

**CITY OF LYNN HAVEN**  
**Building Department**  
Phone: (850) 265-2121 X 2135  
[inspections@cityoflynnhaven.com](mailto:inspections@cityoflynnhaven.com)  
[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

You will find a checklist indicating what is required to pull a building permit. To ensure there is no delay in your permit application being processed, please use the checklist to confirm your submittal is complete, as incomplete application submittals will not be processed until all lacking documentation is provided.

1. Make sure you submit all your credentials and subcontractor's credentials with your application/submittals. Consisting of: DBPR License, General Liability/Workers Comp, Sunbiz Proof (Sunbiz.org), Tax Receipt ([businessstax@cityoflynnhaven.com](mailto:businessstax@cityoflynnhaven.com)), Driver's License.
2. No more than one inspection will be provided without a Recorded Notice of Commencement.
3. PRIVATE PROVIDER INSPECTIONS CANNOT BE ENTERED IN OUR SYSTEM WITHOUT THE RECORDED NOTICE OF COMMENCEMENT.
4. No final inspection will be scheduled until ALL the required documentation is received by our office.
5. You can confirm Flood Zone here: <https://gis.baycountyfl.gov/lynnhaven2/>
6. Make sure signatures are Notarized where required.
7. Email completed submittals to: [buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)



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**SUBCONTRACTORS PERMIT APPLICATION**

Date: \_\_\_\_\_ Flood Zone: \_\_\_\_\_ Flood Elevation Certificate Attached: Yes or No

Project Owner: \_\_\_\_\_ Project Address: \_\_\_\_\_

Parcel #: \_\_\_\_\_ Owner's Contact: \_\_\_\_\_

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

Contractor Address: \_\_\_\_\_ License #: \_\_\_\_\_

Preferred Contact #: \_\_\_\_\_ Email: \_\_\_\_\_

<b>Electrical</b>	<b>Mechanical</b>	<b>Plumbing</b>
New Service	New Install (requires energy form)	New Water Service
Service Upgrade	Replacement	New Piping
# of new circuits	Heat Pump (requires energy form)	Replace Piping
Service Repair	Exhaust Fans	Sewer Line
Temporary Pole	Split Unit	Water Heater
Smoke/CO Detector	Duct Only	# of Fixtures
Data/Comm	Other	
Other		
<b>Gas</b>	<b>Other</b>	<b>Roofing</b>
New Service	Window Replacement	Shingle Squares
Generator	# replaced	Metal
Replacement	Door Replacement	Other
Water Heater	# replaced	
# of Outlets	Shutters	
Other		
<b>Total Job Cost:</b>		

CITY OF LYNN HAVEN BUILDING DEPARTMENT CONTRACTOR – OWNER AFFIDAVIT

**ALL WORK SHALL COMPLY WITH THE APPLICABLE FLORIDA BUILDING CODE**

**AFFIDAVIT:** Application is hereby made to obtain a permit to do work and installations as indicated. I certify that all the foregoing information is accurate and that all work will comply with all applicable codes. I understand these codes shall take precedence over all approved construction documents and issuance of this permit is verification that I will notify the property owner of § 713.135, Fla. Stat. (2024)

Application is hereby made to obtain a permit to do the 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, and AIR CONDITIONERS, etc.

**NOTICE:** § 105.3.3, FBC, A permit issued by a building official shall have on the face or attached to the permit the following statement.

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

§ 105.3.2, FBC, Permit applications have a time period of 180 days after the date of filing them. The building official has the authority of granting extensions of 90 days. The request must be made in writing and demonstrate justifiable cause for the expiration.

**OWNER/CONTRACTOR DISCLOSURE STATEMENT:** I hereby certify that the information contained in this Application is true and correct and that all work will be done in compliance with all applicable laws regulating construction and zoning regulations. Application is hereby made to obtain a permit to do the work and installations as indicated. I hereby certify that no work or installation has commenced prior to the issuance of a permit and that all work 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, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc.

**ADDITIONAL ITEMS MAY APPLY: IMPROVEMENTS OF \$5,000.00 OR MORE REQUIRES A NOTICE OF COMMENCEMENT IMPROVEMENTS LESS THAT \$5,00.00 REQUIRES A COPY OF THE CONTRACT**

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

STATE OF FLORIDA COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of 20\_\_\_\_,

\_\_\_\_\_  
Name of person acknowledging

\_\_\_\_\_  
Signature of Notary Public

Personally Known \_\_\_ OR Produced Identification \_\_\_ Type of ID: \_\_\_\_\_

**ADDITIONAL ITEMS MAY APPLY:**

Improvements of \$5,000 or more require a Recorded Notice of Commencement.

Improvements less than \$15,000 requires a copy of the Contract.

Mechanical Permits over \$15,000 require a Recorded Notice of Commencement.

Mechanical Permits may require Energy Form (supplied by Contractor)

Concrete Permits require a Storm Water Form and must be approved by the Storm Water Department – Public Works. Also requires a drawn site plan indicating all hard surface impervious items on property.

Concrete Permits over 499 sq. ft. may require a Storm Water Department – Public Works, letter from an Engineer. Also requires a drawn site plan indicating all hard surface impervious items on property.

Driveways attaching to the street require a Culvert Pipe Permit Form and approval by Storm Water Department – Public Works. Also requires a drawn site plan indicating all hard surface impervious items on property.

(Public Works: [Public Works - Street, Stormwater, Sanitation | Lynn Haven, FL \(cityoflynnhaven.com\)](http://cityoflynnhaven.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)
- 

Office Use Only:    Customer #: \_\_\_\_\_ Date: \_\_\_\_\_



# CITY OF LYNN HAVEN Building Department

PHONE: (850) 265-2121 X 2135  
[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

## CONTRACTOR AUTHORIZATION FORM

Contractor/Company Name: \_\_\_\_\_

Qualifier's Name: \_\_\_\_\_ Title: \_\_\_\_\_

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

*The following individuals are authorized to sign for permits, obtain permits, request inspections, and otherwise act on behalf of the license holder and the company identified above with activities and processes associated with building permits. I understand that it is my sole responsibility as the qualifying contractor to keep this information current and resubmit a new accurate authorization form each time a change needs to be made to the above list of individuals.*

Agent Name	(please print or type)	Agent Email	Agent Phone
1)	_____	_____	_____
2)	_____	_____	_____
3)	_____	_____	_____
4)	_____	_____	_____
5)	_____	_____	_____

Signature of Qualifier: \_\_\_\_\_ Date: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_,

by: \_\_\_\_\_ (name of person making statement),

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

*Print, Type, or Stamp Commissioned Name of Notary Public*

# NOTICE OF COMMENCEMENT

Permit No. \_\_\_\_\_

Parcel No. \_\_\_\_\_

State of Florida  
County of Bay

The undersigned hereby gives **Notice** that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this **Notice of Commencement**.

Description of property (legal description of the property, and street address if available): \_\_\_\_\_

General description of improvement: \_\_\_\_\_

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

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

Owner's interest in site of the improvement: \_\_\_\_\_

Fee Simple Titleholder Name: \_\_\_\_\_

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

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Payment Bond Surety: \_\_\_\_\_

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

Phone Number: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Person within the State of Florida designated by Owner upon whom **Notices** or other documents may be served as provided by Section 713.13(1) (a) 7., Florida Statutes:

Name \_\_\_\_\_

Address \_\_\_\_\_ Phone Number: \_\_\_\_\_

In addition to himself or herself, Owner designates \_\_\_\_\_

of \_\_\_\_\_ to receive a copy of the Lienor's **Notice**

as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: \_\_\_\_\_

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified \_\_\_\_\_.

Signature of Owner: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

Sworn to, Subscribed and Acknowledged before me by means of (\_\_\_\_) physical presence or (\_\_\_\_) online notarization, on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, who (\_\_\_\_) is personally known to me or (\_\_\_\_) produced identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Public  
NOTARY SEAL

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROVER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.**

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute [553.842](#) and the [Florida Administrative Code](#), please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. Exterior Doors</b>			
A. Swinging			
B. Sliding			
C. Sectional			
D. Roll-up			
E. Automatic			
F. Other			
<b>2. Windows</b>			
A. Single Hung			
B. Horizontal Slider			
C. Casement			
D. Double Hung			
E. Fixed			
F. Awning			
G. Pass Through			
H. Projected			
I. Mullion			
J. Wind Breaker			
K. Dual Action			
L. Other			
<b>3. Panel Walls</b>			
A. Siding			
B. Soffits			
C. EIFS			
D. Storefronts			
E. Curtain Walls			
F. Wall Louver			
G. Glass Block			
H. Membrane			
I. Greenhouse			
J. Other			
<b>4. Roofing Products</b>			
A. Asphalt Shingles			
B. Underlayments			
C. Roofing Fasteners			
D. Non-Structural Metal Roofing			
E. Wood Shingles and Shakes			
F. Roofing Tiles			
G. Roofing Insulation			
H. Waterproofing			
I. Built Up Roofing Roof Systems			
J. Modified Bitumen			
K.			

Category/Subcategory		Manufacturer	Product Description	Approval Number(s)
L.	Roofing Slate			
M.	Cements-Adhesives Coatings			
N.	Liquid Applied Roof Systems			
O.	Roof Tile Adhesive			
P.	Spray Applied Polyurethane Roof			
Q.	Other			
<b>5.</b>	<b>Shutters</b>			
A.	Accordion			
B.	Bahama			
C.	Storm Panels			
D.	Colonial			
E.	Roll-up			
F.	Equipment			
G.	Other			
<b>6.</b>	<b>Skylights</b>			
A.	Skylight			
B.	Other			
<b>7.</b>	<b>Structural Components</b>			
A.	Wood Connectors/ Anchors			
B.	Truss Plates			
C.	Engineered Lumber			
D.	Railing			
E.	Coolers-Freezers			
F.	Concrete Admixtures			
G.	Material			
H.	Insulation Forms			
I.	Plastics			
J.	Deck Roof			
K.	Wall			
L.	Sheds			
M.	Other			
<b>8.</b>	<b>New Exterior Envelope Product</b>			

The products manufacturer, description, and approval numbers can be obtained from the Florida Building Code information system on the web @ [Florida Building Code Online](#). I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval; 2) the performance characteristics which the product was tested and certified to comply with; and 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection. A completed copy of this Product Approval Specification Sheet will be returned to Lynn Haven Building Department before a Certificate of Occupancy will be issued.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date