



Residential Permit Checklist

- Application
- Property Record Card
- Notice of Commencement
- Owner/Builder Affidavit (if applicable)
- Energy Calculations
- Plans (for requirements see Design Checklist attached)
- Product Approval
- Plot Plan/Signed Plot Plan Checklist
- Water Conservation Application
- Impact Fee Letters (if applicable)
- Septic Tank Permit (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
3. Incomplete permit applications will not be processed until complete
4. Schedule inspections via 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

Revised 10-23



RESIDENTIAL PLOT PLAN CHECKLIST 3/29/23

- Signed and sealed by a Florida licensed surveyor digitally submitted.
- Lot number and proposed model # or plan name and home elevation selected lot corner elevations existing and proposed.
- A copy of that portion of the subdivision grading plan for the lot. (A snip of lot grading)
- Show all property lines with distances. Show all ROWs and recorded easements.
- Proposed finish floor elevation (per approved subdivision grading plan). If different from the approved grading plan, supply an engineer's signed and sealed letter changing finished floor elevation.
- Drainage type that matches approved subdivision grading plan (A, B or C). If different than the approved subdivision grading plan, supply an engineer's signed and sealed letter changing the drainage type. Also show drainage flow arrows.
- Location of home on lot. Front, side, and rear closest distances from lot line to home. Current zoning building setback requirements.
- Location of driveway, walks, patios, pavers, pool, spa, storage shed, a/c pad (**a/c cannot be placed in minimum side setback**) and any other impervious items on the lot.
- Show any storm drain inlets or other draining structures.
- Lot square footage and total impervious area in sq.ft., also expressed as a percent of lot area. North orientation arrow and scale of site plan.
- Flood zone(s) designated on plan, if more than one, show all locations. Any proposed well or septic locations.
- Locate on Plot Plan any trees to be removed, and if any, submit a Tree Removal Permit Application.

Application will not be distributed for city staff review until all the above items are submitted.

SIGNATURE OF OWNER/AUTHORIZED AGENT

DATE



City of Groveland **Building Services**

Electronic Document Requirements

Introduction:

The City of Groveland recently expanded the technology sector of the Building Department to include the Trakit permitting program. As part of this expansion, permits issued going forward must be submitted electronically. Please see the specifics of each form and format required below.

Building Plans:

Smaller buildings such as sheds, screen rooms and very small additions can be submitted in PDF format with printable range as low as 11x17. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Single Family Residential homes and small commercial buildings (less than 5,000 square feet) must be submitted in PDF format with printable range as low as 24x36. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Large commercial projects (larger than 5,000 square feet) must be submitted in PDF format with printable range of 36x48. Some exceptions to this requirement can be granted but must be approved prior to submittal and at the discretion of the Building Official. Plans must be electronically signed by the architect or engineer in accordance with Florida Statutes or the Florida Administrative Code. We want as few files as possible, so please submit one file if possible, but at the most, one file for each design professional.

Truss Drawings, energy calculations, details associated with engineer repair letters and similar can be submitted in PDF format on 8x11 printable range. However, the truss layout must be a minimum of 11x17 printable range.

AC layouts for residential structures must be in PDF format and on printable range no less than 11x17.

Security Settings:

PDF files must not be locked and must allow for the plan reviewer to add comments, place watermarks and other processing required to process the file.

Submitting Files:

Miscellaneous, Commercial, and Zoning clearance permits may be submitted in person or emailed to permitting@groveland-fl.gov.

All Single Family Residential home permits must be submitted through Dropbox. A link for Dropbox may be obtained by emailing a request to permitting@groveland-fl.gov.

**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 financially 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/ 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)

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

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

 APPLICANT SIGNATURE

 DATE

Residential Design Checklist

Please use the checklist below to assist in designing plans for the latest edition of the Florida Building Code. This should only be used as a guide. Depending on the nature of your project, more extensive details may be required. Plans should provide specific details that are referenced on the plans and associated with specific details on the applicable detail sheets. In other words, the reviewer cannot assume that a detail applies to specific location unless that location has a referenced detail associated with it.

Y	N	Design Criteria
		Plans are digitally signed by an engineer or architect per R301 FBCR
		Plans are scaled and legible
		Plans indicate wind speed, exposure, pressure coefficient for all openings
		Default exposure listed as C or other exposure type with justification
		Designer's name, address and license number per FL admin code requirements
		Site plan showing correct orientation
		FLOOR PLAN
		Accessible restroom with 29" opening
		Square footage both conditioned and unconditioned
		Tempered glass shown where required
		Egress windows shown where required
		Label all windows and doors with sizes
		Window sills greater than 24" where FF is 72" above grade
		Ceiling height
		FOUNDATION
		Footing locations with sizes and reinforcement requirements
		Vertical dowel locations shown
		Slab depth and concrete compressive strength
		Slab shown minimum 12" below grade
		Relieving arch detail
		Column pad footing details/location
		Interior footing detail where required
		MASONRY WALLS
		Vertical steel grade, lap, location
		Lintel Schedule showing length, depth and reinforcement
		Typical wall and opening detail
		Change in height detail
		Non-continuous lintel detail
		Stem-wall detail
		Rough opening detail
		FRAME WALLS
		Size, grade and species of lumber
		Pressure treated bottom plate
		Typical wall section
		Type, exposure and thickness of sheathing
		Fastening schedule of sheathing
		Header and opening details
		Anchor type and spacing

Revised 2019

		Continuous load path detail including connector hardware
		2-story wall detail
		ROOF FRAMING
		Digitally signed truss drawings
		Truss layout
		Typical wall section showing the typical truss connector
		Truss connector schedule for trusses where uplift exceeds typical
		Truss bracing schedule or design layout
		Roof sheathing schedule with nailing pattern
		Valley framing detail
		Gable bracing and special bracing details
		Interior bearing wall connector detail
		ELECTRICAL
		Compliance statement indicating the version of code design
		Location of AFCI and GFCI protection
		Smoke detector location and type
		General electrical layout
		Service size
		Grounding electrode type
		MECHANICAL
		Equipment locations
		Energy calculations digitally signed
		Correct orientation
		Manual J and D
		Duct Layout on 11x17
		PLUMBING
		Water heater location
		Reduced pressure valve where required
		Fixture locations
		GAS
		BTU's for each outlet and total BTU
		Gas piping size and type
		Makeup air and combustion air where required



CITY OF GROVELAND Water Conservation & Landscape Permit Application

Project Street Address: _____ Permit #: _____
(Internal Use Only)

Project Description (Check appropriate box): Irrigation Installation Landscape
Parcel ID#: _____ Alternate Key: _____

Owners Name: _____

Irrigation Contractor: _____

Address: _____ Phone Number: _____

Landscape Architect: _____

Address: _____ Phone Number: _____

Contractor Email Address: _____

PROJECT INFORMATION

Subdivision Name: _____ Phase: _____ Lot #: _____

Cost / Value of Project: \$ _____ Lot Square Footage: _____

Applicants Signature _____ Date: _____

Applicants Printed Name: _____

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. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City of Groveland determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure(s) restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land- use requirements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, payment of Permit & Inspection fees and all Re-Inspection fees if applicable. Stamped plans do not provide exemption from City irrigation and landscape standards. Any deviation from City standards must be requested and approved in writing prior to installation.

PERMIT APPLICATION CHECKLIST

Please make sure the following documentation is attached to all permit application submittals:

- Completed Application
- City Irrigation Checklist/Affidavit
- Landscape and Irrigation Plans (by Landscape Architect)

PERMIT PROCESS CONTACT INFORMATION

Wilma Nicholas
City of Groveland
 Water Conservation & Landscape Specialist
 Cell Phone: 352-534-1949
 Email: Wilma.nicholas@groveland-fl.gov



City of Groveland Irrigation Checklist

Irrigation installation in accordance with City Code Chapter 133

Property Address: _____ Lot # _____ Subdivision: _____

Documents that must be provided for permit issuance (Place X in each box that applies):

Required Submissions			
	Yes	No	NA
Landscape drawing (depicting beds/turf area)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation The design primary consideration shall be water conservation. It must depict irrigation heads, spray coverage, zones, timer location, backflow preventer, bubblers above mulch, 8 ft diameter for canopy trees and all other components of the irrigation system in a clear and precise manor. The plan drawing shall include the lot address, number, design/architect/contractors name, address, and phone number.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscape affidavit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation affidavit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Criteria			
Landscape and Irrigation			
	Yes	No	NA
A clear and accurate landscape and irrigation design plan must be submitted. This plan is to be approved prior to installation. The approved plan is to be what is installed at time of inspection. If any changes are made prior to inspection, a revised site plan is to be submitted for review and approval.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Irrigation and Landscaping plans must contain the lot address and lot number as well as the name, address, and phone number of the design/architect/contractor.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of Waterwise and Florida Friendly landscape measures with site-appropriate plants. Utilizing "Right Plant, Right Place" principles for new landscape. This means all canopy trees are to be a Grade 1 quality and planted in a suitable location and environment. (See Florida Tree Grades and Standards for Nursery Plants).	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
No invasive exotic plant species are in the landscaped area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Use of organic mulch 2-4 inches deep in landscaped beds and around trees.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All new irrigation permits will require a separate meter for irrigation.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Turf shall be installed so that it is irrigated on a different zone than other landscaped areas.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2,800 sq. ft of irrigated turf or less permitted per residential lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
A maximum of 40% of the pervious area (50% for existing/replacement turf) may be irrigated, excluding micro-irrigation and temporary irrigation for establishment but not more than 2,800 sq. ft. per residential lot.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All irrigation systems shall include a rain sensor or other inhibiting or interrupting device or switch per F.S. 373.62	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Sprays and rotors used shall be either pressure regulating emitters, or multi-stream (MP) rotors.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Check valves shall be installed on all heads in lower-lying areas to eliminate low-head drainage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All emitters in rotor and spray zones shall have matched precipitation rates.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All irrigation systems shall use zones, automatic timers, and backflow preventers – micro, sprays, and rotors should be on separate zones. Mixed zones do not usually meet matched precipitation rate requirement.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Landscaped areas less than five feet in width shall incorporate micro- irrigation, if irrigated.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

All irrigation systems shall be designed to minimize overthrow on impervious surfaces.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
All plants are installed according to the <i>Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries</i> . The landscape installer must attest to this in the below affidavit.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Canopy trees shall be provided a minimum 75 square feet pervious planting area around the trunk with a minimum of 8 feet diameter area and circumference shall be specifically shown on plans. Code Sec. 133-38(4) Canopy Trees b.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
We highly recommend including at least one micro-spray in a visible area in beds to indicate when the system is running for homeowners to minimize accidental overwatering. (Not Required)	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Irrigation Affidavit

If a permanent in-ground irrigation system has been installed, it must have been installed per the design drawings and in accordance with the irrigation criteria. The irrigation system installer must attest and confirm by signing this document that the following items have been successfully completed.

Stamped plans do not provide exemption from City irrigation and landscape standards. Any deviation from City standards must be requested and approved in writing prior to installation.

Item	Completed
Sprinklers in low-lying areas (heads that are lower than the valve box) have check valves.	<input type="checkbox"/>
Precipitation rates for all sprinklers within a zone are matched.	<input type="checkbox"/>
A device with rain shut-off scheduling capabilities has been installed in an operable location and is functioning.	<input type="checkbox"/>
Plans contain all required information that is specific and clearly specified and will be what is installed.	<input type="checkbox"/>

I hereby attest that all of the above items were completed by the undersigned or under the supervision of the undersigned person.

Signature _____ Date _____

Printed Name _____

Company Name _____

Address _____ Phone _____

Landscape Affidavit

Landscape materials must be installed in accordance with the *Florida Friendly Best Management Practices for Protection of Water Resources by the Green Industries*. The landscape installer must attest and confirm by signing this document that the following practices have been followed.

Practice	Completed
Organic mulch was used and applied to a depth of 2 to 4 inches and kept off the tree root ball.	<input type="checkbox"/>
Plans contain all required information that is specific and clearly specified and will be what is installed.	<input type="checkbox"/>
No invasive exotic plant species are in the landscaped area.	<input type="checkbox"/>

I hereby attest that all of the above practices were completed by the undersigned or under the supervision of the undersigned person.

Signature _____ Date _____

Printed Name _____

Company Name _____

Address _____ Phone _____