



CITY OF LYNN HAVEN

Building Department

Phone: (850) 265-2121 X 2135

inspections@cityoflynnhaven.com

buildingdepartment@cityoflynnhaven.com

Permit Application Instructions and Frequently Asked Questions (FAQ)

COMMERCIAL APPLICATIONS:

Please check with the City of Lynn Haven's Development and Planning department before starting any commercial project. Additionally, you may need development and planning approval for land clearing, tree removal (tree survey), and modification to land or water on site (etc.) prior to our building department issuance of a permit.

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

Email: develop_plan@cityoflynnhaven.com

COMMERCIAL AND RESIDENTIAL:

If the proposed property is in a special flood hazard area or contains wetlands you may have additional requirements. Special flood hazard area requirements are listed in your application under "A" and "V" Flood Zones. Wetlands may require FEMA, DEP, Corp of Engineer, approvals.

Don't forget to submit current general liability, workers comp, a copy of your DBPR license, Sunbiz, Business Tax Receipt, and Authorization letter if needed.

The building department can be reached at:

Email: buildingdepartment@cityoflynnhaven.com

817 Ohio Ave., Lynn Haven, 32444
7:30-4:30 M-F (850) 265-2121 Ext 2135

All permit applications and individual application forms can be found on our website, City of Lynn Haven, Building Dept forms and applications

Public Utilities Questions: Email: publicutilities@cityoflynnhaven.com

Web: <https://www.cityoflynnhaven.com/157/Public-Utilities>

Public Works Questions: Email: publicworks@cityoflynnhaven.com

Web: <https://www.cityoflynnhaven.com/173/Public-Works>

FAQ:

1. DO I NEED A PERMIT?

FLORIDA BUILDING CODE SECTION 105.3

Section 105, Chapter 1 of the 2014 Florida Building Code (FBC) 5 th Edition states that any owner or authorized representative who intends to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

2. WHEN DO I NOT NEED A PERMIT?

FLORIDA BUILDING CODE SECTION 105.2

PERMIT EXEMPTIONS: Section 105.2, FBC (Florida Building Code) *There are several jobs that do not require a permit, but such work shall be executed according to code. Any construction work, whether a permit is required or not, shall comply with the provisions of the Florida Building Code.*

The following are considered such exemptions:

For Gas: *Portable heating appliance and replacement of minor parts in equipment without altering its approval or make it unsafe.*

For Mechanical: *Portable heating, ventilation and cooling unit, piping of steam; hot or chilled water within any heating or cooling equipment regulated by F.B.C., replacement of parts without altering its approval or make it unsafe, portable evaporative cooler, self-contained refrigeration system of less than 10 pounds of refrigerant and actuated by 1 hp or less, any load management control device installation, replacement, removal or metering.*

For Plumbing: *the stopping of leaks in plumbing fixtures without removing and replacing pipes with new material. Repairs that do not involve the replacement or rearrangement of valves, pipes or fixtures do not require a permit. However, if any concealed trap, drainpipe, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, that work shall be considered as new work and a permit is required for such work. Inspections will also be required for the new work.*

Emergency Repairs, Section 105.2.1, FBC *In emergency situations, equipment replacement and repairs can be executed without a permit, however, the permit application shall be submitted on the next working day to the building official.*

Minor Repairs, Section 105.2.2, FBC *Minor repairs can be done without a permit given that such work complies with the Florida Building Code and approval from*

*the building official is obtained to commence work without a permit. Ordinary minor repairs does not include cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load-bearing support, or the removal or change of any required means of egress, or rearrangement of parts of a structure affecting the egress requirements. **Ordinary minor repairs also do not include** addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and shall not violate any technical codes.*

3. HOW LONG IS A PERMIT APPLICATION VALID?

FLORIDA BUILDING CODE SECTION 105.3.2 *An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the date of filing, unless such application has been pursued in good faith or a permit has been issued; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extension shall be requested in writing and justifiable cause demonstrated.*

4. ONCE ISSUED, HOW LONG IS A PERMIT VALID?

FLORIDA BUILDING CODE SECTION 105.4.1 – 105.4.1.4

Every permit issued shall become invalid unless the work authorized by such permit is commenced within 6 months after its issuance, or if the work authorized by such permit is suspended or abandoned for a period of 6 months after the time the work is commenced.

5. WHAT ARE THE INSPECTION REQUIREMENTS?

FLORIDA BUILDING CODE SECTION 110 – 110.9.11

Construction or work for which a permit is required shall be subject to inspection by the building official and such construction or work shall remain exposed and provided with access for inspection purposes until approved. Approval as a result of an inspection shall not be construed to be an approval of a violation of the provisions of this code or of other ordinances of the jurisdiction. Inspections presuming to give authority to violate or cancel the provisions of this code or of other ordinances of the jurisdiction shall not be valid. It shall be the duty of the owner or the owner's authorized agent to cause the work to remain exposed and provided with access for inspection purposes. Neither the building official nor the jurisdiction shall be liable for expense entailed in the removal or replacement of any material required to allow inspection.

6. WHAT IS A NOTICE OF COMMENCEMENT (NOC)?

FLORIDA STATUTE 713

A Notice of Commencement (NOC) is a legal document in Florida that marks the beginning of a construction project, alteration, or improvement to real property. It's a critical document in the construction industry that informs everyone working on a project that has started. The NOC is required by Florida Statute 713, which also covers construction liens and protects property owners, contractors, subcontractors, and suppliers. It must be recorded at the Bay County Courthouse with the Clerk's Office.

Florida requires a NOC for projects that exceed \$5,000 in value, or \$15,000 if the work involves repairing or replacing an existing heating or air-conditioning system. The only exception is for owners whose construction projects are worth \$5,000 or less. If the work mentioned in the NOC doesn't start within 90 days of when the notice was filed, the notice becomes invalid

ACCORDING TO FLORIDA'S CONSTRUCTION LIEN LAW (SECTIONS 713.001-713.37, FLORIDA STATUTES), **THOSE WHO WORK ON YOUR PROPERTY OR PROVIDE MATERIALS AND SERVICES AND ARE NOT PAID IN FULL HAVE A RIGHT TO ENFORCE THEIR CLAIM FOR PAYMENT AGAINST YOUR PROPERTY. THIS CLAIM IS KNOWN AS A CONSTRUCTION LIEN.**

7. CAN I, AS A HOMEOWNER PULL A BUILDING PERMIT?

In Florida, a property owner can pull a building permit if they live at the property and intend to use it as their primary residence for at least one year after the project is complete. The property cannot be for sale, lease, or rent, and it cannot be occupied by anyone other than the owner. If the property was recently purchased and the deed doesn't reflect the current owner, a certified copy of the deed must be provided. When pulling a permit as an owner-builder, the owner must:

- *Provide an Owner Builder Disclosure Statement*
- *State that they know the Florida Building Code and any applicable zoning codes*
- *State that they know the order and types of inspections required for the permit*
- *Accept responsibility for any injuries, accidents, or corrections that may occur on the site*

Some types of work, such as electrical, roofing, and piling, must be done by a licensed contractor. If the contract exceeds \$5,000, the homeowner or contractor must also file a Notice of Commencement with the Clerk of the Court before construction begins. A certified copy of the Notice of Commencement must be posted at the job site.

8. HOW CAN I PAY FOR MY PERMIT?

The following payment options are currently accepted:

- **Cash or Check Payments** - Cash and Check Payments are accepted when paying in person at the Customer Service Center. We accept no responsibility for cash or check payments lost in the mail or placed in the drop box.
- **Credit Card** - Payment by Discover, Mastercard, Visa, or American Express can be made by phone or in person at the Customer Service Center.
 - A 3% FEE IS APPLIED FOR ALL FEES OVER \$100 & A \$3 FEE IS APPLIED FOR ALL FEES UNDER \$100.
 - Please call 850-265-2121 Ext 2135 for phone payment and have the address & fee amount for the representative.

If the permit is paid for over the phone, after payment, the permit and receipts will be emailed to the email address we have on file.

9. DOES THE BUILDING DEPARTMENT HAVE A LIST OF LOCAL CONTRACTORS?

Sorry, no we do not have a list of contractors, and we cannot make any recommendations. You can verify if a contractor is licensed in the State of Florida through the DBPR, Dept of Business and Professional Regulation licensee search here:

<https://www.myfloridalicense.com/wl11.asp?SID=&mode=0>

10. I AM WANTING TO FIRE A CONTRACTOR AND HIRE ANOTHER, BUT THE PERMIT HAS ALREADY BEEN PULLED AND CONSTRUCTION HAS STARTED. WHAT CAN I DO?

In instances like this please feel free to contact our office either through email: buildingdepartment@cityoflynnhaven.com or give us a call at (850) 265-2121 ext 2135 to speak with our building official.