



HOLMES COUNTY Building Department

RESIDENTIAL CONSTRUCTION REQUIREMENTS NEW HOUSES & ADDITIONS TO OBTAIN BUILDING PERMITS

The following are guidelines set forth by the state of Florida and/or the Holmes County Board of County Commissioners for policies and procedures prior to obtaining permits for construction.

- ☐ **Land Development Approval:** (In the Building Department) 850.547.1119
- ☐ **911 Address:** Verification Required. (911 office) 850.547.1112
- ☐ **Septic Tank Permit:** (Florida Dept. of Environmental Protection) 850.245.8383
- ☐ **Driveway Permit:**
 - **County Roads:** (Holmes County Road Department) 850.547.1408
 - **State Roads:** Hwy 79, 90, 81, 2 – (Florida Dept. of Transportation) 850.836.5790
- ☐ **Florida Energy Form**
- ☐ **Legal Description of Property/Deed:** (Property Appraiser Office) 850.547.1113
 - Website: www.qpublic.net
- ☐ **Two (2) sets of signed & sealed plans drawn to scale.**
- ☐ **An elevation certificate:** Any construction on property located in a flood zone. (From a licensed surveyor).
- ☐ **Notarized authorization form** from the land owner if construction will be on someone else's property.
- ☐ **If constructing within city limits** a letter is required from them for city compliance.
 - Please call:
 - Bonifay: 850-547-4238
 - Esto: 850-263-6521
 - Noma: 850-263-3449
 - Ponce De Leon: 850-836-4361
 - Westville: 850-548-5858
- ☐ **Notice of Commencement:** Required for any construction valued over \$5,000.00.
- ☐ **As owner contractor a disclosure form is required.** (In the Building Department) 850.547.1119

* Construction requirements are from the current Florida Building Codes.

* Electrical requirements are from the National Electrical Code.

Inspections: No inspections will be made prior to the issuance of a building permit. A 24 hour notice is required prior to each inspection. Permit becomes void if no inspection is called for within six months. Any construction commenced prior to being permitted will be subject to double fees. (Florida Building Code)

Set-back guidelines: County Ord. #88-02 requires all construction in Holmes County:

- Minimum of at least 15 feet from the front & rear property lines.
- Minimum of at least 10 feet from either side of the property lines.
- * This includes septic tanks, all additions, and storage buildings.



HOLMES COUNTY Building Department

ADDITIONAL REQUIREMENTS FOR RESIDENTIAL HOUSE PLANS

***Truss plans are always to be signed and sealed regardless of building size.**

106.3.5 Minimum plan review criteria for buildings. The examination of the documents by the building official shall include the following minimum criteria and documents; a floor plan, site plan, foundation plan, floor/roof framing plan or truss layout and all exterior elevations:

Residential (one- and two-family) Building

1. Site requirements
 - Set back/separation (assumed property lines)
 - Location of septic tanks
2. Fire-resistant construction (if required)
3. Fire
4. Smoke detector locations
5. Egress including:
 - a. Egress window size and location stairs construction requirements
6. Structural requirements shall include:
 - a. Wall section from foundation through roof, including assembly and materials connector tables
 - b. Termite protection
 - c. Design loads
 - d. Wind requirements
 - e. Building envelope
 - f. Structural calculations (if required)
 - g. Foundation
 - h. Wall systems
 - i. Floor systems
 - j. Roof systems
7. Accessibility requirements: show/identify accessible bath

Exemptions. Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Minor electrical, plumbing and mechanical repairs
3. Annual maintenance permits
4. Prototype plans, Except for local site adaptations, siding, foundations and/or modifications. Except for structures that require waiver.
5. Manufactured buildings plan except for foundations and modifications of buildings on site.

106.4 Amended construction documents. Work shall be installed in accordance with the reviewed construction documents, and any changes made during construction that are not in compliance with the reviewed construction documents shall be resubmitted for approval as an amended set of construction documents.

106.5 Retention of construction documents. One set of reviewed construction documents shall be retained by the building official for a period of not less than 180 days from date of completion of the permitted work, or as required by Florida Statutes.



HOLMES COUNTY Building Department

FLORIDA BUILDING CODE SIGNIFICANT ISSUES

The following list constitutes the significant issues submitted by the membership of the Building Officials Association of Florida, Big Bend Chapter. The narrative following each code section constitutes the combined interpretation for purposes of code enforcement of the various building inspection offices in Florida's Big Bend; specifically, Florida State University, city of Tallahassee, City of Quincy, Gadsden county, Wakulla county, Jefferson County and Leon County.

TERMITE TREATMENT

Section 104.2.6 – Requires an on-site weather resistant posting board for the pest control provider to provide a record of each treatment, with a copy for the building permit file.

Section 104.2.7 – Requires a permanent sign indicating termite treatment provider and need for re-inspection and treatment contract renewal shall be posted near the water heater or electrical panel. This will become part of the final building inspection.

Section 1403.1.6 – Generally 6 inches of clearance is required between exterior wall coverings that are subject to termite damage and finish grade. Exceptions for masonry veneer and soil treated patio slabs may match building interior masonry slab.

Section 1503.4.4 – Roof down spouts and condensate lines shall discharge at least 1 foot from exterior wall and lawn sprinkler heads must be at least 1 foot from exterior wall.

Section 1816.1 – Termite protection shall be provided by products labeled by State of Florida and Federal Government as a preventative treatment for new construction and must be installed in accordance with the label requirements. Soil pre-treatment is required around driveway connections, walkways, plumbing trap enclosures etc. and requires that the builder work more closely with the pest control operator.

Section 1816.1.7 – Requires a Certificate of Compliance from licensed pest control company, indicating that the building has received complete treatment against termites must be provided to the Building Inspection Department (this also will be checked as part of the final building inspection).

Section 2304.2.7 – Wooden building components such as decks, patios, fences, planters, etc. shall provide either 18 inch clearance underneath or 6 inch clearance at the top of the component to exterior wall covering or have components easily removable by screws or hinges to allow inspection for termites.

Section 2116.2 – Brick ledges must be intricately poured with the concrete foundation unless chemically treated and/or have a physical barrier at the cold joint.

(Concludes termite treatment)



HOLMES COUNTY

Building Department

RESIDENTIAL CONSTRUCTION CHECKLIST

(For Office Use Only)

Name: _____ Phone #: _____

Address: _____

Email Address: _____

☐ New House ☐ Addition ☐ Other _____

Contractor: _____ PHONE: _____

Email: _____

REQUIREMENTS:

Land Development Approval	Residential Application for Building Permit
911 Address	Notice of Commencement
Septic Tank Permit – take copy of plans.	Disclosure Statement
Driveway Permit	Owner/Builder Permit Affidavit
Legal Description of Property/Deed	Authorization Form for Permit Application
Two (2) Sets of Plans	Florida Energy Efficiency Code
Fire resistant construction, fire suppression	Product Approval
Florida Product Codes	Trade Permit Application-All Trades (one per trade)
Elevation Certificate	Electrical Affidavit
Letter of Compliance (if in the City Limits)	Roofing Inspection Affidavit

PERMITS:

Temporary Electrical Permit	Electrical Permit
Plumbing Permit	Mechanical Permit
Roofing Permit	Gas Permit

INSPECTIONS: (Mondays + Thursdays)

Plumbing Rough-In (Bath, Kitchen, etc.)	Call Back Plumbing, Electrical, & Heating/Cooling Contractors for Final
Footings (Dig and Pour)	Pre-Treat for Termites (Certificate check at Final)
Temporary Construction Pole	Install Doors/Windows (Checked at Final Inspection)
Sheathing (Nailing)	Final Inspection
Dry-In (Rough-In Electrical, Rough-In Mechanical (Heating/Cooling), Framing, Plumbing Stack-Out)	Utilities Turned On
Insulation	

OTHER:

Power Company Emergency Work With Order	Inspection Affidavit (Everyone)
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NOTES:



Holmes County Building Department
107 Virginia Ave
Bonifay, FL 32425
Office: 850-547-1119
Fax: 850-547-4134
Email: hcbd@holmescountyfl.org

Master Permit # _____

Date: _____

APPLICATION FOR BUILDING PERMIT
Code in effect 8th Edition Florida Building Code

**Note: Highlighted Items Required by State Statute.*

OWNER'S NAME: _____ **Phone #:** _____
Address: _____ **OWNER EMAIL:** _____
PROJECT ADDRESS: _____ **Parcel ID:** _____
Proposed use of site: _____
Commercial Projects, please list name of business: _____
CONTRACTOR COMPANY NAME: _____
Address: _____
Applicants Name: _____
Contact Phone #: _____ **Cell #:** _____ **E-mail:** _____
State License #: _____ **Competency Card:** _____

INTENDED OCCUPANCY:

☐ Public Lodging Establishment* ☐ Single Family Residence ☐ Commercial

BUILDING INFORMATION:

☐ Residential ☐ Commercial **Valuation of Work: \$** _____

☐ New ☐ Addition ☐ Alter/Repair ☐ Other: _____

Number of Stories _____ **Number of Units** _____ **Square Ft. – U.R.:** _____
Square Ft. – H/C: _____

☐ Single Family	☐ Sign	☐ Windows/Doors
☐ Duplex	☐ Storage/Pole Barn	☐ Industrial
☐ Multi-Family	☐ Demolition	☐ Solar System
☐ Garage/Carport	☐ Swimming pool	☐ Townhouse
☐ Other (describe)	_____	

*Pursuant to Fla. Stat. §509.013, public lodging establishment means any unit, group of units, dwelling, building, or group of buildings within a single complex of buildings which is rented to guests more than three times in a calendar year for periods of less than 30 days or 1 calendar month, whichever is less, or which is advertised or held out to the public as a place regularly rented to guests. Included in this definition are vacation rentals.

Description of work/construction:

BONDING COMPANY:

Address:

City, State & Zip Code:

ARCHITECT'S/ENGINEER'S NAME:

Address:

City, State & Zip Code:

MORTGAGE LENDER'S NAME:

Address:

City, State & Zip Code:

A change of occupancy or use of a building may require the owner to make application to the Building Official and obtain the required permit for the new occupancy.

Application is hereby made to obtain a permit to do the work and installations 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 ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AIR CONDITIONERS, and etc.

NOTICE: Holmes County Building Department does not have the authority to enforce deed restrictions or covenants on properties. You are advised to check for any restrictions that may affect your property.

For improvements to real property with a construction cost of \$5,000 or more, a certified copy of the Notice of Commencement is required to be submitted to the Holmes County Building Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an Affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to Building Department and posted on the jobsite before the first inspection can be performed.

The enforcing agency shall require each building permit for the demolition or renovation of an existing structure to contain an asbestos notification statement which indicates the owner's or operator's responsibility to comply with the provisions of Section 469.003, *Florida Statutes*, and to notify the Department of Environmental Protection of his or her intentions to remove asbestos, when applicable, in accordance with state and federal law.

IMPORTANT: The building permit is valid as long as there is construction progress and an approved inspection is recorded within each 180 days (6 months) period.

Owner/Agent/Contractor Affidavit

I certify that all statements, drawings, and other information submitted on and with this application are true and correct and that all work will be done in compliance with all applicable laws. I further certify that I have reviewed the applicable regulations associated with the proposed construction and intended use. I understand that the submittal of incorrect information or any changes which vary from the approved plans will result in the revocation of this permit.

(Signature of Owner) Date

(Signature of Contractor) Date

OR

(Signature of Notary Public – Stamp or Seal) Date

(Signature of Notary Public – Stamp or Seal) Date

NOTICE: Document must be signed and notarized. In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other government entities such as water management districts, state agencies, or federal agencies.

NOTICE OF COMMENCEMENT

STATE OF FLORIDA
COUNTY OF HOLMES

The UNDERSIGNED hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, FL Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property (911 Address): _____
2. General description of improvement: _____
3. Owner's Information:
Name: _____
Full Address: _____
Phone (optional): _____
4. Contractor's Information:
Name: _____
Full Address: _____
Phone (optional): _____
5. Surety Information:
Name: _____
Full Address: _____
Phone (optional): _____
6. Lender Information:
Name: _____
Full Address: _____
Phone (optional): _____
7. Identify of a person in the State of Florida designated by owner upon whom notice of the other documents may be served:
Name: _____
Full Address: _____
Phone (optional): _____
8. In addition to the owner, he/she designated the following person(s) to receive a copy of the Lender's Notice as provided in Section 713.13(1)(g), Florida Statutes (optional):
Name: _____
Full Address: _____
Phone (optional): _____
9. Expiration date of Notice of Commencement: _____ (the expiration date is one year from date of recording unless a different date of specified):

Owner's/Contractor's Signature

Sworn to and subscribed before me by _____ who is personally known or has produced
_____ as identification on this _____ day of _____, 20__.

Notary Public

(SEAL)



HOLMES COUNTY Building Department

DISCLOSURE STATEMENT FLORIDA LICENSING LAW – CHAPTER 489

State Law requires construction to be done by Licensed 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 contractor with certain restrictions, even though you do not have a license. You must provide direct, onsite supervision of the construction yourself. You may build or improve a one-family, or two-family residence or a farm building. You may also build or improve a commercial building, provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy, it may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. 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. You may not delegate the responsibility for supervision work to a Licensed Contractor who is not licensed to perform the work being done. **ANY PERSON WORKING ON YOUR BUILDING WHO IS NOT LICENSED MUST WORK UNDER YOUR DIRECT SUPERVISION AND MUST BE EMPLOYED BY YOU, WHICH MEANS THAT YOU MUST DEDUCT F.I.C.A. AND WITHHOLDING TAX AND PROVIDE WORKERS COMPENSATION FOR THAT EMPLOYEE, ALL AS PRESCRIBED BY LAW.** Your construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

I am fully aware that when I sign this Disclosure Statement, it is my assurance to the Holmes County Building Department that any construction done under

PERMIT NUMBER	DATED

Will be in accordance to this disclosure statement. I also understand that the Department of Labor's penalty for violation of the Workers' Compensation Laws is a \$500.00 fine the time of the violation, and after ninety six (96) hours, a fine of \$100.00 per day until Workers' Compensation is secured.

Sign only in the presence of a Notary:

Signature of Applicant

Print Name

State of Florida

County of _____

Sworn to, subscribed and acknowledged before me by
means of physical presence on this _____ day
of _____, 20____

by _____

who ☐ is personally known to me or ☐ produced
Identification _____

Notary Signature

SEAL:



HOLMES COUNTY BUILDING DEPARTMENT

107 E. Virginia Ave. Bonifay, Florida 32425

Phone (850) 547-1119 Fax (850) 547-4134

Email: hcdb@holmescountyfl.org

OWNER BUILDER DISCLOSURE STATEMENT

I, _____ am the legal owner of the following described property:

Parcel #: _____ Address: _____

City: _____ State: _____ Zip Code: _____

I am applying for a Building Permit pursuant to the Owner/Builder exemption set fourth in Florida Statute, Section 489.103. Florida law requires that I have been provided with the following Disclosure Statement.

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 the 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 name. 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 \$25,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease, unless I am completing the requirements of a building permit where the contractor listed on the permit substantially completed the project. 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 the 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 the 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. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for 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 MyFloridaLicense.com/dbpr** 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 jobsite address on this document.
12. I agree to notify the Holmes County 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 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, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

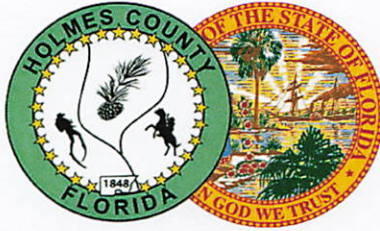
PROPERTY OWNER SIGNATURE

STATE OF FLORIDA

COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____, 20____ by
_____ who is personally known to me or who has
produced _____ as identification.

Notary Signature/Seal



HOLMES COUNTY BUILDING DEPARTMENT

107 E. Virginia Ave. Bonifay, Florida 32425

Phone (850) 547-1119 Fax (850) 547-4134

Email: hcbd@holmescountyfl.org

LETTER OF AUTHORIZATION

I _____, authorize _____ to place a dwelling/ or to use my property located at _____ in Holmes County, Florida.

Property Owner's Signature

Before me personally appeared _____ who is personally known to me or has produced _____ to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that he/she executed said instrument for the purpose therein expressed.

STATE OF FLORIDA

COUNTY OF _____

Witness my hand and official seal, this _____ day of _____, 20_____.

(SEAL)

Notary Signature

My Commission Expires



HOLMES COUNTY BUILDING DEPARTMENT

107 E. Virginia Ave

Bonifay, Florida 32425

Phone (850) 547-1119

Fax (850) 547-4134

Email: hcbd@holmescountyfl.org

Trade Permit Application

☐ RESIDENTIAL ☐ COMMERCIAL ☐ NEW CONSTRUCTION ☐ EXISTING BUILDING

OWNER NAME: _____

PHONE: _____

PROJECT ADDRESS: _____ EMAIL _____

CONTRACTOR NAME: _____ PHONE: _____

COMPANY NAME: _____ EMAIL _____

ELECTRIC

☐ WFEC

☐ FPL

☐ CHELCO

JOB COST: _____

SQUARE FOOTAGE: _____

☐ SERVICE CHANGE

AMPS: _____ ☐ SIGN

☐ SERVICE REPAIR

AMPS: _____ ☐ MOBILE HOME POLE

☐ TEMPORARY CONSTRUCTION POLE

AMPS: _____ ☐ POOL

☐ REWIRE WITH SERVICE CHANGE

☐ SERVICE RECONNECT

☐ ADDITIONS WITHOUT SERVICE CHANGE

☐ REWIRE EXISTING HOME

☐ NEW CONSTRUCTION

☐ LOW VOLTAGE/BURGLAR ALARM

☐ MISCELLANEOUS SERVICE POLE FOR (60 AMPS): _____

DESCRIPTION OF WORK:

MECHANICAL

☐ HVAC

JOB COST: _____

☐ HOODVENT

NO. OF SYSTEMS: _____

PLUMBING

☐ JOB COST: _____ ☐ FIXTURES: _____ ☐ WATER HEATER: _____ ☐ SEWER TAPS: _____

GAS

☐ JOB COST: _____ ☐ WATER HEATER / VENT: _____ ☐ OUTLETS: _____

ROOF☐

NEW BUILD

☐

REPLACEMENT

☐

ROOF OVER

SQUARES: _____

☐

METAL

☐

SHINGLE

JOB COST: _____ SQ FTG: _____ FL. PRODUCT APPROVAL CODE: _____

SECURITY ALARM☐

SQ. FT: _____

JOB COST: _____

OF OUTLETS: _____

ANNUAL FIRE INSPECTION: _____

Application is hereby made to obtain a permit to do the 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 ELECTRICAL WORK, PLUMBING, SIGNS, POOLS, AIR CONDITIONERS etc.

I understand all REQUIRED INSPECTIONS will be requested of the work permitted herein. Compliance will be strictly enforced. This permit is VOID after six (6) months from issuance unless the work it covers has been commenced and has had ongoing inspections. The Building Official may revoke this permit or remove service, in such case as there has been any false statement or misrepresentation as to the material fact in the application or plans, upon which this permit was based.

SIGNATURE OF OWNER / CONTRACTOR

DATE



HOLMES COUNTY Building Department

ELECTRICAL AFFIDAVIT

Property Owner Use Only

I, _____ do hereby certify that Electrical Permit # _____ is for the use of _____. I further understand that this electrical service is not to be used for any purpose other than the aforementioned. If a Structure, Mobile Home, Residential, or Commercial Permit is required, it must be obtained from the Holmes County Building Department prior to any construction. I also understand that if an R.V. is lived in more than 120 days, a septic tank permit/approval has to be issued by the Holmes County Health Department.

Print Name

Affirmant's Signature

State of Florida

County of _____

Sworn to, subscribed and acknowledged before me by means of physical presence on this _____ day of _____, 20____

by _____
who ☐ is personally known to me or ☐ produced Identification _____

Notary Signature

SEAL:



HOLMES COUNTY BUILDING DEPARTMENT

107 E. Virginia Ave. Bonifay, Florida 32425

Phone (850) 547-1119 Fax (850) 547-4134

Email: hcdbd@holmescountyfl.org

Inspection Affidavit for Nailing & Water Barrier

RE: Permit #: _____

Date: _____

I _____, licensed as a:

☐

Contractor

☐

Engineer

☐

Architect

☐

FS 465 Building Inspector

On or about _____, I did/will personally inspect the following work:

☐

Roof Deck Nailing

☐

Secondary Water Barrier

☐

Installation of all roofing materials installed to Florida Building Code and manufactured specifications

Job Site Address: _____

Based upon that examination I have determined the installation was done according to the Hurricane Mitigation Retrofit Manual
(Based on 553.844 F.S.)

(Signature)

STATE OF FLORIDA

COUNTY OF _____

Witness my hand and official seal, this _____ day of _____, 20____.

(SEAL)

Notary Signature

My Commission Expires: _____

*Include photographs of each plane of the roof with the permit # or address clearly shown marked on the deck for each inspection.

Revised 08/2026

PRODUCT APPROVAL SPECIFICATION SHEET

Location: _____

Project Name: _____

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and the product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit on or after April 1, 2004. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. More information about statewide product approval can be obtained at www.floridabuilding.org

Category/Subcategory	Manufacturer	Product Description	Design Pressure +/-	Wind Borne Debris Protection	Approval Number (s)
A. EXTERIOR DOORS					
1. Swinging					
2. Sliding					
3. Sectional					
4. Roll up					
5. Automatic					
6. Other					
B. WINDOWS					
1. Single hung					
2. Horizontal slider					
3. Casement					
4. Double Hung					
5. Fixed					
6. Awing					
7. Pass-through					
8. Projected					
9. Mullion					
10. Wind Breaker					
11. Dual Action					
12. Other					
C. PANEL WALL					
1. Siding					
2. Soffits					
3. EIFS					
4. Storefronts					
5. Curtain walls					
6. Wall louver					
7. Glass block					
8. Membrane					
9. Greenhouse					
10. Other					

Category/Subcategory (cont)	Manufacturer	Product Description	Design Pressure +/-	Wind Borne Debris Protection	Approval Number (s)
D. ROOFING PRODUCTS					
1. Asphalt Shingles					
2. Underlayments					
3. Roofing Fasteners					
4. Non-structural Metal RF					
5. Built-Up Roofing					
6. Modified Bitumen					
7. Single Ply Roofing Sys					
8. Roofing Tiles					
9. Roofing Insulation					
10. Waterproofing					
11. Wood shingles/shakes					
12. Roofing Slate					
13. Liquid Applied Roof Sys					
14. Cements-Adhesives-Coating					
15. Roof Tile Adhesive					
16. Spray Applied Polyurethane Roof					
17. Other					
E. SHUTTERS					
1. Accordion					
2. Bahama					
3. Storm Panels					
4. Colonial					
5. Roll-up					
6. Equipment					
7. Other					
F. SKYLIGHTS					
1. Skylight					
2. Other					
G. STRUCTURAL COMPONENTS					
1. Wood connector/anchor					
2. Truss plates					

Category/Subcategory (cont)	Manufacturer	Product Description	Design Pressure +/-	Wind Borne Debris Protection	Approval Number (s)
3. Engineered					
4. Railing					
5. Coolers-freezers					
6. Concrete Admixtures					
7. Material					
8. Insulation Forms					
9. Plastics					
10. Deck-Roof					
11. Wall					
12. Sheds					
13. Other					
H. NEW EXTERIOR ENVELOPE PRODUCTS					
1.					
2.					

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) The performance characteristics which the product was tested and certified to comply with 3) Copy of the applicable manufactures installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection

Contractor or Contractor's Authorized Agent Signature

Print Name

Date

Location

Permit Number (FOR STAFF USE ONLY)