

CITY OF LYNN HAVEN
Building Department
Phone: (850) 265-2121 X 2135
inspections@cityoflynnhaven.com
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), 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

JESSE NELSON
MAYOR

VICKIE GAINER
CITY MANAGER

KEVIN OBOS
CITY ATTORNEY



COMMISSIONERS
BRANDON ALDRIDGE
PAT PERNO
JAMIE WARRICK
JUDY TINDER

APPLICATION FOR PERMIT (Dock and/or Seawalls)

Date: _____

Owner's Name: _____

Telephone # _____ Cell # _____

Contractor's Name: _____

Company Name: _____

Address: _____

City: _____ State: _____ Zip Code: _____

Telephone #: _____ Cell #: _____

FL License #: _____

ADDRESS OF PROJECT: _____

PARCEL ID #: _____

Type of Accessory Structure _____

Cost of Construction: \$ _____

Please submit two (2) complete sets of drawing, site plan, check list and detailed scope of work
1 paper copy for plans review, 1 digital copy to attached to file

817 Ohio Avenue • Lynn Haven, FL 32444
(850) 265-2121 EXT 2135
www.cityoflynnhaven.com
Email: buildingdepartment@cityoflynnhaven.com
inspections@cityoflynnhaven.com

MAY 2022

Please enter the measurements from Site Plans:

Distance from property line: Front _____ Side _____ Side (Street) _____
Rear _____ Total Lot Size _____ Impervious Surface Area _____
Driveway(s) Area _____ Walk Path Area _____ Garage Area _____
Porches Area _____ House Footage _____
Flood Zone _____ Lowest Floor Elev. _____
Total Area _____ Heated/Cooled _____ Number of Stories _____
Type of Roof _____ Type of Walls _____ Extreme
Dimensions of Length _____ Height _____ Width _____

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 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, Pools, Heaters, Air Conditioners, Roofs, etc.....

For improvements to real property with a construction cost of \$2,500 or more, a recorded copy of the Notice of Commencement is required and submitted to the Lynn Haven Building Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to this recording. A recorded copy of the Notice of Commencement must be provided to the Lynn Haven Building Department before the first can be performed and posted on the jobsite.

NOTICE: The Lynn Haven Building Department does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, Florida Statutes, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid if there is construction progress, and an approved inspection is recorded within each 90 days (3 months) period.

CONTRACTOR'S/OWNER'S AFFIDAVIT: 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 law's regulation construction and zoning.

Signature of Owner

Signature of Contractor

Date: _____

Date: _____

Notary to Owner

Notary to Contractor

Application approved by: _____ **Plans Reviewer**

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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: _____

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.



City of Lynn Haven
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 817 Ohio Avenue, FL 32444
 850-265-2121
Residential Dock / Seawall
Checklist

Florida Building Code 7th Edition (2020)

Please include the following items in the order shown below. If any item is not included identify the item and the reason for its exclusion in the narrative.

<input type="checkbox"/> Building Permit Application	Complete all information on the Building Permit Application in the spaces provided. If information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 850-265-2121, ext: 2135.	
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. This must be signed in the presence of a Building Department staff member. For further information, contact the Building Department at 850-265-2121.	Florida Statute 489.503(6) Owner/Builder Disclosure Statement
<input type="checkbox"/> Surveys/Site Plans	Survey date cannot be older than October 4, 2002 (with the exception of driveways and fences) and cannot contain previous approval stamps. Surveys/Signed & Sealed Site Plans must include the following: <ul style="list-style-type: none"> • N.A.V.D. elevations (property corners, mid-points at lot lines and average crown of road) • Proposed drainage • Flood Zone • Proposed setbacks from the property line to all sides of the proposed structure 	
<input type="checkbox"/> Complete Set of Sealed Plans	This is a complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of the code, relevant laws, ordinances, rules and regulations. All required pages must be signed and sealed by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes, 7th Edition (2020) FBC/Residential/Building. For further information on plan requirements, contact Building Department.	

<input type="checkbox"/> D.E.P. Approvals	<p>The Florida Department of Environmental Protection must provide either a permit, or an exemption from permit, for any construction on the water. We base our permit approval on their permit or exemption. If you have any questions, you may contact their office at 850-245-2118, 3900 Commonwealth Boulevard, Tallahassee Florida 32399 or go to their website at www.dep.state.fl.us/water/wetlands\erp\forms.htm, then go to Section A.</p>	
<input type="checkbox"/> Engineered Drawings	<p>These are illustrations of the proposed work certified with a raised seal by a Florida licensed Engineer.</p>	