



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431

Phone: (352) 465-8500 x1010 | Email: planning@dunnellon.org

Website: www.dunnellon.org

For Office Use Only

Permit Number:

WELL/SEPTIC PERMIT APPLICATION CHECKLIST 2023 Florida Building Code, 8th Edition

REQUIRED ATTACHMENTS FOR ALL PROJECTS:

1. **COMPLETED PERMIT APPLICATION**
2. **NOTICE OF COMMENCEMENT (NOC)** for jobs over \$5,000 (\$15,000 for HVAC) - The city requires a copy of the recorded NOC before scheduling first inspection. To be recorded at Marion County Clerk of Court Annex Building at 19 N Pine Ave, Room 124. Ocala FL 34478.
3. **PROOF OF PROPERTY OWNERSHIP**
4. **COPY OF CONTRACTORS' CURRENT INSURANCE CERTIFICATES** with City of Dunnellon, 20750 River Dr, Dunnellon, FL 34431 as certificate holder.

PLEASE ATTACH THE CORRESPONDING DOCUMENTS BASED ON PROJECT:

WELL/SEPTIC:

1. **BOUNDARY SURVEY** - Two (2) signed and sealed surveys of less than one year old which include flood zone and panel number information.
2. **BUILDING PLANS** – Three (3) sets of engineered/sealed building plans.
3. **ENVIRONMENTAL RESOURCE PERMIT** or **EXEMPTION LETTER FROM FLORIDA DEPARTMENT OF ENVIRONMENTAL PROTECTION** – see below for criteria.
4. **MANUFACTURER PRODUCT SPECIFICATION SHEET**
5. **SITE PLAN** – Two (2) copies.
6. **COUNTY-APPROVED SEPTIC SYSTEM PERMIT** (only permitted if sewer service is not available) - A copy of the septic system permit approved by the Marion County Health Department (352-629-0137). An approved septic permit must be on file prior to the building permit being approved.

ENVIRONMENTAL RESOURCE PERMIT (ERP) REQUIREMENTS

Contact Southwest Florida Water Management District (SWFWMD) at 352-796-7211 with any questions.

62-330.020 Regulated Activities.

(1) A permit under this chapter is not required for activities that qualify for:

(a) Operation and routine custodial maintenance of projects legally in existence under Chapter 403 or Part IV of Chapter 373, F.S., provided the terms and conditions of the permit, exemption, or other authorization for such projects continue to be met, and provided the activity is conducted in a manner that does not cause violations of state water quality standards. However, this exemption shall not apply to any project that is altered, modified, expanded, abandoned, or removed;

(b) An exemption listed in Rule 62-330.051 or 62-330.0511, F.A.C., or in section 1.3 (District-specific exemptions) of the applicable Volume II;

(c) The "grandfathering" provisions of Section 373.4131(4), 373.414(11), (12)(a), (13), (14), (15), or (16), F.S.; or

(d) The "10/2" general permit for upland stormwater systems authorized in Section 403.814(12), F.S.

(2) Unless the activity qualifies under subsection (1), above, a permit is required prior to the construction, alteration, operation, maintenance, removal, or abandonment of any project that, by itself or in combination with an activity conducted after October 1, 2013, cumulatively results in any of the following:

(a) Any project in, on, or over wetlands or other surface waters;

(b) A total of more than 4,000 square feet of impervious and semi-impervious surface areas subject to vehicular traffic;

(c) A total of more than 9,000 square feet of impervious and semi-impervious surface area;

(d) A total project area of more than five acres;

(e) A capability of impounding more than 40 acre-feet of water;

(f) Any dam having a height of more than 10 feet, as measured from the lowest elevation of the downstream toe to the dam crest;

(g) Any project that is part of a larger common plan of development or sale;

(h) Any dry storage facility storing 10 or more vessels that is functionally associated with a boat launching area;

(i) Any project exceeding the thresholds in section 1.2 (District-specific thresholds) of the applicable Volume II, or

(j) Any modification or alteration of a project previously permitted under Part IV of Chapter 373, F.S.

(3) Construction and operation of projects under subsection (2), above, are subject to the additional limitations in paragraph 3.1.4(f) of Volume I.

(4) The following types of permits are available:

(a) A general permit, as provided in Rule 62-330.052, F.A.C., and Rules 62-330.410 through 62-330.635, F.A.C.;

(b) An individual permit, as provided in Rule 62-330.054, F.A.C.; and,

(c) A conceptual approval permit, as provided in Rule 62-330.055 or 62-330.056, F.A.C.

Rulemaking Authority 373.026(7), 373.043, 373.118, 373.4131, 373.4145, 373.418, 403.805(1) FS. Law Implemented 373.117, 373.118, 373.409, 373.413, 373.4131, 373.4132, 373.4145, 373.416, 373.426, 403.0877 FS. History—New 10-1-13, Amended 6-1-18.



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2023 FLORIDA BUILDING CODE 8TH ED.D.

PERMIT # _____

Date _____	Residential	Commercial	Owner-Builder
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Parcel ID _____ Project # / Related Permit / Code Case _____

Project Address _____ Flood Zone: _____

Lot	Blk	Unit	Sec	Twp	Rge	Subdivision / MH Park
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Property Owner _____

Address _____

Phone _____ E-mail: _____

- | | | |
|---------------------------------------------------|--------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Accessory Structure | <input type="checkbox"/> Electric | <input type="checkbox"/> Residential (Add. / Alt.) |
| <input type="checkbox"/> Aluminum | <input type="checkbox"/> Exterior Door / Window | <input type="checkbox"/> Re- Roof |
| <input type="checkbox"/> Above Ground Pool | <input type="checkbox"/> Fence / Wall | <input type="checkbox"/> Solar |
| <input type="checkbox"/> Commercial (New) | <input type="checkbox"/> Fire | <input type="checkbox"/> Swimming Pool / Spa |
| <input type="checkbox"/> Commercial (Add. / Alt.) | <input type="checkbox"/> Mechanical / Gas / HVAC | <input type="checkbox"/> Tent / Temp Use |
| <input type="checkbox"/> Concrete | <input type="checkbox"/> Mobile Home | <input type="checkbox"/> Waterfront Structure |
| <input type="checkbox"/> Demolition | <input type="checkbox"/> Plumbing | <input type="checkbox"/> Window /Exterior Door |
| <input type="checkbox"/> DCA - Modular Building | <input type="checkbox"/> Residential (New) | <input type="checkbox"/> Other: _____ |

Description of Work _____

o Co t \$ _____

Was This Building Damaged by Fire, Flood, or Other? Yes No Damage Assessment Report # _____

BUILDING: New sqft _____ Added sqft _____ Alteration/Renovation sqft _____ Temp Power Pole? Yes No

Stories _____ Bedrooms _____ Bathrooms _____ Under A/C _____ sqft No A/C _____ sqft

Water: Existing Well New Well Replacement Well Central Water Irrigation: Yes No Existing

CONTRACTOR'S Business Name _____

Contractor's Name _____ State Lic _____ County Cert _____

Address _____

Contact Phone _____ E-mail _____

SUBCONTRACTORS: Qualifier Name	County Cert #	State License #	E-mail
MECHANICAL	_____	_____	_____
ELECTRIC	_____	_____	_____
PLUMBING	_____	_____	_____
GAS	_____	_____	_____
ROOFING	_____	_____	_____
IRRIGATION	_____	_____	_____
OTHER	_____	_____	_____

Fee Simple Titleholder's Name (if other than owner): _____

Mortgage Lender Name: _____ Mortgage Lender Address: _____

PLEASE SIGN BELOW

Application is hereby made to obtain a permit to do the work and installations as indicated. All work will be performed in accordance with the standards of all State and City laws and ordinances regulating construction, whether specified herein or not. I further certify that I have read and examined this application and know the same to be correct, that all work shall be in compliance with all applicable laws regulating construction and zoning, and the building permit may be revoked in the case of a false statement or misrepresentation in the application and/or plans on which the permit was approved.

It shall also be agreed that Impact Fees shall be determined with the application for a building permit and shall be due before Final Inspection. Permit Fees shall be payable at issuance of a building permit. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all re-inspection fees

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.

Owner's Signature _____

Print Name _____

Date: _____

STATE OF FLORIDA, COUNTY OF MARION

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization,

this _____ day of _____ 20_____

By _____

Personally Known or Produced Identification

ID: _____

Notary Signature: _____

Notary Stamp:

Contractor's Signature _____

Print Name _____

Authorized Agent's Signature _____

Print Name _____

Date: _____

STATE OF FLORIDA, COUNTY OF MARION

Sworn to (or affirmed) and subscribed before me by means of _____ physical presence or _____ online notarization, this _____ day of _____ 20_____

By _____

Personally Known or Produced Identification

ID: _____

Notary Signature: _____

Notary Stamp:

Pursuant to Florida Statute 713.135(7) all signatures must be notarized

PERMIT APPROVED BY BUILDING OFFICIAL:

DATE:



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File this form at Marion County Clerk of Courts at 19 NW Pine Ave, Room 124, Ocala FL. Submit a copy of the recorded NOC to City of Dunnellon prior to scheduling the first inspection. F.S. 713.135 requires this form for jobs with direct contract value greater than \$7,500 OR greater than \$14,999 for repair/replacement of existing heating/AC systems.

Notice of Commencement

Permit no.: _____ Tax folio/Parcel ID: _____

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Florida Statutes (FS) chapter 713, the following information is provided in this notice of commencement.

1. Description of property should include the full legal description of property and street address, if available:

2. General description of improvement: _____
3. Owner or lessee information, if lessee is contracted for the improvement:
 - a. Name and address: _____
 - b. Interest in property: _____
 - c. Name and address of fee simple titleholder (if different from owner listed above): _____
4. Contractor / Qualifier: _____
 - a. Name and address: _____
 - b. Contractor phone number: _____
5. Surety name, address, and phone number (if applicable, attach copy payment bond): _____
 _____ 5c. Amount of bond: \$ _____
6. Lender name, address and phone number: _____
7. Persons within the state of Florida as designated by owner upon whom notices or other documents may be served as provided by FS section 713.13(1)(a),7 (provide name, mailing address and phone number of designated person): _____

8. In addition to himself or herself, owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section FS section 713.13(1)(b). Phone number of person/entity designated by owner:

9. Notice of commencement expiration date (the expiration date will be 1 year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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.

 Signature of Owner (or authorized agent) Date

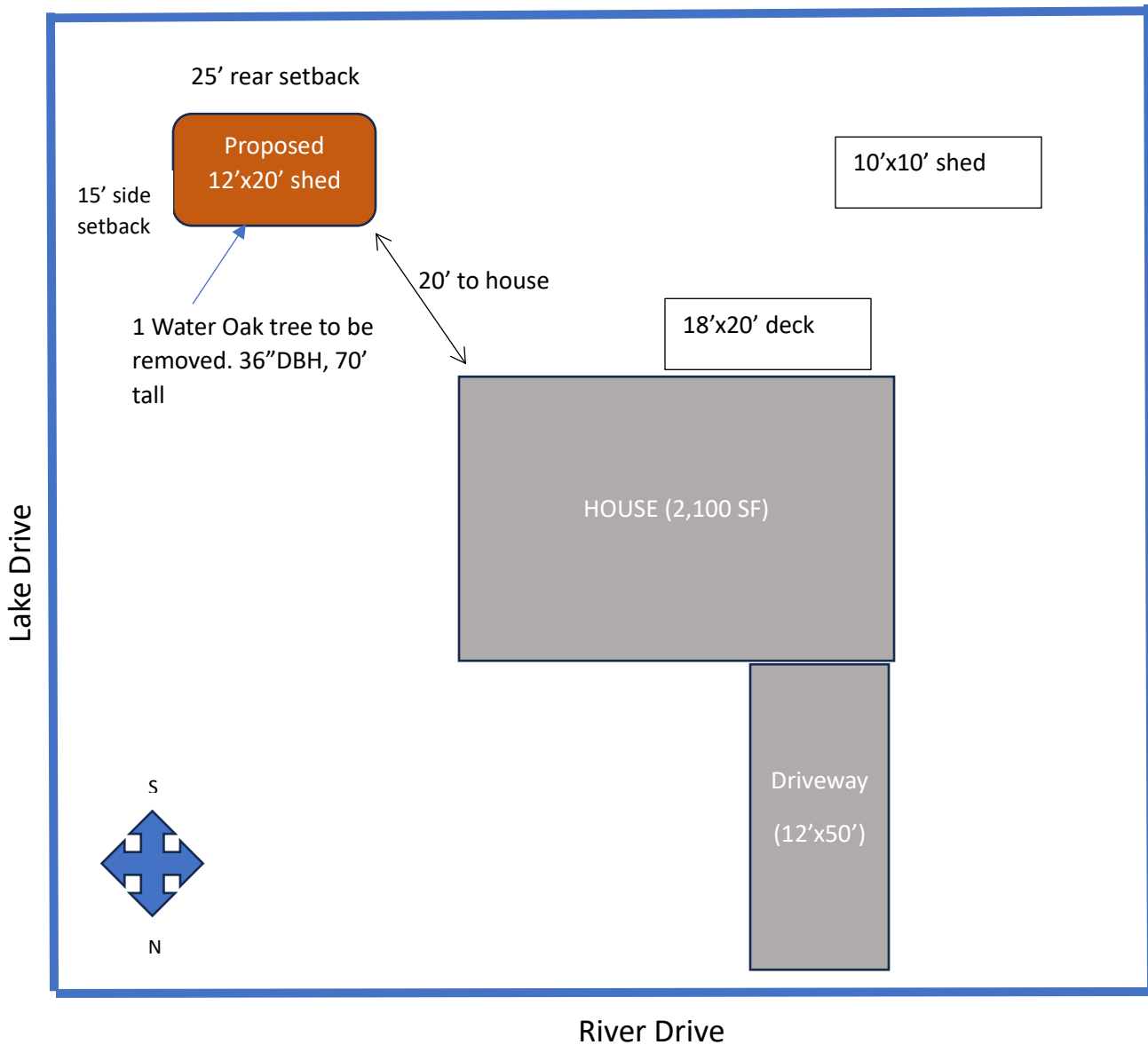
 Signatory's title/office
 STATE OF FLORIDA, County of _____ The foregoing instrument was acknowledged before me by means of
 physical presence or online notarization, this _____ day of, _____ 20_____,
 By _____, as _____ for
Authority / representative type; officer, trustee or attorney-in-fact

 Name of party/corporation/company for whom instrument was executed Signature of Notary Public

Personally, known or Produced identification _____

RESIDENTIAL SAMPLE SITE PLAN

Do not use this example as your site plan. Use page 2 to create your site plan.



The following must be included on the site plan. Measurements should be identified in feet.

1. Identify location of proposed structure(s) and all existing structures on the property (include underground items).
2. Identify all setbacks from proposed structure to the property line using feet.
3. Identify the distance between the proposed structure to existing surrounding structures.
4. Show street names.
5. Show trees to be removed as a result of this request. Include species, circumference of tree at chest height and approximate height. A separate tree removal application needs to be submitted.
6. Show dimensions of all impervious surfaces on property. Include pavers, decks, buildings, concrete, pools, etc. The city will use this information to conduct an impervious surface assessment.

RESIDENTIAL SITE PLAN

Applicant site plan

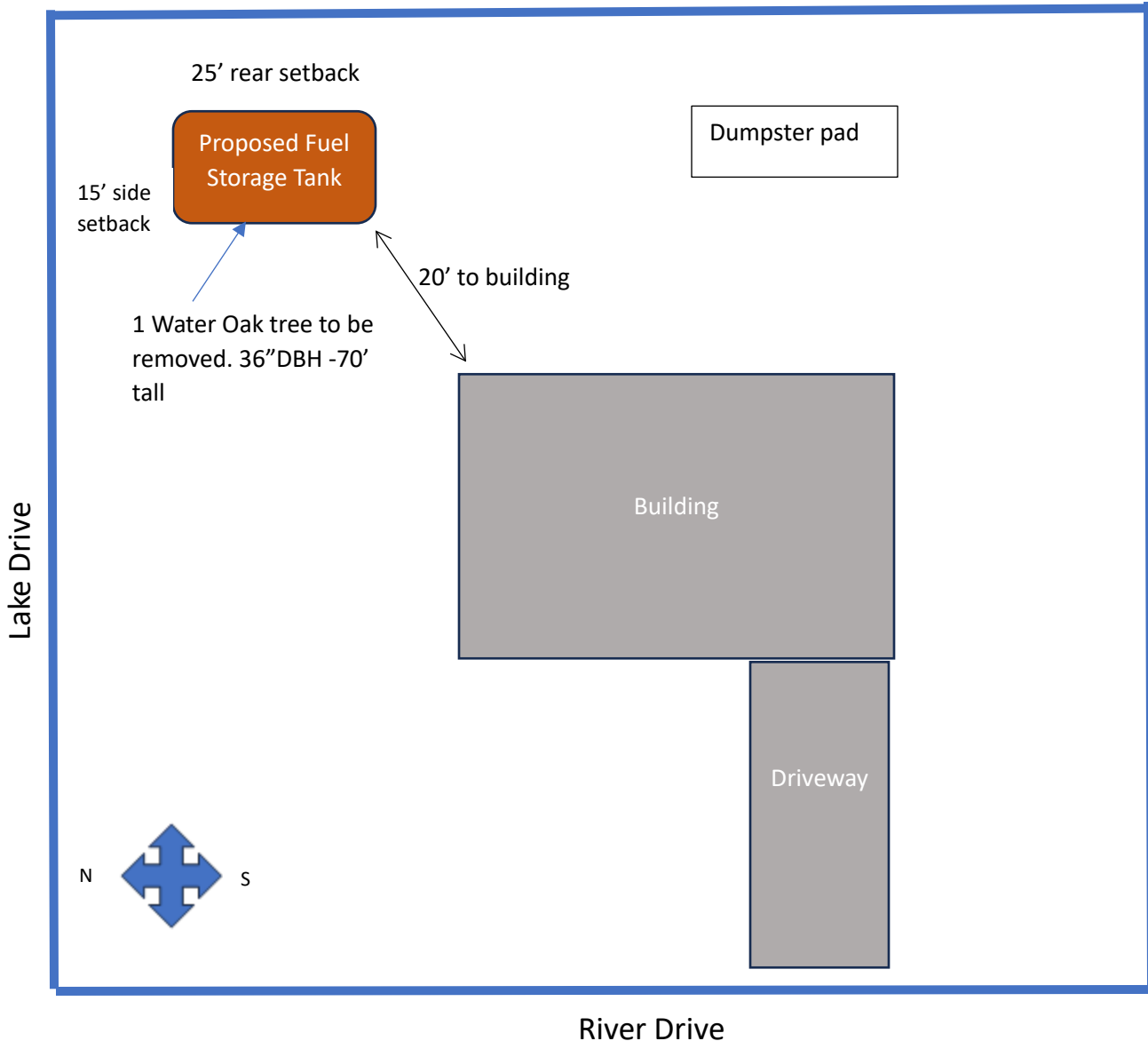
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4. Show street names.
5. Show trees to be removed. A separate tree removal application will need to be submitted.
6. Show dimensions of all impervious surfaces on property. Include pavers, decks, buildings, concrete, pools, etc. The city will use this information to conduct an impervious surface assessment.



COMMERCIAL SAMPLE SITE PLAN

Do not use this example as your site plan. Use page 2 to create your site plan.



The following must be included on the site plan. Measurements should be identified in feet.

1. Indicate North, South, East and West.
2. Identify location of proposed structure(s) and all existing structures on the property (include underground items).
3. Identify all setbacks from proposed structure to the property line using feet.
4. Identify the distance between the proposed structure to existing surrounding structures.
5. Show street names.
6. Show parking spaces
7. Show trees to be removed as a result of this request. Include species, circumference of tree at chest height and approximate height. A separate tree removal application needs to be submitted.
8. Show dimensions of all impervious surfaces on property. Include pavers, decks, buildings, concrete, pools, etc. The city will use this information to conduct an impervious surface assessment.

COMMERCIAL SITE PLAN

Applicant site plan

The following must be included on the site plan. Measurements should be identified in feet.

1. Indicate North, South, East and West.
2. Identify location of proposed structure(s) and all existing structures on the property (include underground items).
3. Identify all setbacks from proposed structure to the property line using feet.
4. Identify the distance between the proposed structure to existing surrounding structures.
5. Show street names.
6. Show parking spaces and number the spaces. Identify ADA spaces.
7. Show trees to be removed. A separate tree removal application will need to be submitted.
8. Show dimensions of all impervious surfaces on property. Include pavers, decks, buildings, concrete, pools, etc. The city will use

