



## A/C Replacement Permit Checklist

- Application
- Property Record Card
- AHRI
- Notice of Commencement if job value is over \$15,000
- Owner/Builder Affidavit (if applicable)



# CITY OF GROVELAND

## BUILDING PERMIT APPLICATION

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

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

### PROPERTY INFORMATION

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

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

Alternate Key # \_\_\_\_\_ Sewer  Septic

**PROJECT INFORMATION:** Single Family Residence  Multi-family  Commercial  Industrial

PURPOSE: Demolition  New  Addition  Alteration  Other

Job Value \$ \_\_\_\_\_ Project cost of \$2,500 or more requires recorded Notice of Commencement

Scope of Work \_\_\_\_\_

### OWNER'S INFORMATION

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

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

Fee Simple Titleholder Name (if different than owner) \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

### CONTRACTOR INFORMATION

Company Name \_\_\_\_\_ License # \_\_\_\_\_

Qualified Name: Last \_\_\_\_\_ First: \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone # \_\_\_\_\_ Email \_\_\_\_\_

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

Address \_\_\_\_\_

Architect \_\_\_\_\_ Engineer \_\_\_\_\_

**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 RECORDING YOUR NOTICE OF COMMENCEMENT.**

SUBCONTRACTOR'S

Electric \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Plumbing \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Mechanical \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Gas \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Roofer \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Irrigation \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

Fire \_\_\_\_\_ Qualifier \_\_\_\_\_ License # \_\_\_\_\_

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

\_\_\_\_\_  
CONTRACTOR OR OWNER/BUILDER SIGNATURE

STATE OF FLORIDA

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

Sworn to (or affirmed) and subscribed before me by means of this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,  
by \_\_\_\_\_.

(Seal)

\_\_\_\_\_  
Notary Signature

Personally Known:

Or Produced Identification:

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

1. All new construction SFR or commercial building permits must be in digital format.
2. Submit digital permit applications via the etrakit portal <https://gvld-trk.aspgov.com/etrakit/> or by email to [PERMITTING@GROVELAND-FL.GOV](mailto:PERMITTING@GROVELAND-FL.GOV)
3. Incomplete permit applications will not be processed until complete
4. To schedule an inspection email request to: thru the etrakit portal <https://gvld-trk.aspgov.com/etrakit/>

City of Groveland Building Division  
6825 SR 50, Groveland, FL 34736  
Phone (352)429-2141 Opt 2  
Email: [permitting@groveland-fl.gov](mailto:permitting@groveland-fl.gov)

Revised 10-23

**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 and is owned by an individual not a corporation or LLC. 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)