



## WINDOW AND DOOR REPLACEMENT

1. Complete a Building Permit application. Under Project Information check other and then note in Scope of Work, either replace exterior door(s) or replace windows.
2. Provide a floor plan showing where the door(s)/windows to be replaced are located.
3. Note on the floor plan if the door(s) or windows you are replacing are the same size as the existing door(s) or windows. If the replacements are of a different size then note the new size on the floor plan. A different size may require engineering.
4. Complete a Product Approval form for the new door(s) and/or windows and print out and attach the installation specifications for each.
5. All Contractors must be registered with the City of Groveland, if not, have the Contractor complete a Contractor Registration Form and submit with permit application.
6. If the cost of the project is over \$2,500 then complete and file a Notice of Commencement (NOC) and submit a certified copy of the NOC with the permit application.
7. Please email your completed application to [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov)
8. Once your permit is approved you will be notified of how to pay for the permit. Once the permit fees have been paid, your permit package will be emailed back to you.
9. Your permit card and accompanying paperwork, including NOC and installation specifications, must be posted on site the day of the inspection. The permit card has the email address to schedule your inspections.
10. If you have questions please contact the Permitting Department by email: [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov) or by phone at 352-429-2141

I have read this checklist and certify that the weighted average U-values for all windows and doors are less than .40, that all emergency egress windows will remain the same size or larger and that tempered glass will be installed where required by code.

Contractor Signature: \_\_\_\_\_

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

Contractor Name Printed: \_\_\_\_\_



# CITY OF GROVELAND BUILDING PERMIT APPLICATION

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

Permit # \_\_\_\_\_

## PROPERTY INFORMATION

Site Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_ Zip \_\_\_\_\_

Subdivision \_\_\_\_\_ Phase \_\_\_\_\_ Lot # \_\_\_\_\_

Model \_\_\_\_\_ Elevation \_\_\_\_\_ Lot Area \_\_\_\_\_ sq.ft. Impervious area \_\_\_\_\_ sq.ft.

Legal Description \_\_\_\_\_

Alternate Key # \_\_\_\_\_

**PROJECT INFORMATION** Single Family Residence \_\_\_\_\_ Duplex \_\_\_\_\_ Townhome \_\_\_\_\_ Commercial \_\_\_\_\_

Demolition \_\_\_\_\_ New \_\_\_\_\_ Alteration \_\_\_\_\_ Addition \_\_\_\_\_ Repair \_\_\_\_\_ Windos/Doors/Garage Door \_\_\_\_\_ Size for Size? \_\_\_\_\_

Scope of work to be performed \_\_\_\_\_

Project Cost \$ \_\_\_\_\_ Project cost of \$2,500 or over requires the recording of a notice of commencement

Bonding Company \_\_\_\_\_

Address \_\_\_\_\_

Architect's Name \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

Engineer's Name \_\_\_\_\_ License # \_\_\_\_\_ Phone # \_\_\_\_\_

**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 BEFOE RECORDING YOUR NOTICE OF COMMENCEMENT".**

Detached Garage Yes No Garage Value \$ \_\_\_\_\_ Sewer Septic \_\_\_\_\_ Sprinkler Yes No \_\_\_\_\_

Required work: Plumbing \_\_\_\_\_ Electrical \_\_\_\_\_ Mechanical \_\_\_\_\_ Gas \_\_\_\_\_ Roofing \_\_\_\_\_

SUBCONTRACTORS	Company Name	Fla. License # Reg/Cert	License Holders Name
Elect	_____	_____	_____
Mech	_____	_____	_____
Plumb	_____	_____	_____
Gas	_____	_____	_____
Fire	_____	_____	_____
Roof	_____	_____	_____

**OWNER'S INFORMATION**

Name(s) \_\_\_\_\_

Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

Fee Simple Titleholder's Name (if other than owner) \_\_\_\_\_

Address # \_\_\_\_\_ Street \_\_\_\_\_ City \_\_\_\_\_

State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

**CONTRACTOR'S INFORMATION**

Qualifier Name: Last \_\_\_\_\_ First \_\_\_\_\_ License # \_\_\_\_\_

Company Name \_\_\_\_\_ Address # \_\_\_\_\_ Street \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email \_\_\_\_\_

- 1. All Building Permit submittals for new home or new commercial building must be in digital format.
- 2. Submit digital permit applications to PERMITTING@GROVELAND-FL.GOV
- 3. Re-inspection fees must be paid prior to scheduling a re-inspection.
- 4. Incomplete permit applications will not be processed until complete.
- 5. To schedule an inspection email request to: inspectionrequest@alpha-inspections.net

**I DO HEREBY SWEAR THAT THE INFORMATION CONTAINED HEREIN AND THE ATTACHMENTS HERETO ARE TRUE AND ACCURATE TO THE BEST OF MY KNOWLEDGE AND THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO ISSUANCE OF A PERMIT.**

**OWNER'S SIGNATURE** \_\_\_\_\_

**STATE OF FLORIDA**

**COUNTY OF LAKE**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_ by \_\_\_\_\_  
(owner)

(Seal) \_\_\_\_\_  
Signature of Notary Public

Personally Known: \_\_\_\_\_  
OR Produced Identification: \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_

**CONTRACTOR'S SIGNATURE** \_\_\_\_\_

**STATE OF FLORIDA**

**COUNTY OF LAKE**

Sworn to (or affirmed) and subscribed before me this \_\_\_\_ day of \_\_\_\_ by \_\_\_\_\_  
(contractor)

(Seal) \_\_\_\_\_  
Signature of Notary Public

Personally Known: \_\_\_\_\_  
OR Produced Identification: \_\_\_\_\_  
Type of Identification Produced: \_\_\_\_\_

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCT COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
A.			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

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\_\_\_\_\_  
 APPLICANT SIGNATURE

\_\_\_\_\_  
 DATE

# 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: \_\_\_\_\_



## **Notice of Commencement Requirements**

**Please review the items listed below before completing  
the Notice of Commencement**

**1. Legal Description** - You can put the alternate key number here instead of filling out the complete legal description.  
Street Address: Please enter the job site street address

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**2. General Description of Improvement** - Need the job description of the work being performed. Do not put new structure, we need to know what type of structure, example single family residence, mobile home, garage, screen room, etc.

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**3. Owner's Information or Lessee Information** - Owner's names need to match the warranty deed or property record card. If the deed is in more than one name then all names must be listed as owner. (Only one person will need to sign the notice of commencement).

If Lessee information is entered please make sure the name matches the lease agreement.

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**4. Contractor Information**---Enter the name and address of the contractor, if the homeowner is performing the work then enter Owner.

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### **Signature Section**

#### **Signature of Owner or Lessee, or Owner's or Lessee's authorized Officer/Director/Partner/Manager--**

Please have an authorized person sign---If in an individual name, anyone listed in section 3 as owner can sign.

If in a company name, the person signing must be authorized to sign the Notice of Commencement.

**Signatory's Title/Office**--- If the person signing is the owner of the property write owner.

If the property is in a company name have the authorized signer enter their title... President, Officer, Partner, Manager, etc. (Cannot be left blank)

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### **Please make sure the Notary acknowledgement section is fully completed.**

**Date** - the date the document is notarized

**By** - The name of the person signing the Notice of Commencement

**Type of authority** - Signers title... owner, president, manager, etc.

**For** - Name of the company or the owner's name.

**Type of identification** - cannot be blank, must show type of identification presented or circle personally known.

After recording, return to:

\_\_\_\_\_  
\_\_\_\_\_  
Permit No.: \_\_\_\_\_  
Tax Folio No.: \_\_\_\_\_

# Notice of Commencement

State of Florida | County of Lake

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 the Property: *(legal description of the property and street address if available)*

Legal Description: \_\_\_\_\_  
Street Address: \_\_\_\_\_

2. General Description of Improvement

\_\_\_\_\_

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: \_\_\_\_\_  
Address: \_\_\_\_\_  
Interest in Property: \_\_\_\_\_  
Name & Address of fee simple titleholder *(if different than owner)*: \_\_\_\_\_

4. Contractor Information

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_ Amount of Bond: \$ \_\_\_\_\_

6. Lender Information:

Name: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

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: \_\_\_\_\_ Phone No.: \_\_\_\_\_  
Address: \_\_\_\_\_

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: Phone No.: \_\_\_\_\_

9. Expiration date of notice of commencement *(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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
*Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager*

\_\_\_\_\_  
*Signatory's Title/Office*

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ as \_\_\_\_\_ for \_\_\_\_\_ who  
*Type of authority (i.e. officer, trustee, attorney in fact)* *Name of party on behalf of whom instrument was executed*

is personally known or produced \_\_\_\_\_ as type of identification.

\_\_\_\_\_  
*Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)*

## OWNER BUILDER DISCLOSURE STATEMENT PER FL STATUTE 489.103

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have a property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and finically responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at **850-487-1395** or [www.myfloridalicense.com/construction-industry/](http://www.myfloridalicense.com/construction-industry/) for more information about licensed contractors.



11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following **address:**  
\_\_\_\_\_.
12. I agree to notify **City of Groveland Building Department** immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and the Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

**Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**STATE OF** \_\_\_\_\_ **COUNTY OF** \_\_\_\_\_

Sworn to and subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_

by \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification and who did \_\_\_ or did not \_\_\_ take an oath.

\_\_\_\_\_ (signature of NOTARY PUBLIC)

\_\_\_\_\_ (Printed name of NOTARY PUBLIC)

State of \_\_\_\_\_ at Large My commission expires: \_\_\_\_\_