



**Marion County
Board of County Commissioners**

Building Safety ♦ Permitting

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2400
Fax: 352-438-2401

BUILDING PERMIT APPLICATION

Permit number: _____ Project number: _____ ARN number: _____ Date: _____ Rep: _____ Code: FBC _____	Official use
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Parcel number: _____

Project address: _____ Sec: _____ Twp: _____ Rge: _____

Subdivision: _____ Lot: _____ Block: _____ Unit: _____

Property owner of record: _____ Daytime phone: _____

Property owner address: _____

City: _____ State: _____ Zip: _____ Owner email address: _____

Directions to project address: _____

Contractor business name: _____ Daytime phone: _____

License holder's name: _____ Fax: _____

State license: _____ County certificate: _____

Contractor address: _____ City: _____ State: _____

Zip: _____ Contractor Email Address: _____

Architect name, address: _____ email: _____

Engineer name, address: _____ email: _____

Mortgage/Bonding company name, address: _____ email: _____

Contact person: _____ Phone: _____ Fax: _____

Email address permit status notification: _____

Square feet under roof of this project: _____ Detailed description of proposed work: _____	Estimated Value: _____
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Subcontractor list

Print qualifier name	County certificate number	State license number	Signature or email
MECHANICAL: _____	# _____	# _____	_____
ELECTRIC: _____	# _____	# _____	_____
PLUMBING: _____	# _____	# _____	_____
GAS: _____	# _____	# _____	_____
ROOFING: _____	# _____	# _____	_____
IRRIGATION: _____	# _____	# _____	_____
OTHER: _____	# _____	# _____	_____

Rev. 2/15

"Meeting Needs by Exceeding Expectations"



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Construction Lien Law Affidavit

I/We will make all necessary attempts to provide a copy of the Construction Lien Law, Florida Statute Chapter 713 to the property owners(s) of the real property to which improvements are to be constructed.

Property owner(s) name(s): _____

Property address: _____

Parcel number: _____ Sec: _____ Twp: _____ Rge: _____

Subdivision: _____

Lot: _____ Block: _____ Unit: _____

Form shall be signed by only ONE of the following individuals:

Printed name of owner

Signature of owner

Date

Printed name of contractor

Signature of contractor

Date

Printed name of owner/
Contractor's authorized agent

Signature of authorized agent

Date



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Florida's Construction Lien Law

Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien. If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, **even if you have paid your contractor in full. This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.** This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself

If you hire a contractor and the improvements cost more than \$2,500,(Except for the repair or replacement of an existing heating or air conditioning system in the amount of \$7,500.00 or more, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.
- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property. If your contract calls for partial payments before his work is completed, get a Partial Release of Lien covering all workers and materials used to that point.
- Release of Lien covering all workers and materials used to that point.
- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with the final releases from these parties before you make the final payment.
- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the jobsite. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.) (continued on next page).

- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy of the attached. The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any.) It also identifies the property owner, contractor, surety lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice, could contribute to your having to pay twice for the same work or materials.

Notice to Owner

Prior to filing a lien, a lienor who does **not** have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor's name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner's final payment to the contractor.) A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility Is It To Get These Releases?

You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases. If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen if I Don't Get Releases of Lien?

You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim a Lien On My Property?

Contractors, laborers, materials suppliers, subcontractors, and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. **Always require a release of lien from anyone who does work on your home.**

Contesting a Lien

A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation's Customer Contact Center at: 850.487.1395 CallCenter@dbpr.state.fl.us Or write to: Florida Department of Business and Professional Regulation 1940 North Monroe Street, Tallahassee, Florida 32399-1027. Visit online at: www.MyFloridaLicense.com License verification is available 24 hours a day and 7 days a week by calling the Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com.

You may also contact your local building department or the Better Business Bureau.