application or failure to provide additionally required information or to construct to Code may render this permit immediately void and a new permit will be required.

I further acknowledge the following:

- Issuance of a permit may be subject to conditions and is subject to time limitations or constraints.
- Issuance of a permit is not authorization to violate public or private restrictions, laws or regulations.
- Failure to comply with the applicable construction regulations may result in with holding of future permits and a STOP WORK ORDER.
- I will comply with all the requests and requirements contained within this application to construct the new residential structure.

Signature: _____ **Signature:** _____

(Owner or Agent including Contractor) (Owner/Builder)

State of Florida, County of _____

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20__, by the contractor, their agent or the Owner/Builder, who is personally known to me or who has produced ___ Drivers License or ___ _____ as identification and who did not take an oath.

_____ Notary Stamp
Signature of Notary Taking Acknowledgement

Application reviewed and approved by _____ Permit Officer

Warning to Owner: 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, consult with your lender or an attorney before recording your Notice of Commencement.

Sub-Contractor List for Permit Application

In accordance with Florida Statue 489 and/or Hendry County Ordinance 2004-01, a complete list of all people contracting work on this project must be identified. These people must be licensed as contractors, working within the scope of their licenses, unless working under the direct supervision of another licensed contractor, in which his license allows the use. All contractors must be either a state certified, state registered with Hendry County, or hold a Hendry County Certificate of Competency as a Specialty Contractor (Same contractor may work in different areas, when scope allows):

Please identify the following contractors working on this project and their license numbers.

Building / General / Residential: _____ _____

Pool Contractor: _____ _____

Air Conditioning/Mechanical: _____ _____

Plumbing Contractor: _____ _____

Electrical Contractor: _____ _____

Roofing Contractor: _____ _____

Aluminum Specialty Contractor: _____ _____

Asphalt Sealing / Coating Contractor: _____ _____

Cabinet and Millwork Contractor: _____ _____

Carpentry Contractor: _____ _____

Concrete / Masonry Contractor: _____ _____

Demolition Contractor: _____ _____

Excavation (Land Clearing) Contractor: _____ _____

Fence Contractor: _____ _____

Finish Carpentry Contractor: _____ _____

Garage Door Installation Contractor: _____ _____

Glass and Glazing Contractor: _____ _____

Gunite Contractor: _____ _____

Gutter and Downspout Contractor: _____ _____

Insulation Contractor: _____ _____

Irrigation Sprinkler Contractor: _____ _____

Marciting Contractor: _____ _____

Painting Contractor: _____ _____

Paver Block Contractor: _____ _____

Paving Contractor: _____ _____

Plastering / Stucco Contractor: _____ _____

Reinforcing Steel Contractor: _____ _____

River Rock Contractor: _____ _____

Sand Blasting Contractor: _____ _____

Structural Steel Erection Contractor: _____ _____

Terrazos Contractor: _____ _____

Tile and Marble Contractor: _____ _____

Other Contractor: _____ _____

If there are any questions as to who should be listed, please call the Building Department. Any person with whom a contract is made to perform construction services should be identified.

RESIDENTIAL PERMIT CHECKLIST

_____ 1. Did you provide the documentation of ownership as recorded in public records? Documentation may be a tax bill, or recorded deed (warranty, mortgage or contract for deed). Note: If you are not the owner, as identified by public records, you must obtain written permission to make improvements.

_____ 2. Did you provide the written authorization for the potable water connection to the local utility?

_____ 3. Are there any zoning regulations that will require the zoning department to approve? Is the the use a conforming use to Hendry County Codes?

_____ 4. Have you provided the driveway connection approval or construction authorization permit from Hendry County Engineering, Central County Water District, or Gerber Groves Water Control District, as required?

_____ 5. Have you provided a copy of a signed agreement or contractor for the removal of all construction debris or sludge from this project? Have you arraigned to have a portable toilet provided, in the absence of other accessible sanitary facilities?

_____ 6. Have you completed the list of sub-contractors that you have contracted with for work on this project? All applicable lines must be identified, even if provided by the same contractor.

_____ 7. Have you provided the boundary survey with Flood Zone information with the application? Needs to be signed and sealed by a Florida licensed surveyor or engineer.

_____ 8. Does your site plan contain the following minimum information?

i. All existing structures. Also show proposed new construction, proposed phases, future projects, etc. with overall dimensions;
ii. Indicate all proposed or existing ponds, drainage systems, or retention ponds;
iii. Identify the points of the compass, utilities, demolition;
iv. Indicate fire hydrants, standpipe connections, fire pump locations, mains, branches and other potable water system sizes that are to be dedicated to use for fire suppression systems (if provided). Indicate all valve locations;
v. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads.
vi. Indicate size and location of sanitary sewage piping and potable water lines. Indicate other pressurized piping (Gas, steam, non-potable water, fuel, etc.)

_____ 9. Have you provide 1 complete sets of plans plus one electronic copy and specifications?

_____ 10. Have you provided a contract price for this project?

_____ 11. Did you include the $65 application fee? This amount will be credited at the issuance of the permit. This is a non-refundable processing fee if the permit is never issued.

IN ACCORDANCE WITH REQUIREMENTS CONTAINED IN THE FLORIDA BUILDING CODE, SECTION 106.3.5, AND HENDRY COUNTY CODES OR ORDINANCES, THE FOLLOWING INFORMATION IS REQUIRED FOR A NEW RESIDENTIAL STRUCTURE/BUILDING PERMIT.

All items must be submitted to the Building Department at the time of this request for a permit. An incomplete application will not be accepted and may result in the delay of the construction / project. It is your responsibility to provide written authorization / approval for items requiring approval from Departments outside of the Building Department. It will be your responsibility to provide plans or specifications for these agencies, for their review and approval **PRIOR TO PERMITTING:**

1. Documentation of ownership as recorded in public records. Documentation may be a tax bill, or recorded deed (warranty, mortgage or contract for deed). Note: If you are not the owner, as identified by public records, you must obtain written permission to make improvements.
2. Sewer connection and/or design authorization or approval of existing septic tank, new septic tank, (From Hendry County Environmental Health Unit) or written authorization for connection to the appropriate local sewer utility.
3. Written authorization for the potable water connection to the local utility.
4. Approval of driveway location and construction from the Hendry County Engineering Department. Please contact the Hendry County Engineer's Office at (863) 675-5222 in LaBelle for questions. Montura Ranch Driveway connections need to call the Central County Water Control District at (863) 983-5797 for approval. Gerber Groves -please contact Gerber Groves Water Control District 863-675-3507.
5. A contract or agreement with a solid waste disposal company, acceptable to the Hendry County Special Districts Director, to dispose of any solid waste or sludge that may be generated from this project in the form of demolition debris/waste and/or construction debris. The site shall be always kept clean (to prevent debris from being blown throughout the area). A portable sanitary outlet (Example: Porta-John) will also be required on the job site.
6. A list of subcontractors shall also be submitted at time of permitting. Any changes in sub-contractors will be immediately forwarded to the Hendry County Building Department to ensure compliance with current licensure requirements. Sub-contractors are not permitted to work on this job unless properly licensed to perform the activities tasked to them. Must complete and return the attached Sub-Contractor sheet.
7. A boundary survey. The owner must locate all markers and stake property prior to first inspection (applies to new construction). The survey shall show all easements and Flood Zone. (engineered scale).
8. Site plan (One hard copy plus one electronic) must show the following information within the submitted plans:
    a. All existing structures. Also show proposed new construction, proposed phases, future projects, etc. with overall dimensions;
    b. Indicate all proposed or existing ponds, drainage systems, or retention ponds;
    c. Identify the points of the compass;
    d. Indicate fire hydrants, standpipe connections, fire pump locations, mains, branches and other potable water system sizes that are to be dedicated to use for fire suppression systems (if provided). Indicate all valve locations;
    e. Indicate names and locations of adjacent county, city and/or state or federal road systems. Indicate connections to these roads.
    f. Indicate Septic systems or sewer connections, utilities, demolition;
    g. Setbacks from structures and property lines;
    h. Parking.
9. Certification of Compliance with the Florida Energy Code (one hard copy plus one electronic copy) as applicable. Must be signed by the owner and designer in applicable locations. Must be compliant with the Florida Building Code. (Jurisdiction 361000)
10. Occupancy group and special occupancy requirements shall be determined.

11. Minimum type of construction shall be as determined by Table 503 of the Florida Building Code.
12. When applicable, fire suppression system plans shall include the following:
    a. Early warning smoke evacuation system.
    b. Schematic fire sprinklers.
    c. Standpipes.
    d. Pre-engineered systems.
    e. Riser diagram.
13. Structural requirements shall include:
    a. Soil condition/analysis.
    b. Termite protection.
    c. Design loads.
    d. Wind requirements.
    e. Building envelope.
    f. Structural calculations (if required).
    g. Foundation location, size and reinforcement.
    h. Wall systems, construction and materials.
    i. Floor systems, construction and materials.
    j. Roof systems, construction and materials.
    k. Stair system, construction and materials.
    l. Connector tables
14. Handicap accessible bathroom show location (29" Clear opening for doors that serve this bathroom).
15. Materials for construction shall be reviewed and shall at a minimum include the following:
    Wood, steel, Aluminum, Concrete, Plastic, Glass, Masonry, Gypsum board and plaster, Insulating (mechanical), Roofing, and Insulation.
16. Compaction test indicating a Proctor of at least 95 %. You may be required to remove any soil which may be determined as incompatible for foundations supporting structure (Example: cannot build on "black muck" type soil as your structure may continue to settle, possibly causing structural damage. This type of soil will require a structural engineer to sign and seal your foundation plans, if not removed).
17. Provide a contract price.
18. Provide a copy of the first-floor elevation certificate after the foundation or finished first floor level has been determined through permanent or complete construction.

NOTE: *THESE ARE MINIMUM REQUIREMENTS. THE PLANS EXAMINER(S) MAY REQUIRE ADDITIONAL DRAWINGS/DETAILS IN ORDER TO COMPLETE THEIR REVIEW. ARCHITECT AND/OR ENGINEERD PLAN(S) MAY BE REQUIRED.*

IF THE FLORIDA BUILDING CODES OR HENDRY COUNTY REGULATIONS, CODES OR ORDINANCES DO NOT SPECIFICALLY REQUIRE THE ITEMS ABOVE, YOU WILL MAY NOT BE REQUIRED TO PROVIDE THE INFORMATION.

(Example: Gas lines if none are proposed; Fire alarm system if not proposed or required by code, etc.) You should copy the completed permit application for your files prior to applying with the Hendry County Building and Licensing office.

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PLANS REVIEW GUIDELINES – SINGLE FAMILY RESIDENCE

NOTE: Building code compliance is the **obligation of** design professionals and/or contractors. Plan review and inspection guidelines are to be used to ensure that construction plans and construction projects, at a minimum, address the same code priorities that the Hendry County Building Department will be looking at during plan review and inspection. These guidelines are not all inclusive. Additional requirements in the Florida Building Code, Residential 2023 (8th Edition) and the 2020 National Electrical Code may also apply to your project. If you need assistance with a code question, please consult the Florida Building Code, Residential 2023 (8th Edition), and the 2020 National Electrical Code.

A. **SITE PLAN** One hard copy plus one electronic copy of site plan; **Survey** signed and sealed stating flood elevation.
(Use site plan form, survey, or other paper, as long as it is drawn to scale and contains all required information)

B. **BUILDING CONSTRUCTION PLAN** One (1) set of plans plus one electronic copy:

1. Drawn to scale
2. Plans shall include:
   - foundation plan
   - area of tabulation
   - elevations
   - properties in Flood Zone X, plans must show compliance with Hendry County Land Development Code (LDC) Sec. 1-55-54
   - floor plan- of each floor
   - wall sections- from foundation through roof, including structural details
   - lintel/header schedule
   - window/door schedule
   - Roof framing plan- showing location and designation of trusses, design loads and truss diagram, location and designation of connectors
3. Egress, including egress window size and location
4. Handicap accessible bath
5. Wall and ceiling details for garage
6. Wall and roof flashing details for protection of water intrusion

C. **WIND LOAD PROVISIONS**

1. Plan must be sealed by an Engineer/Architect **or** certified by the Contractor
2. Plan shall specify whether the Florida Residential Code 2023 (8th Edition) **or** an alternate methodology listed in FRC 2020 section R301.2.1.1 is used to meet the wind load requirements of the code
3. Plan shall specify wind speed, importance factor, wind exposure, internal pressure coefficient, and design pressure for all the openings of the building
4. Product Approval Specification Sheet for all doors, windows/mullions, siding, roofing, skylights/garage doors

D. **ELECTRICAL PLAN**

1. One set of plans (plus one electronic copy) using 2020 National Electrical Code showing all electrical devices of the system as well as the smoke alarms, meter location, panel size/location, and weatherproof/GFCI receptacle locations, 3000 sq. ft. and above require one line diagram and load calculations

E. **PLUMBING PLAN**

1. One set of plans (plus one electronic copy) showing the location of all the plumbing fixtures and size of main sewer line(s)

F. **MECHANICAL PLAN**

1. One set of plans (plus one electronic copy) including a duct layout, Manual D and Manual J
2. One set of plans (one hard copy plus one electronic copy) of the Florida Energy Calculation Form plus additional cover sheet for State use. Signed and dated by the owner/agent.
3. Gas Layout include developed length, pipe size, type and pressures.

Approved plans must be on site and available for inspections, all manufactures installation manuals must be on site for inspections.