



## Escambia County Building Services

3363 West Park Place  
Pensacola, FL 32505  
(850) 595-3550

buildinginspections@myescambia.com

## City of Pensacola Inspection Services

222 W. Main St.  
Pensacola, FL 32502  
(850) 436-5600

inspections@cityofpensacola.com



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## **BUILDING PERMIT APPLICATION**

### **GENERAL INFORMATION:**

**PARCEL NUMBER:** The Parcel Number can be obtained from the Escambia County Property Appraiser ([www.escpa.org](http://www.escpa.org)).

**SRIA/TOWN OF CENTURY APPROVAL:** If the project is located on Pensacola Beach or within the Town of Century prior approval is required. The approval is required to be submitted by the customer to this office when applying for a Building Permit. (Not applicable to the City of Pensacola.)

**NOTICE OF COMMENCEMENT:** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. The form is to be completed, notarized, and recorded with the Escambia County Clerk of the Court. The recorded copy of the Notice of Commencement is to be submitted to the respective department before any inspections will be performed and a copy must be posted on the job site.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR 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.**

**FLORIDA PRODUCT APPROVAL:** Florida Product Approval must be submitted for Roof Coverings, Hurricane Shutters and Window/Door installations. Florida Product Approval codes need the manufacturer, model and number with the point and number after the original number. For example: Owens Corning, 3-tab Shingles, FL 10674.1

### **NEW CONSTRUCTION:**

**PLOT PLAN:** Two copies of a plot plan or site plan are required for all construction projects to include new construction, additions, and renovations. The plot plan is to show the property dimensions, and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines.

**PLANS:** All projects require two complete sets of building plans and construction details to include the method of wind-load design. Plans must include the location of any electrical, mechanical and/or plumbing connections to the building.

**SEPTIC TANK PERMIT OR SEWER TAP RECEIPT:** A copy of the septic tank permit, the existing septic tank approval from Environmental Health (850-595-6500), or the paid sewer tap receipt from the utility company is required.

**TAP/WATER MANAGEMENT PERMITS:** A copy of a Water Tap receipt or Water Management permit is required to be submitted with your application.

**ENERGY FORMS:** Two sets of Energy Efficiency Forms. Obtainable from Gulf Power or Escambia River Electric.

**TERMITE TREATMENT LETTER:** Two copies of the letter from the Company who will be performing the Termite Treatment specifying the type, method and chemical to be used is required at the time of submission. Certification of final treatment must be provided before a Certificate of Occupancy will be issued.

**BLOWER DOOR TEST:** (Residential Only) Blower Door Certification must be provided before a Certificate of Occupancy will be issued.

**EROSION AND SEDIMENTATION CONTROL DURING CONSTRUCTION:** Erosion control measures shall be maintained so as to prevent sediment or debris from leaving the development parcel. Any sediment or debris that leaves the development site shall be properly recovered by the permit holder. Failure to comply with this

requirement shall constitute a violation and shall be cause for suspension of a building permit or development order.

### **PROJECTS LOCATED WITHIN A SPECIAL FLOOD HAZARD AREA:**

**SPECIAL FLOOD HAZARD AREA / FLOODPLAIN QUESTIONS:** The floodplain management requirements are designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.

- All new construction within a special flood hazard area will provide original Pre-Construction Elevation Certificate with permit application submittal, Under Construction Elevation Certificate prior to the framing inspection, and Finished Construction Elevation Certificate before the final inspection.
- All new construction located within a V-Zone designation will provide an original signed and sealed V-Zone Certification.
- All new construction within a designated "Floodway" will provide an original signed and sealed "No Rise" Certification from a registered engineer and associated documentation prior to permit issuance.
- Please provide on plans the following:
  - Flood Hazard Areas
  - Flood Zones
  - Design Flood Elevations
  - Lowest Floor Elevations
  - enclosures with venting (if needed)
  - equipment servicing the building
  - flood damage resistant materials details

**\*\*This is a Florida Building Code - Building, Residential requirement per Sec. 107.3.5.\*\***

- All materials below the required elevation shall be of flood resistant materials.
- All equipment servicing the building (electrical, mechanical, gas, plumbing, geothermal, etc.) shall be elevated to or above the required elevation.
- For answers to questions about Floodplain requirements and required documentation, please contact:
  - Escambia County: Harry Gibson, CFM – (850) 595-3588 or  
Juan Lemos, CFM - (850) 595-3476
  - City of Pensacola: Jonathan Bilby, CFM – (850) 435-1748

Please be advised that other forms of documentation may be required prior to the issuance of a permit, Certificate of Completion, or Certificate of Occupancy.

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**BUILDING PERMIT APPLICATION – Page 1**

<input checked="" type="checkbox"/> Escambia County		<input type="checkbox"/> City of Pensacola	
<b>LOCATION</b>	Physical Address: 601 Highway 297A		
	City: Cantonment	St: FL	Zip: 32533
	Parcel ID Number: 161N314101000000		
	Subdivision:		
	DRC Approval Number:		
	Septic Tank Approval/ Sewer Tap Number:		
	Commercial Project Name:		
<b>OWNER</b>	Name: Escambia County		
	Address: 221 Palafox Pl STE 420		
	City: Pensacola	St: FL	Zip: 32502
	Address 2:		
	City:	St:	Zip:
	Phone Number: (850) 554 - 3063		
Email: mebush@myescambia.com			
<b>CONTRACTOR</b>	<input type="checkbox"/> Owner/Builder (Please see Owner/Builder Disclosure Form)		
	Applicant:		
	Contractor License Number:		
	Company Name:		
	Address:		
	City:	St:	Zip:
	Phone Number:	Fax Number:	
	Email:		
<b>ENGINEER</b>	Name: Thompson Engineering		
	Address: 2970 Cottage Hill Rd		
	City: Mobile	St: AL	Zip: 36606
	Phone Number: (251) 472 - 9837	Fax Number: N/A	
	Email:		
<b>LENDER</b>	Name:		
	Address:		
	City:	St:	Zip:
	Phone Number:	Fax Number:	
	Email:		
<b>DESCRIPTION OF PROPOSED IMPROVEMENTS:</b>			
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Residential	Cost of Building Only: \$
<input type="checkbox"/> New		Total Cost of Construction: \$	
Scope: See Attached SOW			
<input type="checkbox"/> Addition		<input type="checkbox"/> Alteration	<input type="checkbox"/> Accessory Structure
Width:	Length:	Height:	# Floors: # Units:
Under Roof SQ FT:		Total SQ FT:	
<input type="checkbox"/> Change of Occupancy from:		to:	

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**BUILDING PERMIT APPLICATION – Page 2**

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 the ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR-CONDITIONERS, etc.

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

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If you are not the owner of the property being permitted, by signing this application, you hereby certify that you are the authorized agent of the owner. As a condition of the issuance of this permit the applicant hereby promises in good faith that the statement provided by the Florida Department of Business and Professional Regulation concerning Florida's Construction Lien Law will be delivered to the person who has the right, title and interest in the real property that is subject to this building permit.

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Owner's Signature

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Contractor/Contractor's Agent Signature

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Date

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Contractor's License Number

Notary as to Owner:

Notary as to Contractor/Contractor's Agent:

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_  
who is personally know to me or who has  
produced \_\_\_\_\_  
as identification.

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_  
who is personally know to me or who has  
produced \_\_\_\_\_  
as identification.

(SEAL)

(SEAL)

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Notary Signature

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Notary Signature



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## **ROOFING PERMIT APPLICATION**

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**ROOFING PERMIT APPLICATION – Page 1**

<input checked="" type="checkbox"/> Escambia County		<input type="checkbox"/> City of Pensacola	
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	City: Cantonment		St: FL Zip: 32533
	Parcel ID Number: 161N314101000000		
	Subdivision:		
	Floor/Unit #:		
	Commercial Project Name:		
<b>OWNER</b>	Name: Escambia County		
	Address: 221 Palafox PL STE 420		
	City: Pensacola		St: FL Zip: 32502
	Address 2:		
	City:		St: Zip:
	Phone Number: (850) 554-3063		
Email: mebush@myescambia.com			
<b>CONTRACTOR</b>	<input type="checkbox"/> Owner/Builder (Please see Owner/Builder Disclosure Form)		
	Applicant:		
	Contractor License Number:		
	Company Name:		
	Address:		
	City:		St: Zip:
	Phone Number:		Fax Number:
	Email:		
<b>DESCRIPTION OF PROPOSED IMPROVEMENTS:</b>			
Building Permit Number:			
<input checked="" type="checkbox"/> Commercial		<input type="checkbox"/> Residential	<input checked="" type="checkbox"/> Existing Structure
<input type="checkbox"/> New Installation		<input checked="" type="checkbox"/> Reroof	<input type="checkbox"/> New Construction
<input type="checkbox"/> Repair		Total Cost of Construction: \$	
Scope: See Attached SOW			
<b>Roof Covering Type:</b>			
<input checked="" type="checkbox"/> Shingle		<input type="checkbox"/> Metal	
<input type="checkbox"/> Other:			
<b>Underlayment:</b>			
Manufacturer:			
Florida Product Approval Number:			
<b>Roof Material:</b>			
Manufacturer:			
Florida Product Approval Number:			
<b>Number of Squares:</b>		<b>Roof Pitch:</b>	
<b>Penetrations:</b>		<b>Chimney Width:</b>	
<b>Crickets:</b>	<input type="checkbox"/> Yes		<input type="checkbox"/> No

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**ROOFING PERMIT APPLICATION – Page 2**

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\_\_\_\_\_  
Owner's Signature

\_\_\_\_\_  
Contractor/Contractor's Agent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor's License Number

Notary as to Owner:

Notary as to Contractor/Contractor's Agent:

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_  
who is personally know to me or who has  
produced \_\_\_\_\_  
as identification.

State of Florida, County of \_\_\_\_\_  
Sworn to and subscribed before me this \_\_\_\_\_  
day of \_\_\_\_\_, 20\_\_\_\_\_,  
by \_\_\_\_\_  
who is personally know to me or who has  
produced \_\_\_\_\_  
as identification.

(SEAL)

(SEAL)

\_\_\_\_\_  
Notary Signature

\_\_\_\_\_  
Notary Signature

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**ROOFING INSPECTION AFFIDAVIT**

<input checked="" type="checkbox"/> Escambia County	<input type="checkbox"/> City of Pensacola
Roofing Permit Number:	
Address:	

I, \_\_\_\_\_, licensed as a(n) general, building or residential contractor, roofing contractor, engineer, architect or building code inspector licensed under F.S. 468; holding license number: \_\_\_\_\_, hereby certify that on \_\_\_\_\_, \_\_\_\_\_, 20\_\_\_\_\_, I did personally inspect the roof deck nailing work at the address listed above.

Based upon that examination, I have determined that the installation was done in accordance with Section 706 of the 2020 Florida Building Code, Existing Building, 7th Edition.

\_\_\_\_\_  
Contractor's Signature

\_\_\_\_\_  
Date

**\*\*\*Must be executed by a State Certified or State Registered Roofing Contractor; or any individual certified under F.S. § 468 to make such inspections.\*\*\***

The original notarized affidavit must be submitted to the jurisdiction prior to final inspection. The inspection cannot be passed until the affidavit is received.

State of : \_\_\_\_\_ County of: \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_ who is personally known to me or has

presented \_\_\_\_\_ as identification.

(SEAL)

\_\_\_\_\_  
Notary Signature





DATE:

Floor/Unit No.:

Phone No.:

Phone No.:

Phone No.:

Phone No.:

☐ Residential

**Describe in detail all work to be performed. Be VERY specific as to the nature of work, size and number of items.**