

LEVY COUNTY DEVELOPMENT DEPARTMENT

HOW TO FILL OUT A PERMIT APPLICATION

1. **TAX FOLIO NUMBER** – This is the parcel number for the property where the work will be performed. This information can be obtained from a tax statement or from the Levy County Property Appraisers Office.
2. **DATE** – Enter date of application being submitted
3. **OWNERS NAME** – Enter owners name as it appears on the Warranty Deed for the property where work is being performed.
4. **OWNERS ADDRESS** – Enter address where owner currently resides.
5. **PHONE #** - Enter phone number of owner.
6. **CONTRACTOR/INSTALLER NAME** – Enter actual name of contractor (not his or her business name).
7. **CONTRACTOR'S ADDRESS** – Enter contractor's business address.
8. **PHONE #** - Enter contractor's phone number.
9. **JOB NAME** – Enter name of business if commercial work, or owner name if residential.
10. **JOB ADDRESS** – Enter address where work will actually being done.
11. **LEGAL DESCRIPTION OR PROPERTY** – Enter legal description as shown on tax statement or can be obtained from Levy County Property Appraisers Office.
12. **SUBDIVISION** – Enter name of subdivision where property is located (if applicable) if not applicable write n/a
13. **LOT** - Enter lot number of property if applicable.
14. **BLK** – Enter block number of property if applicable.
15. **UNIT** - Enter unit number of property if applicable.
16. **PHASE** – If the property is located in a subdivision that was developed in phases, ex: phase 1, phase 2 etc. Enter phase number.
17. **SECTION/TOWNSHIP/RANGE** – This information is located on tax bill or available at Levy County Property Appraisers Office. Example: section 200 township 40 range 30.
18. **TYPE OF CONSTRUCTION** – Check which one applies to the type of work being performed. If none of the descriptions given apply to the type of work being performed, circle "Other" and write in description.
19. **DRIVING DIRECTIONS TO JOB SITE** – Provide accurate driving directions to job site starting from Development Department Office to job site. Be as accurate as possible this is how the Building Inspector will find job site. If directions are not accurate it could delay inspector arriving at site.
20. **TOTAL COST OF IMPROVEMENTS** – Enter the total estimated cost of the job. Be as - accurate as possible, if estimated cost appears to be obviously below the local average rate for type of work being done, the cost will be calculated at the state - wide average for type of work being done.
21. **TOTAL SQUARE FEET** - Enter total square feet of work being done. If does not apply write n/a.
22. **TOTAL LAND AREA** – Enter Total land area of property. If does not apply write n/a.
23. **NUMBER OF STORIES** – Enter total number of stories for structure. If does not apply write n/a.
24. **WALL TYPE** – Enter what outer walls of structure are composed of. If does not apply write n/a.
25. **NUMBER OF BATHROOM/FULL OR PARTIAL** – Enter number of bathrooms for structure if applicable. Otherwise, enter n/a.

- 26. SQUARE FOOT HEATED, UNHEATED** – Enter total area under roof that is heated and or total area unheated, if applicable if not write n/a.
- 27. FOR OFFICE USE ONLY** – Do not write anything in this block.

ON SECOND PAGE OF APPLICATION SIGN ON APPROPRIATE SIGNATURE LINE IF OWNER IS HIRING A CONTRACTOR, CONTRACTOR AND OWNER MUST SIGN AND HAVE NOTARIZED. IF THERE IS MORE THAN ONE PROPERTY OWNER, ALL OWNERS MUST SIGN AND HAVE NOTARIZED.

THIRD PAGE IS FOR OFFICE USE ONLY.