



Marion County Building Department  
 2710 East Silver Springs Boulevard  
 Ocala, Florida 34470

Phone: (352) 438-2400 Fax: (352) 438-2401

Website: [www.marioncountyfl.org/Building/building\\_default.aspx](http://www.marioncountyfl.org/Building/building_default.aspx)

## Checklist

### Fire Permits

#### Hood Installation, Ansul Systems, Suppression, Alarms, Sprinkler Systems, Fuel Tank Installation

Documents may be copied; signatures must be original

Office Use

	<b>Permit Application</b>	Completed and signed by: Subcontractor - if one is used (name; signature/email required on permit application) Licensed Contractor - if contractor is submitting permit application Note: Signatures must be notarized if project cost is over \$2,500 (Building Department Service Representatives provide notary services)
	<b>Recorded Warranty Deed</b>	If property owner is new or recently changed, provide one (1) copy of a Recorded Warranty Deed. (Recorded deeds may be obtained at the Marion County Clerk of the Courts Office)
	<b>Site Plans</b>	Two (2) site plans indicating the size, dimensions and locations of the Fuel Tank Installation.
	<b>Plans</b>	Two (2) sets of plans to include the manufacturer's specifications. **Engineering may be required**
	<b>Notice of Commencement (NOC)</b>	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be submitted to the Building Department prior to the first inspection. The NOC must be signed by the property owner or an assigned member thru articles of incorporation. ( <a href="http://www.sunbiz.org">www.sunbiz.org</a> )
	<b>Notarized Authorization Letter / Lease Agreement</b>	If applicant is not legal owner, provide a notarized authorization letter from the property owner or a lease agreement.

*I certify that this application includes all of the required items listed above. I understand this packet will be rejected if any required documents are missing or incomplete.*

\_\_\_\_\_  
 Print Name of Applicant/Contractor

\_\_\_\_\_  
 Signature of Applicant/Contractor

\_\_\_\_\_  
 Date

<b>For Office Use Only</b>			
Reviewed By: _____	Date: _____	Accepted: _____	Rejected: _____