



DIXIE COUNTY BUILDING & ZONING

387 SE 22 AVE Cross City Fl. 32628 : Phone # (352) 498-1236

BUILDING PERMIT APPLICATION WORKSHEET

Code in effect 7th Edition Florida Building Code (2020) # _____

Project / Job Site Property Information	
Job Site Address: _____	
Parcel ID: _____	Zoning: _____
Owner Name: _____	Owner Phone No: _____
Owner Email address: _____	Zip Code: _____
Contractor Information	<input type="checkbox"/> Owner Builder
Company Name: _____	License Holder: _____
Company Address: _____	License # _____
Phone: _____	Email: _____
Architect / Engineer Information	
Name: _____	License # _____
Phone: _____	Email: _____
Description of Work	
<input type="checkbox"/> Residential <input type="checkbox"/> Commercial <input type="checkbox"/> New Construction <input type="checkbox"/> Addition <input type="checkbox"/> Renovation <input type="checkbox"/> Other <input type="checkbox"/> SFD <input type="checkbox"/> Shed / Carport / Pole Barn <input type="checkbox"/> Windows / Doors / Shutters <input type="checkbox"/> Pool	
Description of Work: _____ _____	
Sq Ft of job: _____	Job Cost \$: _____

NOTICE: 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 to 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, PLUMBING, MECHANICAL, ROOFING, GAS, ECT..

OWNER AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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 OR RECORDING YOUR NOTICE OF COMMENCEMENT.

The granting of a permit does not presume to give authority to violate or cancel the provisions of any other local, state or federal law regulating construction or the performance of construction. DISCLAIMER: If errors are later discovered, it will be the responsibility of the builder to gain compliance.

Printed Name: _____

Applicant: Owner Contractor Agent

STATE OF FLORIDA, COUNTY OF _____

Signature _____ Date: _____

Notary Name _____

Seal

Sworn to (or affirmed) and subscribed before me
this _____ day of _____ 20 _____,

Personally known or I.D. _____

Approved / Denied

Application Reviewed By:

Leon T. Wright, CBO

Date: _____



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BUILDING PERMIT RESIDENTIAL CHECK LIST

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Project Information

INCOMPLETE APPLICATIONS WILL NOT BE PROCESSED - PAPERWORK WILL NOT BE HELD AT THE OFFICE.

OFFICE	OWNER
<input type="checkbox"/>	<input type="checkbox"/> WARRANTY DEED (PROOF OF OWNERSHIP)
<input type="checkbox"/>	<input type="checkbox"/> SURVEY (SIGNED COPY)
<input type="checkbox"/>	<input type="checkbox"/> 911 ADDRESS
<input type="checkbox"/>	<input type="checkbox"/> SITE PLAN TO SCALE
<input type="checkbox"/>	<input type="checkbox"/> SEPTIC TANK PERMIT - OR- A LETTER FROM SEWER COMPANY
<input type="checkbox"/>	<input type="checkbox"/> SIGNED APPLICATION
<input type="checkbox"/>	<input type="checkbox"/> NOTICE OF COMMENCEMENT RECORDED
<input type="checkbox"/>	<input type="checkbox"/> 2 SETS OF ENGINEERED 130MPH PLANS
<input type="checkbox"/>	<input type="checkbox"/> 2 SETS OF TRUSS ENGINEERING
<input type="checkbox"/>	<input type="checkbox"/> ENERGY CODE CALCULATIONS - MANUAL J, MANUAL S, MANUAL D.
<input type="checkbox"/>	<input type="checkbox"/> PRODUCT APPROVAL PAPER
<input type="checkbox"/>	<input type="checkbox"/> CITY APPROVAL PAPERWORK IF IN THE CITY LIMITS

DRIVEWAY APPROVAL MUST BE SUBMITTED PRIOR TO FINAL POWER RELEASE.

FOR A FASTER PROCESSING PLEASE BRING THUMBDRIVE WITH DIGITAL COPIES OF ITEMS. THUMBDRIVE WILL BE RETURNED

If you are trying to permit a barn / utility building conversion you need the engineering stating its for residential use and a wall section clearly showing construction methods to include moisture barriers.

Approved / Denied

Application Reviewed By:
Leon T. Wright, CBO

Date: _____