

**CONSTRUCTION PERMIT APPLICATION**

**GROWTH MANAGEMENT DEPARTMENT**  
**201 S.E. 3rd Street (Second Floor), Ocala, FL 34471**

email permits to [building@ocalafl.org](mailto:building@ocalafl.org) or online at  
<http://crwtrakit.ocalafl.org/eTRAKiT3/> (registered contractors only)

**Phone: (352) 629-8421**

*At the time of plan submittal, a site plan in compliance with section 107.2.6, of the Florida Building Code will be required. With the submittal of plans, the compliance of natural drainage and finish drainage must be shown.*

**PERMIT TYPE:** ( ☐ BLD ) ( ☐ ELEC ) ( ☐ PLMB ) ( ☐ HVAC ) ( ☐ GAS ) ( ☐ SITE ) ( ☐ ALARM ) ( ☐ OTHER-\_\_\_\_\_ )

RESIDENTIAL OR COMMERCIAL \_\_\_\_\_ OCCUPANCY CLASSIFICATION \_\_\_\_\_ CONST TYPE \_\_\_\_\_

**SUB TRADES** involved with this project (mark all that apply): ☐ HVAC ☐ ELEC ☐ PLM ☐ GAS

(Subcontractors are required to obtain their own permit after the master permit has been issued.)

**PROJECT NAME:** \_\_\_\_\_ **PARCEL ID:** \_\_\_\_\_

**LOCATION:** \_\_\_\_\_ **BLDG #** \_\_\_\_\_ **UNIT #(S)** \_\_\_\_\_  
Street Number Street Name

**MASTER PERMIT NUMBER:** \_\_\_\_\_ **Subdivision** \_\_\_\_\_ **Lot** \_\_\_\_\_ **Block** \_\_\_\_\_

**Property Owner:** \_\_\_\_\_ **Phone #** \_\_\_\_\_

Owner Email (print clearly): \_\_\_\_\_ **Fax #** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

**Contractor Name:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

Contractor's License #: \_\_\_\_\_ **Phone #** \_\_\_\_\_

Contractor Email (print clearly): \_\_\_\_\_ **Fax #** \_\_\_\_\_

Mailing Address: \_\_\_\_\_  
Street Address City State Zip

**Architect / Engineer:** \_\_\_\_\_ **Contact Name:** \_\_\_\_\_

A/E Email (print clearly): \_\_\_\_\_ **Fax #** \_\_\_\_\_

**\*\*ELECTRONIC PLAN SUBMISSION REQUIRED – ACCOUNT INFORMATION\*\***

The applicant will have all permissions to access comments, markups and uploading of files into the project, and is responsible for making changes to plans based on review comments.

Applicant's email address will be used as the login ID to access your account in our ePlans system.

**Applicant Name:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**Applicant Email Address:** \_\_\_\_\_

Submittal Notes: Each sheet of the plan set shall be uploaded as a single file. Revised drawing files are required to retain the same file name as when initially submitted. Stamped, approved plans must always be on the job site for inspections.

Applicants may add others to the project in either the Applicant or Public Inquiry groups. CAUTION: Adding others to the applicant group allows the permission to accept and complete tasks.

**EXISTING/PREVIOUS USE:** \_\_\_\_\_ **PROPOSED USE:** \_\_\_\_\_

**SCOPE OF WORK:**

**DESCRIPTION OF IMPROVEMENT**

☐ New: Sq Ft \_\_\_\_\_ ☐ Alteration/Repair ☐ Pool / Spa ☐ Hazardous Materials **TOTAL JOB VALUE \$** \_\_\_\_\_

☐ Addn: Sq Ft \_\_\_\_\_ ☐ Foundation Only ☐ Retaining Wall (Must include material and labor; material supplied by owner shall be included)

**ALL PERMITTING FEES ARE NON-REFUNDABLE**



Provide the following for ALTERATIONS/REPAIRS:

- |   |       |       |
|---|-------|-------|
| 3. Construction plans   | _____ | _____ |
| 4. Energy Calculations (signed by the preparer and the Owner/Agent) | _____ | _____ |
| 5. HVAC Duct Layout and Manual J & D Forms                          | _____ | _____ |
| 6. Completed Driveway Connection Application                        | _____ | _____ |
| 7. HVAC SEER Rating _____   | _____ | _____ |

If your job scope involves work in the Right of Way (ROW), you are responsible for obtaining a ROW Utilization Permit from the Transportation Engineering Division. Applications are available on their web page, or you may call 352-351-6733 for more information. A building permit will not be issued without clearance from Transportation Engineering.

### NOTICE

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work 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 may be required for ELECTRIC, PLUMBING, SIGNS, IRRIGATION WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS and AIR CONDITIONERS, ETC.

**OWNER'S AFFIDAVIT:** I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:** YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AT THE MARION COUNTY CLERK OF COURTS AND A CERTIFIED COPY FILED AT THE BUILDING DEPARTMENT BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

**OWNER'S ELECTRONIC SUBMISSION STATEMENT:** Under penalty of perjury, I declare that all the information contained in this building permit application is true and correct.

**OWNER:**

or

**CONTRACTOR:**

\_\_\_\_\_  
Owner's Signature                      Date

\_\_\_\_\_  
Contractor's Signature                      Date

**NOTARY**

STATE: \_\_\_\_\_

STATE: \_\_\_\_\_

COUNTY: \_\_\_\_\_

COUNTY: \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_ physical presence or \_\_\_ online notarization, this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

Who is personally known to me or has produced Identification. Type of ID produced: \_\_\_\_\_

Who is personally known to me or has produced Identification. Type of ID produced: \_\_\_\_\_

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Notary Public signature

\_\_\_\_\_  
Print/Type/Stamp Commissioned Name of Notary Public

\_\_\_\_\_  
Print/Type/Stamp Commissioned Name of Notary Public

Pursuant to Florida Statute 713.135(7), all signatures must be notarized.

## **How to Complete the Permit Application**

- **Permit Type:** Select the type of permit being applied for. If not in the list, enter type under Other
- Is the property **Residential or Commercial** use?
- **Occupancy Classification/Building Type:** this information can be found on the building plans, usually on the first page
- **Sub Trades:** Mark which trades will be involved for the project.
- **Project Name:** Enter the name of the business the work is being done for or the homeowner's name
- **Parcel ID:** this is the parcel identification number for the property, found on your property tax bill.
- **Location:** Enter the current address, or leave space blank and follow the instructions and submit the Address Request application. Include building number and unit number, if applicable.
- **Master Permit #:** Enter the site plan or building permit for this job if one exists
- **Property Information** – Fill in all blanks in this section
- **Property Owner of Record:** Enter who the current property owner is. If it has been recently sold, we will need a copy of the Special Warranty Deed.
- **Daytime Phone number/ mailing address:** phone number and mailing address of property owner
- **Subdivision/Lot/Block/Unit/Section/Township/Range:** Enter information from the property's legal description
- **Contractor** – Fill in all blanks in this section
- **Architect/Engineer** – Fill in all blanks in this section for the person responsible for the drawings.
- **Contact Person for plan review:** Enter name, phone, and email for the person that can answer technical questions.
- **Electronic Plan Review: Please fill out this section in its entirety for electronic plan review via Projectdox/ePlans.**
- **Use:** List what the building is/was used for and what is being proposed.
- **Scope of Work:** Describe the work being done. If needed, attach a separate form for scope of work.
- **Description of Improvement:** Enter square footage under new or additional and mark what type of improvement.
- **Total Job Value:** Excluding the lot, what is the job value of the work to be performed? Must include labor and materials in your cost, whether a contractor or homeowner is doing the work.
- **Building Classification:** Select how this building is classified
- **Number of Stories:** Fill in the number of floors
- **Flood Zone:** Access city maps at [www.ocalafl.org](http://www.ocalafl.org) to check to see if your property is in a flood zone.
- **Existing Building:** Mark what type of construction
- **Application Checklist items:** Initial all that apply to ensure that all items are being submitted.
- **HVAC SEER rating:** If mechanical work is to be done, enter the SEER rating of the equipment being installed.

**Page 3 – Signatures** – The Owner and Contractor signatures need to be completed before a Notary Public. All Building permit technicians are notaries and will provide this service for you at no cost.

Owner/Agent Electronic Submission statement – The owner (or agent representing the owner) needs to sign this section when submitting plans electronically. If you have selected a contractor, the contractor also needs to sign this section.