



POST OFFICE BOX 458 \* 80 EUCLID PLACE \* LABELLE, FLORIDA 33975 \* (863) 675-0492

# COMMERCIAL STRUCTURE/BUILDING PERMIT APPLICATION CITY OF LABELLE

### STAFF USE ONLY:

Received by:\* \_\_\_\_\_ Date Received:\* \_\_\_\_\_ Zoning Approval:\* \_\_\_\_\_ Date:\* \_\_\_\_\_ PERMIT#:\* \_\_\_\_\_

Plan Examiner Approval:\* \_\_\_\_\_ Date:\* \_\_\_\_\_ 8th Edition (2023) Florida Building Code

\*ZONING: \_\_\_\_\_ \*SETBACKS: FRONT: \_\_\_\_\_ ft/ SIDE: \_\_\_\_\_ ft/ REAR: \_\_\_\_\_ ft \*FLOOD ZONE: \_\_\_\_\_

**PROJECT PHYSICAL ADDRESS:** \_\_\_\_\_, City of LaBelle \_\_\_\_\_ County: HENDRY

Subdivision: \_\_\_\_\_ Lot(s): \_\_\_\_\_ Block: \_\_\_\_\_

Parcel I.D. #: \_\_\_\_\_ Section:\* \_\_\_\_\_ Township:\* \_\_\_\_\_ Range:\* \_\_\_\_\_ Area #:\* \_\_\_\_\_ Parcel\* \_\_\_\_\_

Property Owner: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_ Phone Number: \_\_\_\_\_

### WORK DESCRIPTION:

### PROPOSED USE:

**Applicant: Contractor or Owner Builder (Circle One)**

Contractor Company Name: \_\_\_\_\_ Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_ License : \_\_\_\_\_

Contractor Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

Electrical Contractor/Company Name: \_\_\_\_\_ License: \_\_\_\_\_

Phone: \_\_\_\_\_

Plumbing Contractor/Company Name: \_\_\_\_\_ License: \_\_\_\_\_

Phone: \_\_\_\_\_

Mechanical Contractor/Company Name: \_\_\_\_\_ License: \_\_\_\_\_

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

Fee Simple Title holder's Address: \_\_\_\_\_

Property Status: \_\_\_\_\_ New Commercial \_\_\_\_\_ Existing Commercial \_\_\_\_\_ Other ( \_\_\_\_\_ )

Contract Price:\$ \_\_\_\_\_ (Contractor's must submit copy of contract) 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 (When Applicable) Payer: \_\_\_\_\_

**Flood Zone Designation:** If your property is located in a flood zone (*except Zone X*), the First Floor Elevation must be certified to be in compliance with City of LaBelle Flood Zone Regulations by a State of Florida Registered/Licensed Surveyor or Engineer. 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 Statutes, City of LaBelle 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, and signs, water, sewer, cable and drainage work therein. If such improvements are necessary, a separate permit(s) may be required from the City of LaBelle Building Department and/or City of LaBelle Public Works 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 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 commercial 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 Below

\_\_\_\_\_  
Signature of Notary Taking Acknowledgement

Application 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.

**IN ACCORDANCE WITH THE FLORIDA BUILDING CODE, SECTION 106.3.5 AND CITY OF LABELLE CODES, REQUIRED ITEMS FOR NEW COMMERCIAL STRUCTURE/BUILDING PERMIT MUST INCLUDE THE FOLLOWING**

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 to 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 City of LaBelle Public Works Department or Hendry County Health Department) or written authorization for connection to the appropriate local sewer utility.
3. Written authorization for the potable water connection to the local utility.
4. Zoning approval (if changes will be required from current classified or existing use) from the City of LaBelle Zoning Department.
5. Approval of plans from the authority have jurisdiction (Fire Marshal or Fire Inspector) for Fire Codes Compliance (2 complete set of plans, details and specification. One set for their records and one signed reviewed copy for Building Department file);
6. Approval of design for the onsite drainage and driveway location and construction from the City of LaBelle Public Works Department. You will need to provide plans for parking, on site drainage retention or other system and pipes locations and paving. Indicate all impervious areas. Please contact the City of LaBelle Public Works Department at (863) 675-2872 for questions. Provide the written approval from the City that

- plans are compliant with the City codes and regulations.
7. A portable sanitary outlet (Ex:Porta-John) will be required on the job-site (As per the Florida Plumbing Code).
  8. Prior to receiving building and demolition permits from the building, licensing and code enforcement department, customers must provide proof of agreement with the City's franchise hauler for solid waste, sludge and recyclable materials (As per City of LaBelle Code of Ordinances Section 8-2).
  9. A list of sub-contractors shall be submitted at time of permitting. Any changes in sub-contractors will be immediately forwarded to City of LaBelle 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.
  10. A boundary survey no more than 18 months old, except those commercial properties with a master site plan on file with the Building Department. Owner must locate all markers and stake property prior to first inspection (applies to new construction). Survey shall show all easements and Flood Plain information. (engineered scale)
  11. Site plan (2 copies) show the following information within the submitted plans (to scale). All projects shall comply with the provisions of City of LaBelle Land Development Code and shall be approved by the City Planner, prior to applying for construction permits:
    - 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, utilities, demolition;
    - 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. 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 size and location of sanitary sewage piping and potable water lines. Indicate other pressurized piping (Gas, steam, non-potable water, fuel, etc.)
    - g. Indicate buffering and landscaping to be used for this project.
    - h. Indicate any erosion control devices (temporary or permanent) for this project.
  12. Parking Plan. Show all parking spaces and locations for vehicles and/or bicycles, sizes and type of material used to construct. An example would be the depth of the paving material or other impervious material. Handicap spaces, zones and access areas for handicap persons shall comply with the Florida Building Code (Per City of LaBelle Code of Ordinances, material must be of an impervious material). Show all areas of parking including loading zones and fire lanes accesses and alleys.
  13. Certification of Compliance with the Florida Energy Code (3 copies) as applicable. Must be signed by owner and designer in applicable locations. Must be compliant with the Florida Building Code. Jurisdiction 361000.
  14. Provide the occupancy group and special occupancy requirements in accordance with the Florida Building Code.
  15. Identify the type of construction, as determined by Florida Building Code Table 503.
  16. Identify fire resistant construction requirements (to include when required):
    - a. Fire-resistant separation;
    - b. Fire-resistant protection for type of construction;
    - c. Protection of openings and penetrations of rated walls;
    - d. Fire blocking and draft stopping and calculated fire resistance.
  17. Identify required fire suppression systems (to include when required):
    - a. Early warning smoke evacuation systems;
    - b. Schematic fire sprinklers;
    - c. Standpipes, Pre-engineered systems, and riser diagram.
  18. Life safety systems shall be determined and shall include the following requirements (where required):
    - a. Occupant load and egress capacities;
    - b. Early warning systems;
    - c. Smoke control systems;
    - d. Stair pressurization systems;
    - e. Systems schematics.
  19. Occupancy load/egress requirements shall include:
    - a. Occupancy load – gross and net;
    - b. Means of egress, exit access, exit, exit discharge;
    - c. Stair construction / geometry and protection;
    - d. Doors;
    - e. Emergency and exit lighting;

- f. Specific occupancy requirements;
  - g. Construction requirements, in accordance with the Florida Building Code;
  - h. Horizontal exits/exit passageways.
20. Structural requirements shall include:
- a. Soil condition and analyses. Compaction test results must be on file with office prior to foundation inspection.
  - b. Termite protection;
  - c. Design loads – wind, live and dead loads;
  - d. Structural calculations (if required);
  - e. Threshold inspection plan;
  - f. Stair systems;
  - g. Wall details to include foundation to roof covering for typical and unique or independent intersections.
21. Materials shall be reviewed and shall at a minimum include the following:
- a. Wood, steel, aluminum, concrete, plastic, masonry, gypsum board and plaster, insulation and roofing materials.
22. Accessibility requirements shall illustrate the following:
- a. Accessible route;
  - b. Vertical accessibility;
  - c. Toilet and bathing accessibility;
  - d. Drinking fountains;
  - e. Equipment;
  - f. Special occupancy requirements;
  - g. Fair housing requirements.
23. Interior requirements shall include the following information: Interior finishes (flame spread/smoke development rating), light and ventilation, and sanitation.
24. Indicate special systems provided with this project: Elevators, lifts, and/or escalators.
25. Indicate swimming pool information (when provided): Barrier requirements, spas, and wading pools.
26. Floor plans (3 copies) to scale. Showing the following minimum information:
- a. Provide a title sheet to the plans that has a table of contents and a statement of compliance signed and sealed by a Florida professional architect of engineer, where required by Florida Statute 471 or 481;
  - b. Floor plan with rooms named and dimensions shown for each floor level;
  - c. Show doors and window schedules and wall and floor finishes;
  - d. Indicate the occupant load of each area. Indicate the floor live and dead loads used to calculate the methods and materials for construction;
  - e. Elevation drawings for each side, for each floor level;
  - f. Electrical floor plan showing all devices, for each floor level with sizes indicated –
    - i. Show/indicate wiring, services, feeders and branch circuits, over current protection, grounding, wiring methods and materials and GFCI locations.
  - g. Plumbing floor plan showing all fixtures, for each floor level. A isometric shall be provided showing gas, potable water and sanitary waste line sizes, vents and locations –
    - i. Minimum plumbing facilities, fixture requirements, water supply piping;
    - ii. Roof drainage, back flow prevention, irrigation, grease traps;
    - iii. Specific environmental concerns for this project.
  - h.
  - i. Mechanical floor plan showing location of all ducting, air handler units, vent grilles, and other venting, etc., for each floor level; Energy calculation in accordance with Florida Building Code; Exhaust systems (hood, bathroom, make-up air, etc.); Equipment locations; Boilers.
  - j. Gas systems locations (when provided).
27. Detailed drawings (3 copies) other than the site plan or floor plans listed above:
- a. Wall sections for each bearing wall system, for each floor level. Foundation, tie beam, wood beams, headers, etc. should be identified with sizes, steel reinforcement, compressive rates, locations, etc.;
  - b. Floor joist layout showing dimensions, spacing and locations for all members, show for each level;
  - c. Truss layout;
  - d. Truss engineered drawings;
  - e. Plumbing riser showing all fixtures, drain and vent pipe sizes and locations of vents;
  - f. Electrical riser;
  - g. Electrical panel schedule;
  - h. Electrical load calculation if over 2500 square feet.

28. Provide a complete copy of the signed contract with the prime contractor. Contract should include all conditions and terms of the agreement.
29. A copy of any specifications not included on the plans.
30. Provide a digital copy of all plans.

**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. ANY PLANS SIGNED AND SEALED BY AN ENGINEER OR ARCHITECT SHALL BE SEALED (in accordance with Florida Law). IF THE FLORIDA BUILDING OR FIRE PREVENTION CODES OR CITY OF LABELLE 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 codes; etc.) You should copy the completed permit application for your files prior to applying with the City of LaBelle Building Department.**

## Sub-Contractor List for Permit Application

In accordance with Florida Statue 489 and/or City of LaBelle Code of Ordinances, a complete list of all persons contracting work on this project must be identified. These persons 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. Please identify the following contractors working on this project and their license numbers. All contractors must be either a state certified, state registered with City of LaBelle, or a hold a City of LaBelle Certificate of Competency as a Specialty Contractor (Same contractor may work in different areas, when scope allows):

|  |       |
|--|-------|
| 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: 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. Copies of signed contracts with names and licenses may be required for permit files.

# PERMIT AUTHORIZATION FORM

## ORIGINAL FORM TO BE SUBMITTED WITH PERMIT APPLICATION

License Holder: \_\_\_\_\_ License Number: \_\_\_\_\_

Business Name: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Additional Contact #: \_\_\_\_\_

I authorize the following individual(s)/ agencies to act as my agent in all permitting procedures with the City of LaBelle Building Department.

Authorized Person(s)/Agencies (PLEASE PRINT CLEARLY):

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

This authorization is ONLY for: (must be filled out)

Job address: \_\_\_\_\_

Owner: \_\_\_\_\_

I understand I remain fully responsible and liable for all construction performed under my license.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name: \_\_\_\_\_

County of: \_\_\_\_\_

Signed and acknowledged before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_. He/she has produced \_\_\_\_\_ as proof of identification or is personally known to me.

Notary Stamp

\_\_\_\_\_  
Notary Signature