



CITY OF LYNN HAVEN

Building Department

Phone: (850) 265-2121 X 2135

inspections@cityoflynnhaven.com

buildingdepartment@cityoflynnhaven.com

LAND MODIFICATIONS

Date: _____

Property Owner's Name: _____

Property Owner's Address: _____

Property Owner's Contact #: _____

Property Owner's Email Address: _____

Company Name: _____

Contractor's Name: _____

Company Address: _____

Contact #: _____ Email: _____

Project Address: _____

Parcel #: _____ Size of Property: _____

Scope of Work: _____

Land Cleaning _____ Land Clearing _____

Modifications to the land or water on site _____

Any Construction/Site Improvements _____

Construction of any job site building _____

***NOTE: In addition to the above application to the building department you may also be required to complete an application and receive approval from the development and planning department. You can go to their website with the link below.**

<https://www.cityofflynnhaven.com/199/Development-and-Planning>

You can also contact them at 850-248-0506 and by email at "development planning" develop_plan@cityofflynnhaven.com

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CONTRACTOR CREDENTIALS TO PULL PERMITS

Business Name: _____

Contractor's Name: _____ Contact #: _____

Business Mailing Address: _____

City: _____ State: _____ Zip: _____

Business Preferred Office Contact Name: _____

Business Preferred Office Contact #: _____

CERTIFIED STATE LICENSE HOLDERS

1. Copy of Florida State License
2. Copy of Sunbiz Registration (Sunbiz.org)
3. Copy of Certificate Liability Insurance
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
4. Copy of Worker's Comp Insurance or Exemption Certificate
(Should state City of Lynn Haven 817 Ohio Ave., Lynn Haven, FL 32444-2351 as certificate holder)
5. Business Tax Receipt / Occupational License
6. Need a Letter Signed and Notarized by State License Holder on Company Letterhead Naming the Persons who are Authorized to Pull Permits Under his/her License
7. Copy of Driver's License

REGISTERED STATE LICENSED HOLDERS

1. All Items Listed Above are Required in Addition to the Following
 2. Original \$5,000.00 Bond Made Payable to City of Lynn Haven
 3. Current Bay County Competency Card
 4. City of Lynn Haven Competency Card
(City of Lynn Haven Competency Card will expire the same date DBPR State License expiration date indicates)
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Office Use Only: Customer #: _____ Date: _____