



## Screen Room Permit Checklist

- Application
- Property Record Card
- Notice of Commencement if job value is over \$2,500
- Owner/Builder Affidavit (if applicable)
- HOA Approval
- Site Plan
- Impervious Surface Calculations if concrete/pavers is being added
- Construction Plans



# 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. 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](mailto:permitting@groveland-fl.gov)

Revised 10-23



## IMPERVIOUS SURFACE CALCULATIONS

Date: \_\_\_\_\_ Applicant: \_\_\_\_\_  
 Property Address: \_\_\_\_\_  
 Zoning District: \_\_\_\_\_

Maximum Impervious Coverage allowed per Subdivision/Zoning: \_\_\_\_\_

*Lot coverage means the part of a lot occupied by buildings, including sheds, driveways, walkways, pools, patios, pavers, decks and any impervious surfaces impenetrable by water. It does NOT include anything in the R.O.W. (Right of Way). For Maximum Impervious Percentage, Contact Planning Division at [planning@groveland-fl.gov](mailto:planning@groveland-fl.gov)*

**1.0 Lot Square Footage and Calculation of allowable impervious area.**

- 1a. Lot square footage is calculated by: Average Lot Width \_\_\_\_\_ ft. x Average Lot Depth \_\_\_\_\_ ft. = \_\_\_\_\_ - lot sq. ft.  
 1b. To calculate allowable Impervious Area, take Zoning District's allowable % expressed as a decimal (see below).  
 \_\_\_\_\_ **0.000** x \_\_\_\_\_ - (lot sq. ft.) = \_\_\_\_\_ **0** sq. ft. allowable Impervious area.

For example, take a lot that is 60 ft wide and 100 ft. deep and the allowable impervious area is 60%. The calculations are: 60 X 100 = 6,000 sq. ft. X 0.60 = 3,600 sq. ft. of impervious area allowed.

**2.0 Impervious Surfaces**

**2a. Existing Impervious (includes roof overhangs)**

House . . . . .	_____	sq. ft.
Detached Garage(s) . . . . .	_____	sq. ft.
Porch(s) . . . . .	_____	sq. ft.
Shed(s) . . . . .	_____	sq. ft.
Deck . . . . .	_____	sq. ft.
Patio (conc. or pavers) . . . . .	_____	sq. ft.
<b>Total 2a. =</b>	<b>_____</b>	<b>0 sq. ft.</b>

**2b. Other Existing Impervious surfaces not in R.O.W.**

Driveway . . . . .	_____	sq. ft.
Walkways . . . . .	_____	sq. ft.
Paver areas . . . . .	_____	sq. ft.
Pools (surface area) . . . . .	_____	sq. ft.
Pool decks . . . . .	_____	sq. ft.
(Other) _____	_____	sq. ft.
<b>Total 2b. =</b>	<b>_____</b>	<b>0 sq. ft.</b>

**2c. Proposed added square footage of impervious area:**

Shed(s) . . . . .	_____	sq. ft.
Deck . . . . .	_____	sq. ft.
Patio (conc. or pavers) . . . . .	_____	sq. ft.
Pools (surface area) . . . . .	_____	sq. ft.
Pool decks . . . . .	_____	sq. ft.
(Other) _____	_____	sq. ft.
<b>2c. Total Proposed added impervious area =</b>	<b>_____</b>	<b>0 sq. ft.</b>

**To compute the new Impervious Area coverage as a percent of lot square footage:**

Add **2a + 2b + 2c** = \_\_\_\_\_ **0** sq. ft. / (divided by) **1a** (lot sq. ft.) = \_\_\_\_\_ **#DIV/0!** the impervious area as a decimal amount.  
 Move the decimal point two places to the right to be a percent = \_\_\_\_\_ **#DIV/0!**

For instance 0.60 would be 60 percent. Compare the percent you calculated to the allowed percentage in part one and if it is equal to or less it is allowed.

**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/](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)