



Virtual Permitting System

Welcome to the City of Groveland Virtual Permitting System! This system is designed to save you both time and money and is designed to make the permitting system with the City of Groveland much easier to use. The system consists of several steps; the application, review, review/comment transmission, fee generation and credit card authorization and finally the permit issuance.

The application process consists of you the applicant, downloading the appropriate form from our website located at http://groveland-fl.gov/?page_id=2567 . On this page, you should see an area for “Virtual Permitting”. Simply choose the category that matches your type of work and download the package. Most packages consist of anywhere from 3 to 10 pages that need to be filled out and sent back. Please be sure to get all forms notarized where required. Once you complete that part of the process, then your application process is complete.

The next phase is the review. We simply review the application for completeness as well as review any plans for compliance with the applicable codes. If there are any items missing, we address these in the review/comment transmission step of the process.

The review/comment transmission process simply means that we either fax back or email you comments generated from your review. Since the only permits being offered through this virtual permit program are simple permits, we don't expect that there will be a lot of comments transmitted. At the same time, we realize that people do make mistakes and this is a necessary part of the process. We are almost certain that after this process is completed one time that any response you provide is sure to lead us to the next step in the process which is the fee generation and credit card authorization step.

In the fee generation and credit card authorization step, we simply calculate the fees and send you an itemized bill showing you all the fees that you are being charged for the permit. We also send you a credit card authorization form which allows you the ability to pay for the permit without having to come to City Hall.

Finally, we come to the permit issuance phase. We email you a copy of your permit card in PDF format that contains both a digital signature and a watermark along with the permit number for the particular job. The combination of these three items make the permit card unique and secure. Simply print out a copy of this permit card and have your workers bring it to the job site when they start work.

To Schedule An Inspection - email: inspectionrequest@alpha-inspections.net	<h1 style="margin: 0;">Permit Application</h1>	In addition to this permit, you may be required to receive approval from other State of Federal agencies prior to commencing work	Permit Number
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You must submit 3 copies of this form. Only 1 has to be notarized if signed prior to coming to City Hall.

	Project Address	
	Project Description	

Property ID Key/Number		Parcel Number	
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Owner's Name	Mailing Address	City, State, Zip	Telephone
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General Contractor	Mailing Address	City, State, Zip	Telephone
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Construction Contractor	Mailing Address	City, State, Zip	Telephone
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Electrical Contractor	Mailing Address	City, State, Zip	Telephone
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Plumbing Contractor	Mailing Address	City, State, Zip	Telephone
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HVAC Contractor	Mailing Address	City, State, Zip	Telephone
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Roofing Contractor	Mailing Address	City, State, Zip	Telephone
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Legal Description	
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Bonding Company	
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Bonding Company Address	
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Architect's Name	
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Architect's Address	
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Project Information						
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Subdivision Name	Phase	Lot No.	Model	Elevation	Lot Area	Impervious Surface Ratio

Flood Zone	
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Setbacks Provided over Required (ft)									
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Front		Rear		Side		Corner		Street Side	
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Project	Area	Electrical	Hvac	Water	Meter
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New	Living	Service Size	Type	Municipal	Size
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Alteration	Garage		Efficiency	Well	
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Addition	Porch(s)		Airhandler	Sewer	
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Repair	Other		Condenser	Septic	
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Other	Total				
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Garage	Number of Bedrooms	Cost / Value	Code In Effect
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Attached			
Detached			

Applicant Signature	_____ Date _____
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WARNING TO OWNER: Your failure to record a Notice of Commencement 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. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. 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.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did ____ or did not ____ take an oath.

(Seal)
Notary Public

A/C Checklist

Yes	No	Requirements
		Completed Permit Application
		Contractor Registered with the City
		Notice of Commencement if the job is valued over \$7500
		Property Records Card, which can be located at the Lake County Property Appraiser's website at www.lakecopropappr.com .
		Smoke detectors and CO detectors will be added as part of this job if the existing structure does not already have detectors that comply with the current edition of the Florida Building Code.
		A copy of the contract between the homeowner and the contractor.
		Duct Layout
		Energy Calculation
		A/C Load Calculation

Instructions: The first five items must be submitted for all A/C jobs. The last three lines only apply to jobs where new A/C is being added to a structure that was previously unconditioned.

The inspection request: We ask that you email your inspection to INSPECTIONREQUEST@ALPHA-INSPECTIONS.NET Please send the request in the following format: Address (156 S. Lake Ave), Type of inspection (Final), Permit Number (123-09-10H), Contact Number of someone that can be contacted the day of the inspection incase there is a problem with either access to the job or a simple problem with the installation. Typical inspection for a change out is simply a final inspection. If new A/C is being added to a previously unconditioned residence, then we will do a rough A/C and then a final.

Inspection Items: Typical items that get turned down on an A/C inspection include, but are not limited to the following items.

1. No access to the job, no permit posted, no A/C load calculation, or no duct layout.
2. Leaking connection between airhandler in the garage and the existing rigid duct board.
3. A/C installed in attic, with no pull down stairs or other means to access.
4. Vapor lines to condensing not properly insulated with insulation being securely taped the entire length of the exposed section.
5. Condensing unit not property secured, leveled with adequate clear space (per mfg requirements) and raised 4" above grade.
6. A/C disconnect in disrepair or existing electrical violations with the electrical to the A/C system not corrected. This could include a disconnect that is not properly supported, or breakers that are not properly sized to conductors that are not adequate for the imposed load.
7. Airhandler or package unit with optional accessory heat strip is not adequately marked on the exterior of the unit as to the size of the optional unit. This is very important for verifying overcurrent protection as well as conductor sizes.
8. Airhandler installed in the attic without proper warning label in the electrical panel.
9. Condensate overflow protection not installed, or not installed so as to properly shut down the unit in the event of a backup of condensate line.

HVAC MATCHING EQUIPMENT CERTIFICATION

Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills, Groveland, Lady Lake, Lake County, Leesburg, Mascotte, Minneola, Montverde, Mount Dora, Tavares, Umatilla

This form shall be part of all mechanical permit applications for unit replacement. Permits will not be processed without supporting documents.

Section 553.912, Florida Statutes, has been revised to read the following, and is effective July 1, 2010:

553.912 Air Conditioners.-All air conditioners that are sold or installed in the state.....It is the intent of the legislature that all replacement air-conditioning systems be installed using energy-saving, quality installation procedures, including, but not limited to, equipment sizing analysis and duct inspection.

- Installing both the Air Handler and Condenser**
Provide equipment sizing analysis with permit application.
Provide certification of visual duct inspection at final inspection.

If you are replacing a condenser or air handler, but not both, the Florida Building Commission, in Declaratory Statement #DCA07-DEC-172, concluded the following:

Section 13-607.AB.3.1.1, Florida Building Code, Building Volume (2007 as amended) requires verification of equipment efficiency to demonstrate compliance with U.S. D.O.E. certification requirements. Outdoor and indoor units that are not designed to be operated together must still meet the D.O.E. standard. If the system does not meet the standard, it is considered to be "mismatched" and does not meet code. The code expressly authorizes "mix-matched" use of components which may be used to replace an exterior compressor and indoor air handler purchased from different manufacturers where they are designed to work together.

- Installing either the Air Handler or Condenser (provide documentation)**
The replacement unit you are installing is certified for capacity and efficiency by (check one):
- ARI Rating**
 - ARL or other recognized testing laboratory**
 - Mechanical Engineer, Florida registration number _____**
 - Manufacturer's letter**

Per Section 302.4 of the Florida Mechanical Code, alterations resulting in the addition of loads **shall not be permitted without verification that the truss is capable of supporting such additional load.**

If the unit is mounted on the roof of a structure or in the truss system:

- Provide manufacturers detail showing size for size change out**
 Provide approval of additional loading from a Registered Design Professional (if not size for size)

License Holder(print name)_____ License #_____

License Holder(signature)_____ Date_____



BUILDING DEPARTMENT

156 South Lake Avenue
Groveland, FL 34736
Phone: (352) 429-2141 Fax: (352) 429-3852

Contractor Registration 2010-2011

BUSINESS INFORMATION:

Company Name: _____

Contact Person if different than Owner: _____

Mailing Address: _____

Business Phone: _____ Fax: _____

OWNER INFORMATION:

Name: _____

Address: _____

Phone: _____ Cell: _____

Email _____

The items listed below are required each year at time of registration:

- General Liability (*showing City of Groveland as Certificate Holder*)
- Worker's Compensation or Letter of Exemption
- Current County Business Tax Receipt (2010-2011)
- State License (if applicable). List available upon request.
- Division of Corporation (www.sunbiz.org)

Registration fee in the amount of \$50.00 is due at time of registration.

REGISTRATIONS EXPIRE SEPTEMBER 30TH OF EVERY YEAR

Please call Extension 227 if you have any questions

OFFICE USE ONLY: CONTRACTOR REGISTRATION NUMBER: _____

LIMITED POWER OF ATTORNEY

Date: _____

I hereby name and appoint: _____

an agent of: _____
(Name of Company)

to be my lawful attorney-in-fact to act for me to apply for, receipt for, sign for and do all things necessary to this appointment for **(check only one option):**

All permits and applications submitted by this contractor.

The specific permit and application for work located at:

(Street Address)

Expiration Date for This Limited Power of Attorney: _____

License Holder Name: _____

State License Number: _____

Signature of License Holder: _____

STATE OF FLORIDA
COUNTY OF _____

The foregoing instrument was acknowledged before me this ____ day of _____, 20____, by _____ who is personally known to me or who has produced _____ as identification and who did (did not) take an oath.

Signature

(Notary Seal)

Print or type name

Notary Public - State of _____

Commission No. _____

My Commission Expires: _____

After recording return to:

Permit No: _____
Tax Folio or Alternate Key #: _____

NOTICE OF COMMENCEMENT
Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills,
Groveland, Lady Lake, Lake County, Leesburg, Mascotte,
Minneola, Montverde, Mount Dora, Tavares, Umatilla

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available)

Street Address: _____
2. General description of improvement: _____
3. Owner's Information: Name: _____
Address: _____
Interest in Property: _____
Name and Address of fee simple titleholder (if other than owner): _____

4. Contractor Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
5. Surety Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
Amount of Bond: _____
6. Lender Information: Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as Provided in Section 713.13 (1) (b), Florida Statutes:
Name: _____
Address: _____
Telephone No. _____ Fax No. (Opt.) _____
9. Expiration date of notice of commencement (the expiration date is 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owner's Authorized Officer/Director /Partner /Manager

Printed Name & Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____
who is [] personally known to me or [] has produced _____ as identification and [] who did or [] did not take an oath.

Signature of Notary Public - State of Florida

Print, type or Stamp Commissioned Name of Notary Public

Verification pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person (Owner) Signing Above