



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: Single Family Residence / Duplex

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	Four (4) site plans: indicating the size, dimensions and locations of the proposed improvements. Indicate the setbacks from all sides of the structure to the property lines and show the drainage / water run-off plan.
	Building Construction Plans	Two (2) sets of construction plans drawn to scale; signed and sealed by a licensed Florida Architect or Engineer; or certified by the Contractor to include: 1. Foundation plan , elevations, floor plan of each floor, wall sections from foundation through roof, including structural detail, lintel/header schedule, window/door schedule, egress window size and location, handicap accessible bath 2. Two (2) sets of Truss Plans showing location and designation of trusses, design loads and truss diagram, location and designation of connectors 3. Wall and ceiling separation details between garage and sfr/duplex. Wall and roof flashing details for protection of water intrusion. ___ A. WIND LOAD PROVISIONS 1) Plans shall specify whether the Florida Residential Code 2004 or an alternate Methodology listed in FRC 2004 section R301.2.1.1 is used to meet the wind load requirements of the code 2) Plans shall specify wind speed, importance factor, wind exposure, internal pressure coefficient and design pressure for all the openings of the building ___ B. ELECTRICAL PLAN Two (2) sets of plans showing all electrical devices of the system, to include the smoke alarms, carbon monoxide detectors, meter location, panel size and location, and weatherproof GFCI receptacle locations ___ C. PLUMBING PLAN Two (2) set of plans showing the location of all the plumbing fixtures ___ D. MECHANICAL PLAN ___ 1) Two (2) sets of plans including a duct layout, Manuals D & J and calculations ___ 2) Four (4) sets of the Florida Energy Calculation Form ___ 3) Two (2) sets of plans showing Gas Layout (if gas is used)
	Product Approval Specification Forms	Two (2) forms for all exterior components or cladding, not limited to doors, siding, roofing, windows/mullions, skylights and garage doors; to include the manufacturer's product description and Florida Product Approval Numbers.
	Construction Lien Law Affidavit	Signed by the owner of the real property owner
	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 owner is submitting a permit application as Owner/Builder. This affidavit must be signed in the presence of a service representative.

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: _____