



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

Checklist

Porch Conversion (existing roof)

Documents may be copied; signatures must be original

Office Use

Permit Application	Completed and signed by: Owner - if submitting permit application as Owner/Builder 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)
Recorded Warranty Deed	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)
Site Plans	Three (3) site plans indicating the size, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the improvements to the property lines.
Engineered Construction Drawings	Two (2) sets of Engineered Construction Drawings; signed and sealed. All plans must include the house/addition elevation of any/all sides being aesthetically changed by the addition. Label all rooms adjacent to the porch; if sleeping room, provide means of egress. (See Plan Review Checklist for 'Additions')
Product Approval Specification Forms	Two (2) forms for all exterior components: doors, windows/mullions, siding, roofing, skylights and garage doors; to include the manufacturer's product description and Florida Product Approval Number.
Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member thru articles of incorporation.
Notice of Commencement (NOC)	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. (www.sunbiz.org)
Owner/Builder Affidavit	Required when an owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a service representative.
Notarized Authorization Letter / Lease Agreement	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

For Office Use Only

Reviewed By: _____

Date: _____

Accepted: _____

Rejected: _____

