



# Dixie County Building & Zoning Department

387 SE 22<sup>nd</sup> Ave  
P.O. Box 2610  
Cross City, FL 32628  
(352)498-1236  
(352)498-1286 fax

## Electrical Permit Application

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

### **OWNER/BUILDER MUST SIGN DISCLOSURE STATEMENT**

JOB SITE ADDRESS: \_\_\_\_\_

PARCEL ID: \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

QUALIFIER NAME: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

STATE LICENSE \_\_\_\_\_ COMP#: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

MOBILE/CELL: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

ELECTRIC SERVICE PROVIDER

CONTACT PERSON: \_\_\_\_\_

CFEC \_\_\_ DUKE \_\_\_ TRI-COUNTY \_\_\_

MOBILE/CELL: \_\_\_\_\_

CURRENT CODE: 2011 NEC

CONTRACTOR EMAIL: \_\_\_\_\_

BUILDING TYPE                       SINGLE FAMILY                       MULTI FAMILY                       COMMERCIAL

GIVE DESCRIPTION OF WORK TO BE DONE: \_\_\_\_\_

IMPROVEMENT TYPE:     NEW     SERVICE CHANGE OUT     UPGRADE     REPAIR     ADDITION     RENOVATION  
 RV POLE     TEMP     POOL/POOL HEATER     SIGN     PUMP/WELL     LIFT STATION     GENERATOR  
 LOW VOLTAGE                       NUMBER OF SYSTEMS                       RECONNECT EXISTING SERVICE

EXISTING SERVICE AMPERAGE \_\_\_\_\_ UPGRADED SERVICE AMPERAGE \_\_\_\_\_

SIZE OF SERVICE CONDUCTORS \_\_\_\_\_ NUMBER OF METERS: \_\_\_\_\_

NUMBER OF CIRCUITS ALTERED OR ADDED: \_\_\_\_\_

SERVICE SUPPLY, FROM PAD MOUNTED TRANSFORMER KVA RATING: \_\_\_\_\_ AVAILABLE FAULT CURRENT: \_\_\_\_\_

TOTAL VALUE (MATERIAL & LABOR)    \$ \_\_\_\_\_

If the direct contract is greater than \$2,500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

Application is hereby made to obtain a permit to do work and installation as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for BUILDING, PLUMBING, MECHANICAL, SIGNS, POOLS, ROOFING and DOCKS, etc.

FINAL INSPECTION IS REQUIRED ON ALL PERMITS – Failure to obtain a final inspection may result in legal action.

Applicants Signature: \_\_\_\_\_ Date \_\_\_\_\_

Reviewed By: \_\_\_\_\_ (Permit Official) Date: \_\_\_\_\_

Applicants Printed Name: \_\_\_\_\_ Date \_\_\_\_\_

Received By: \_\_\_\_\_ (Initials) Date: \_\_\_\_\_



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## Owner Builder Affidavit – Electrical Contracting

### **DISCLOSURE STATEMENT F.S. 489.503 (6) EXEMPTIONS**

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building, the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances. Failure to do so may result in a liability for you!

To qualify for this exemption under this subsection, an owner must personally appear and sign the building permit application.

**I hereby acknowledge that I have read and understand the above disclosure statement and that I further understand that any violation of the terms of the owner/builder exemption shall be reported by the Building Department & Zoning Director to the Florida State Department of Professional Regulation. Signed and acknowledge on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.**

\_\_\_\_\_  
OWNER/BUILDER SIGNATURE

STATE OF FLORIDA  
COUNTY OF DIXIE

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

By \_\_\_\_\_, who is personally known ( \_\_\_\_\_ ) to me or

Has produced \_\_\_\_\_ as identification.

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

\_\_\_\_\_  
Print Name of Notary

Title: Notary Public

Commission Number: \_\_\_\_\_



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## Electrical Power or Reconnection Requirements

### 1. General:

- An approved 911 sign must be posted at the driveway entrance.
- A sign with a minimum of 4 inch letters with a ½ inch stroke with a contrasting background. Signs are available from the Building Department.
- If an address is not assigned to the property, the owner must contact the 911 Addressing Office and obtain a 911 address before an application is submitted.
- If gated and locked, the gate must be unlocked the day of the inspection,
- If the inspector cannot locate the property because it has not been accurately posted or identified a re-inspection fee of \$40.00 will be imposed.

### 2. Inspection Request:

- The electrical inspection must be called into the inspection Request Line (352-498-1236) the previous day.

### 3. Requirements:

- The electrical service must be the type and amperage that has been approved, i.e. 60-amp service is #6 AWG with 60-amp breaker. A larger service will not be approved.
- One 115-volt GFCI receptacle must be installed,
- Two ground rods must be placed 6 feet apart with #4 AWG copper for all permanent installed electrical services.
- The ground wire must be installed in the meter base grounding terminal.
- Bonding bushings must be installed and grounded if required by code.
- The electrical service must be complete prior to inspection, incomplete services and branch services will not be approved and a \$40.00 re-inspection fee will be required.

### 4. Damaged, Unapproved, Unsafe Electrical Equipment and Conductors:

- Electrical panels and conductors must be in good condition and Installed in accordance NFPA 70 National Electric Code.
- Openings in panel boxes and covers must be closed with an approved device. Panel covers must be onsite.
- Breakers must be sized for the conductor they are connected to.
- The use of unapproved electrical equipment will not be approved, i.e. water supply pipe and fittings used instead of approved electrical conduit, fittings and devices,
- Flood damaged breakers must be replaced prior to authorization for reconnection.

### 5. Denial:

- Permits obtained with false Information.
- Property or structures that have nonconforming uses.
- Unsafe electrical installations or structures.
- Other violations deemed inappropriate.

### 6. Re-inspections:

A \$40.00 re-inspection fee will be imposed and must be paid prior to the next inspection.

# Notice of Commencement

Permit Number \_\_\_\_\_  
Parcel Number \_\_\_\_\_

State of Florida  
County of Dixie

THE UNDERSIGNED HEREBY gives notice that improvement(s) 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: \_\_\_\_\_
  - a. Street (job) Address: \_\_\_\_\_
2. General description of improvement(s): \_\_\_\_\_
3. Owner information or lessee information if the lessee contracted for the improvement:
  - a) Name and address: \_\_\_\_\_
  - b) Interest in Property: \_\_\_\_\_
  - c) Name and address of Fee Simple Titleholder (if other than owner listed above): \_\_\_\_\_
4. Contractor Information:
  - a) Name and Address: \_\_\_\_\_
  - b) Phone: \_\_\_\_\_ Fax (optional): \_\_\_\_\_
5. Surety (if applicable, a copy of the payment bond is attached)
  - a.) Name and address: \_\_\_\_\_
  - b) Amount of bond \$: \_\_\_\_\_
  - c) Phone: \_\_\_\_\_
6. Lender
  - a) Name and address: \_\_\_\_\_
  - b) Phone: \_\_\_\_\_
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:
  - a) Name and address: \_\_\_\_\_
  - b) Phone: \_\_\_\_\_ Fax (optional): \_\_\_\_\_
8. In addition to himself, Owner designates the following person(s) to receive a copy of Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.
  - a) Name and address: \_\_\_\_\_
  - b) Phone: \_\_\_\_\_
9. Expiration date of notice of commencement (the expiration date is one (1) year from the date of recording unless a different date is specified.) \_\_\_\_\_, 20\_\_\_\_

**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 WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

Under penalty of perjury, I declare that I have read the foregoing notice of commencement and that the facts stated therein are true to the best of my knowledge and belief.

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

\_\_\_\_\_  
(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ (year) by \_\_\_\_\_ (name of person) as \_\_\_\_\_ (type of authority, e.g. officer, trustee, attorney in fact) for \_\_\_\_\_ (name of party on behalf of whom instrument was executed).

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

Personally Known: \_\_\_\_\_

Print Name: \_\_\_\_\_

ID Produced: \_\_\_\_\_