



# Monroe County Building Department

<http://fl-monroecounty.civicplus.com/149/Building-and-Permitting>

## CHANGE/UPDATE OF APPLICANT APPLICATION

DATE: \_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

PARCEL ID: \_\_\_\_\_

DESCRIPTION OF CHANGE/UPDATE (Please select all that apply):

**CHANGE OF APPLICANT** You are required to complete an Agent Authorization approval form if you are an Agent for a Contractor. This application will not be accepted for review until this document is attached and verified. If the Contractor has submitted the Agent Authorization form to Contractor Licensing staff, listing you as an agent, your verification should already be established. If not, staff must initiate and obtain verification with Contractor Licensing staff before accepting this application.

**OWNER BUILDER** Owner Builders are required to a completed/notarized "Owner Builder Affidavit". This application will not be accepted for review until this document is attached. This form is found on the Building Department's PERMITTING FEES, FORMS & APPLICATIONS web page.

The applicant is not a Trust or LLC. or representing a Trust or LLC.

**PRIVATE PROVIDER** Private Providers are required to attach a completed "Notice to Building Official of Use of Private Provider" form. This form is found on the Building Department's PERMITTING FEES, FORM & APPLICATIONS web page.

**OTHER** \_\_\_\_\_

### New Applicants Name

Salutation	Name	
Suffix	Business Name	
Email	Phone	
Address Line 1		
Address Line 2		
City	State	Postal Code

Any Change of Contractor will need an additional Change of Contractor Form submitted. This form is found on the Building Department's PERMITTING FEES, FORMS & APPLICATIONS web page.

### Property

Please check this box if Owner information appearing with this property is not accurate

Please check this box if the Fee Simple Title Holder is different than the parcel owner

### Mortgage Lender Information

Mortgage Lender Name \_\_\_\_\_  
Mortgage Lender Address \_\_\_\_\_

I have notified the previous applicant of these changes listed above (If applicable)

### Primary Contractor

Business Name	Qualifier Name	Phone	County License Number 5 Digits	License Type

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### Acknowledgement

#### PER FS 713.135 (7)(a))

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

I acknowledge I have read and agree to the above statement  
Required

#### 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.

I acknowledge I have read and agree to the above statement  
Required

#### MONROE COUNTY BUILDING DEPARTMENT ACKNOWLEDGMENT

I understand that notification from County regarding permit status is communicated primarily via the applicant's email. If this information is not provided or updated with the County throughout the life of the permit, the County will not be able to provide notification service. Note: only phone numbers within United States can be contacted; no international phone numbers.

I acknowledge I have read and agree to the above statement  
Required

#### OUTSIDE LOCAL, STATE and FEDERAL AGENCIES

In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

I acknowledge I have read and agree to the above statement  
Required

#### ASBESTOS AGREEMENT

If applicable, as owner/contractor/agent of record for the construction applied for in this application, I agree that I will comply with the provisions of the Florida Statute 469.003 and to notify the DEP of my intent to demolish/remove a structure at the above address and remove asbestos, when applicable, in accordance with state and federal law.

I acknowledge I have read and agree to the above statement  
Required

#### SOLID WASTE ASSESSMENT

If applicable, upon completion of the project for which I have made application for a Building Permit, I must pay the pro-rated residential solid waste assessment or show proof of commercial service with a franchised commercial collector prior to issued Certificate of Occupancy.

I acknowledge I have read and agree to the above statement  
Required

#### FEMA ACKNOWLEDGEMENT

I understand and acknowledge that I have been informed about the upcoming release of the new PRELIMINARY coastal flood maps and that the permitting requirements may change based on the new coastal flood maps.

FEMA has issued new PRELIMINARY coastal flood maps which will eventually replace the current flood maps, which are based on 30+ year-old studies. Monroe County wants to ensure all permit applicants are aware of the potential for a change in flood risk for the property(s) on this permit as a result of this updated study.

Consequently, Monroe County is requiring all permit applicants to acknowledge a statement recognizing the issuance of these new PRELIMINARY coastal flood maps and the fact that these maps may indicate a future change to the required elevation of the building currently being permitted.

I acknowledge I have read and agree to the above statement  
Required



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### INSPECTIONS

I acknowledge that once the permit application is approved, a permit is issued, and all other applicable requirements are met, inspection requests must be submitted using the online Community Development system. I also acknowledge that while the system may display a requested date and time (AM/PM) preference option, inspectors may occasionally be unable to satisfy the requested date and they are typically unable to honor time of day requests due to the large inspection areas and travel time required each day.

I acknowledge I have read and agree to the above statement

Required

### PERMIT CLOSURE

The homeowner hereby expressly acknowledges and agrees that it is the responsibility of the homeowner to ensure all permits are closed following final inspections and failure to do so may likely interfere with homeowner's ability to sell the property identified in the permit.

I acknowledge I have read and agree to the above statement

Required

\_\_\_\_\_  
(Print Name)

\_\_\_\_\_  
(Signature)

### NOTARY PUBLIC

STATE OF FLORIDA

COUNTY OF \_\_\_\_\_

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

by \_\_\_\_\_

(Name of person making statement).

Personally Known OR  Produced Identification

Type of Identification Produced: \_\_\_\_\_

\_\_\_\_\_  
(Signature of Notary Public - State of Florida)

\_\_\_\_\_  
(Print, Type, or Stamp Commissioned Name of Notary Public)

Notary Public

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