



# Town of Dundee

**BUILDING DEPARTMENT**

◆ 202 E. Main Street ◆ PO Box 1000 ◆ Dundee, Florida 33838 ◆ (863)438-8335 ◆ Fax (863)438-8339

## BUILDING/STRUCTURE/TRADE APPLICATION

A/P # \_\_\_\_\_

Date Submitted \_\_\_\_\_

**This application is for:**

- ( ) Residential/New Construction    ( ) Residential/Misc.    ( ) Residential/Homeowner  
 ( ) Single Trade Elect.    ( ) Single Trade Mech.    ( ) Single Trade Plumb.

|                        | <b>Applicant</b><br>CONTACT PERSON FOR THIS PERMIT | <b>Property Owner</b><br>REQUIRED INFORMATION |
|------------------------|--|---|
| <b>Name</b>            |  |   |
| <b>Contact Number</b>  |  |   |
| <b>Fax Number</b>      |  |   |
| <b>Mailing Address</b> |  |   |
| <b>Email</b>           |  |   |

Parcel ID Number(s): RANGE \_\_\_\_\_ TOWNSHIP \_\_\_\_\_ SECTION \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ PARCEL \_\_\_\_\_

Property Address: \_\_\_\_\_

Access or Lock Box Code (IF APPLICABLE): \_\_\_\_\_

Specific Directions to Property from Bartow: (USE STREET NAMES, LANDMARKS, & MILEAGE)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Job Description** (Description of Work with details such as dimensions, attached, detached, etc.)

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

This permit is the result of a Code Enforcement Case  No  Yes **Case#** \_\_\_\_\_

**Total Value of Work:** \_\_\_\_\_ **Is this a Change of Occupancy?**  Yes  No

**Class of Work:**  Erect  Repair  Remodel  Addition  Demolish  Move  Other

**Structure Square Feet:** \_\_\_\_\_ **# Stories** \_\_\_\_\_ **# Units** \_\_\_\_\_ **Structure Height** \_\_\_\_\_

**Roofing Type:**  Shingles  Built-up  Metal  Tile  Other \_\_\_\_\_

**Electric Service:**  Existing  New **Electric Provider:** \_\_\_\_\_

**Slab**  Existing  New

**Well**  Yes  No (Water Provider: \_\_\_\_\_)

**Septic**  No  Yes **Permit #** \_\_\_\_\_ or Wastewater Provider: \_\_\_\_\_

**ERC Certificate (IF APPLICABLE)**  No  Yes **Certificate #** \_\_\_\_\_

|                         | <b>Contractor/Subs</b> | <b>County ID #</b> | <b>Phone #</b> |
|-------------------------|------------------------|--------------------|----------------|
| <b>Building</b>         |                        |                    |                |
| <b>Electrical</b>       |                        |                    |                |
| <b>Alarm</b>            |                        |                    |                |
| <b>Plumbing</b>         |                        |                    |                |
| <b>Solar</b>            |                        |                    |                |
| <b>HVAC</b>             |                        |                    |                |
| <b>Exhaust System</b>   |                        |                    |                |
| <b>Refrigeration</b>    |                        |                    |                |
| <b>Roofing</b>          |                        |                    |                |
| <b>Irrigation</b>       |                        |                    |                |
| <b>Fire Sprinkler</b>   |                        |                    |                |
| <b>Fire Suppression</b> |                        |                    |                |
| <b>Gas</b>              |                        |                    |                |
| <b>Other</b> _____      |                        |                    |                |

**NOTICE TO OWNERS AND APPLICANTS**

- Per Florida Statutes 125.022 and 166.033, the issuance of this Building Permit does not exempt the applicant from obtaining all permits or approvals required by State or Federal agencies. Proof of said permits must be provided to the Building Division prior to commencement of construction. *Effective July 01, 2012*
- Your failure to record a Notice of Commencement (NOC) may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.
- If you are in a Home Owners Association (HOA), this application does not exclude you from meeting and/or adhering to HOA deed restrictions.
- Owner builders, per Florida Statutes 489.103, must personally appear and sign the building permit application.

I \_\_\_\_\_ (printed name) certify, together with Plans and Specifications, this application shows a true representation of construction to be accomplished under this permit. It is understood that any false information or deviations from the original documents will render the permit issued under this application null and void, unless approved by the Building Official. The permit issued under this application will expire if work is not commenced within a 180 days of issuance. I agree to conform to all Building and Codes Division regulations, Polk County ordinances, and the Town of Dundee ordinances regulating building and land use. Also, I hereby certify that in the event of the work contemplated by this permit application involves excavation as defined in Section 553.63, Florida Statutes; that the applicant has complied with the provisions of Section 553.63 (2) (a), (b) and (c). If a driveway permit is required, I understand that I will need to install the new driveway according to the Polk County Land Development Code (LDC) and request inspections from the Dundee Building and Codes Division before any excavation or construction begins. I also understand that if I have an existing driveway, I will need to have the driveway inspected and will be required to upgrade the driveway to existing LDC Driveway requirements. I understand that I must have the driveway inspected and approved before I can receive an electric power release of my residence.

I certify that I received a copy of the "Steps To Permitting" brochure and have read the Notice to Owners and Applicants above.

\_\_\_\_\_  
Signature of Contractor/Authorized Agent or Owner as Printed Above

\_\_\_\_\_  
Date:

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
NOTARY PUBLIC  
State of Florida, County of Polk

\_\_\_\_\_  
My Commission Expires

( ) IS ( ) IS NOT personally known to me. Identified By: \_\_\_\_\_