BUILDING DEPARTMENT INFORMATION

GENERAL

In order to work in the City of Punta Gorda, ALL contractors and ALL subcontractors must first obtain a City of Punta Gorda Certificate of Competency.

Anyone can pick up or drop off permits, however, the Qualifier must sign all permit applications. Stamped or photocopies of the qualifier’s signature are not acceptable.

A CERTIFIED COPY of the Notice of Commencement MUST be submitted with any permit application with a job valuation over $2500 or for Air Conditioning over $7500.

INSPECTIONS

To schedule an inspection you must have the permit number and job address. Call the inspection(s) on the Building Department’s inspection line at (941) 575-3327. Leave your name, permit number, job address, inspection type, and either AM or PM inspection. Inspections called before 6:00 AM will be scheduled on the current working day. Any inspection called after 6:00 AM will be scheduled on the next working day. Please note that times of inspections could be changed at our department’s discretion. Failure to provide required information may prevent your inspection from being scheduled.

Prior to the Footer/Slab inspection on Commercial or Multi-Family projects, a compaction test must be submitted to this office and approved or the inspection cannot be scheduled.

Required two working days prior to tie beam inspection:

1 – A sealed finish floor elevation survey (with front, side and rear setbacks). This document may be faxed to 941.575.3347 or e-mailed to buildingdept@pgorda.us Be sure the seal is visible prior to sending.

AND

2 – If there are no changes to the original truss layouts submitted with the permit application, one set of truss engineering drawings and 2 sealed letters from the architect/engineer stating he/she has reviewed the drawings and that there are no changes.

3 – If there are changes to the original truss layouts, two sets of truss engineering drawings and sealed letters from the architect/engineer stating he/she has reviewed the drawings and has listed the changes.

The submitted/approved sealed letter must be on the job site for the tie beam inspection, the truss engineering must be on the job site for the framing inspection.
Re-inspections can be scheduled before paying the fee(s), but **ALL** fees must be paid before you can schedule final inspection(s).

A **Sealed** Finished Construction Elevation Certificate (FEMA) is required must be submitted and approved prior to issuance of the Certificate of Occupancy (CO).

Termite Protection Certificate of Compliance from pest control company (**FL Building Code 1816.1.7 and 320.1**) is required and must be submitted and approved prior to the issuance of the CO.

**FEES**

Refer to the enclosed Permit Fee Schedule for specific costs.

Permit fees for new construction are based on job valuation. There is a base fee of $50.00 plus $7.00 per each $1000.00 of valuation.

The valuation for a new single family residence is based on the current (at time of application) International Building Code construction costs data.

For all Building permits, a surcharge of .015 of the permit fee is charged by the Florida Dept. of Business and Professional Regulation. This fee must be paid at permit issue.

For all Building permits, a surcharge of .015 of the permit fee is charged by the Florida Dept. of Community Affairs. This fee must be paid at permit issue.

Impact fee information, can be obtained by contacting the Zoning Division at **(941) 575-3314 or (941) 575-3363**. The Building Division does not perform the calculations on impact fees.

If you have any questions please call the Building Department at **941-575-3324**
CITY OF PUNTA GORDA

BUILDING PERMIT CHECKLIST

All drawings must be drawn to scale with sufficient clarity and detail.

Reversed plans (mirror image) are not accepted.

RESIDENTIAL ONE AND TWO FAMILY

1. Building permit application completely filled out and signed by QUALIFIER only. Be sure to include telephone and fax numbers and e-mail address.

2. Line and Grade application (on the reverse side of the permit application) completely filled out and signed by qualifier.

3. Certified copy of the Notice of Commencement.

4. Qualifier’s Affidavit with notarized signature.

5. County Impact Fee Affidavit with notarized signature.

6. Sub-contractors List.

7. Roofing System Sheet

8. 2 Sets of completed drawings, sealed by a Structural Engineer or an Architect.

9. 3 Sets of sealed surveys.

10. 3 signed and sealed site drainage plans.

11. 4 Sets of plot plans, if not part of the original drawings.

12. 2 Sets of Thermal Energy Calculations and 1 copy minimum Manual-J.

13. 2 Sets of complete truss layouts from truss manufacturer approved by the architect/engineer of record.


15. Data Summary Worksheet

buildingdept@ci.punta-gorda.fl.us
CITY OF PUNTA GORDA PERMIT APPLICATION

<table>
<thead>
<tr>
<th>PARCEL ID#:</th>
<th>CODE</th>
<th>DATE:</th>
<th>PERMIT#:</th>
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<tr>
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<th>UNIT #:</th>
<th>BUILDING #:</th>
<th>PHASE #:</th>
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<tr>
<th>BLOCK:</th>
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<th>SECTION:</th>
<th>SUBDIVISION:</th>
<th>PROJECT/CONDO NAME</th>
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<tr>
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<th>ZIP</th>
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<th>E-MAIL</th>
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<tr>
<th>CONTRACTOR'S STATE REGISTRATION NO.:</th>
<th>CONTRACTOR'S CITY CERTIFICATE NO.:</th>
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<tr>
<th>ARCHITECT:</th>
<th>ENGINEER:</th>
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<tr>
<th>USE OF BUILDING:</th>
<th>❑ SINGLE FAMILY  ❑ DUPLEX  ❑ MULTI-FAMILY  ❑ COMMERCIAL, DESCRIBE</th>
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DESCRIPTION OF WORK – SPECIFICALLY:

NOTICE OF COMMENCEMENT

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<tr>
<th>NOTICE OF COMMENCEMENT:</th>
<th>VALUATION OF WORK:</th>
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<th>SETBACK:</th>
<th>RIGHT</th>
<th>FRONT</th>
<th>REAR</th>
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<th>S.F. TOTAL</th>
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<th>NUMBER OF STORIES</th>
<th>ZONING DISTRICT</th>
<th>FLOOD ZONE</th>
<th>FLOOD ELEVATION</th>
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<tr>
<th>NUMBER OF UNITS</th>
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<th>COUNTY IMPACT FEE ASSESSMENT</th>
<th>DBPR SURCHARGE</th>
<th>DCA SURCHARGE</th>
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<tr>
<th>DRC #</th>
<th>VARIANCE #</th>
<th>OTHER FEES</th>
<th>PERMIT FEE</th>
<th>TOTAL ALL FEES</th>
</tr>
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SPECIAL CONDITIONS:

NOTICE
Separate permits are required for electrical, plumbing, heating, ventilating, air conditioning, roofing, and lawn sprinklers. This permit becomes null and void if work or construction authorized is not commenced within 6 months, or if construction or work is suspended or abandoned for a period of 6 months at any time after work is commenced.

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF A PERMIT DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

CONTRACTOR (QUALIFIER) SIGNATURE DATE

SIGNATURE OF OWNER (IF OWNER/BUILDER) DATE

ACCEPTED BY: DATE

PLANS CHECKED BY: DATE

APPROVED FOR ISSUANCE BLDG: DATE

SPECIAL APPROVALS: DATE

APPROVED R.O.W. CONST.: DATE

APPROVED FIRE DEPT.: DATE

APPROVED ZONING: DATE

APPROVED HISTORIC: DATE

FAILURE TO READ AND UNDERSTAND THE CONDITIONS, GENERAL PROVISIONS, AND SPECIAL PROVISIONS, ON THE BACK HEREOF, DOES NOT RELIEVE THE APPLICANT FROM HIS OBLIGATIONS AS STATED ABOVE. IF ANY CONDITION OR PROVISION IS NOT FULLY UNDERSTOOD, THE APPLICANT SHOULD REQUEST CLARIFICATION BEFORE SIGNING THIS APPLICATION.

PERMIT VALIDATION CK# RECEIPT: CASH: DATE:

See Reverse Side
**CITY OF PUNTA GORDA**  
**LINE & GRADE APPLICATION**

<table>
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<th>COMMERCIAL, DESCRIBE</th>
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<th>FLOOD ELEVATION</th>
<th>LOT TYPE</th>
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</thead>
</table>

Special Conditions:

**Line & Grade Fee:** $100.00

---

**NOTICE**

I HEREBY CERTIFY THAT I HAVE READ AND EXAMINED THIS APPLICATION AND KNOW THE SAME TO BE TRUE AND CORRECT. ALL PROVISIONS OF LAWS AND ORDINANCES GOVERNING THIS TYPE OF WORK WILL BE COMPLIED WITH WHETHER SPECIFIED HEREIN OR NOT. THE GRANTING OF THIS APPLICATION DOES NOT PRESUME TO GIVE AUTHORITY TO VIOLATE OR CANCEL THE PROVISIONS OF ANY OTHER STATE OR LOCAL LAW REGULATING CONSTRUCTION OR THE PERFORMANCE OF CONSTRUCTION.

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<th>SIGNATURE OF OWNER (IF OWNER/BUILDER)</th>
<th>DATE</th>
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<tr>
<th>VALIDATION CK#</th>
<th>RECEIPT:</th>
<th>CASH:</th>
<th>M/C:</th>
<th>VISA:</th>
<th>DATE:</th>
</tr>
</thead>
</table>
NOTICE OF COMMENCEMENT

STATE OF FLORIDA  Permit No. 
CHARLOTTE COUNTY  Tax Folio No. 

The Undersigned hereby gives notice that improvements will be made to real property and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

Legal Description of property (include street address, if available):

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This Space Reserved for Recording

General Description of improvements:

Owner: ____________________________
Address: ________________________

Owners interest in the site of improvement:

Fee simple title holder (if other than owner):
Address: ________________________

Contractor:
Address: ________________________

Surety:
Address: ________________________ Amount of Bond: ________________________

Any person making a loan for the construction of the improvements:
Name: __________________________
Address: ________________________

Person within the State of Florida designated by owner whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes.
Name: __________________________
Address: ________________________

In addition to himself, owner designates __________________________ of ________________________ to receive a copy of Lienor's notice as provided in Section 713.13(1)(b), Florida Statutes.
Name: __________________________
Address: ________________________

Expiration date of Notice of Commencement (the expiration date is one year from the date of recording unless a different date is specified).

______________________________
Signature of Owner

______________________________
Printed Name of Owner

The foregoing instrument was acknowledged before me this __________ day of __________ 20___ by ___________________________ who is personally known to me or who has produced ___________________________ as identification. And who did take an oath.

______________________________
Signature - Notary Public/ Deputy Clerk

This document prepared by: __________________________
Printed Name Notary Public/Deputy Clerk
CITY OF PUNTA GORDA
QUALIFIER’S AFFIDAVIT

QUALIFIER’S PRINTED NAME: ____________________________

DBA (If applicable): ______________________________________

JOB ADDRESS: __________________________________________

PERMIT #: _____________________________________________

I hereby certify that all documents for the above named job requiring
my signature, contain my original signature, none are photo copies or
stamps, and no one else has signed or will sign in my place.

________________________
Signature of Qualifier

________________________
Date Signed

STATE OF _______________________

COUNTY OF _____________________

The foregoing instrument was acknowledged before me this ___ day of ________, 20___,
by _________________________, who is personally known to me or who has produced
______________________________, as identification, who did/did not take an oath.

________________________
Signature Notary Public

SEAL

________________________
Date
**CHARLOTTE COUNTY IMPACT FEES**  
**AREA 103 B PUNTA GORDA**  
(Based on Impact Fees Effective 05/22/98 at 5% Discount)

Contractor/Owner: ___________________________  
Permit #: ___________________________  
Address: ___________________________  
Date: ___________________________

- [ ] Pay impact fee at issuance of building permit.  
- [ ] Pay impact fee immediately prior to issuance of the certificate of occupancy for the referenced improvement.

THE UNDERSIGNED hereby represents that authority exists from the owner and contractor to make the representations with reference to land use and election of time of payment.

Print Name of Owner: ___________________________
Print Name of Contractor: ___________________________
Date: ___________________________
Owner/Contractor

STATE OF FLORIDA  
COUNTY OF CHARLOTTE

The above election was acknowledged before me by ___________________________, who is the owner/contractor for the referenced improvement, and who stated under oath that the representations in the above election are true and correct.

My Commission Expires: ___________________________  
Notary Public

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**FOR OFFICE USE ONLY**

<table>
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<tr>
<th>Land Use Type:</th>
<th>Residential: SF / MF / MH / O / Hotel/Motel</th>
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<tbody>
<tr>
<td>Impact Fee</td>
<td>* ___________________________ Units = ___________________________</td>
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<tr>
<td>Commercial:</td>
<td>____________________________________________</td>
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<tr>
<td>Impact Fee</td>
<td>* ___________________________ Square Feet = ___________________________</td>
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<tr>
<td>Commercial:</td>
<td>____________________________________________</td>
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<tr>
<td>Impact Fee</td>
<td>* ___________________________ Square Feet = ___________________________</td>
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</table>

Signature

Total Due $_______  
Receipt Date ____________  
Receipt Number ______________
CITY OF PUNTA GORDA  
BUILDING DEPARTMENT  
QUALIFIED SUB CONTRACTORS LIST  
FOR 1 & 2 FAMILY DWELLINGS  

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<th>CATEGORY</th>
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<td>FINISH CARPENTRY</td>
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<td>CONCRETE-FLOORS-DRIVEWAYS</td>
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<td>CONCRETE-FOOTERS</td>
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<td>CONCRETE-TIE BEAMS</td>
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<td>MASONRY</td>
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<td>SOLAR SYSTEMS</td>
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<td>TRASH HAULING (Name Only)</td>
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Qualifier’s Signature
This permit is issued subject to the following:

SPECIAL PROVISIONS

1. Applicant agrees to repair/replace to pre-permit condition any public property/ waterway or premises used or occupied.
2. Under no circumstances will water be taken from the neighboring property without prior written approval from the property owner.
3. Prior to excavation for driveways, resods, contact the Building Inspection line at 575-3327 to obtain grade elevations, etc.
4. Contact BUILDING DIVISION prior to installing boatlift pilings/pouring elevert/davit pads.

GENERAL PROVISIONS

1. City Police, Fire, and the Public Works Departments will be notified when streets are closed and opened, or when excavations are made in paved areas.
2. Provisions will be made for the accommodation and convenience of traffic. If all or a portion of a street or roadway is to be temporarily blocked by the Contractor’s work, a traffic maintenance plan must be approved by the City Engineering Division prior to start of work.
3. Fire Hydrants will be left accessible at all times.
4. Provisions will be made for the continuous operation of all pipes, ducts, and other lines.
5. An approved Contractor will make necessary pavement repairs under the direct supervision of the City Engineering Division and/or Public Works Department.
6. All work, equipment, and materials will be properly barricaded and lighted and watchmen/flagmen employed where necessary.
7. Stormwater facilities will be kept open for the flow of water and soil erosion protection devices maintained.
8. No excavations in public rights-of-way or easements dedicated to the public will be made without prior approval from the City Public Works Department and/or Building Division.
9. No structures will be placed in public waterways without prior approval of the City Building Division. Dredging and/or excavating in public waterways are prohibited unless approved by the City Public Works Department and/or Building Division.
10. Permitted construction, when approved by a variance, or special permit approved by City Council, will be subject to time constraints and limitations imposed by the City Council.
11. No excavations are allowed within thirty inches (30") of the edge of the pavement.
12. Utilities must be buried a minimum of twenty-four inches (24") in the ground and thirty inches (30") under paved areas.
13. A copy of the construction plans must be attached to the permit.
14. All work will be conducted in such a manner as to interfere as little as possible with public safety and convenience.
15. Both public and private property, and public waterways, of whatever nature, occupied or affected hereunder, will be maintained and preserved from injury during the operations and cleaned and restored to its original condition upon completion or cessation of the work.
16. Locations and elevations furnished by the Applicant for improvements in the public rights-of-way, waterways and easement areas, as approved by the City Building Division, will be reasonably permanent; but are subject to revision wherever required by changing conditions; and the right is reserved to require the owner or owners of such property to make, at their own expense, such changes, alterations or replacements as may from time-to-time be necessary in order to adapt them to the changed conditions.
17. All suits, actions or claims of whatever nature which may arise, occasioned whether directly or indirectly by the work permitted or the special privileges granted hereunder, shall be assumed by the Applicant; and the City Council and all its officers, agents, and employees, shall be indemnified and saved harmless therefrom.
18. The City Building Division reserves the right to revoke this PERMIT without other formality than that of notifying Applicant of revocation.
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I have read and agree to the above provisions.

________________________________________  ____________________________
Signature Contractor/Authorized Agent        Date Signed

________________________________________
Printed Name
### Residential Data Summary Worksheet

**This form shall be completed and submitted with Application Documents**

<table>
<thead>
<tr>
<th>Owners Name</th>
<th>Project Address</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Design Professional</th>
<th>Contractor</th>
</tr>
</thead>
<tbody>
<tr>
<td>Phone</td>
<td>Fax</td>
</tr>
</tbody>
</table>

**Applicable Codes**

- **Building Code:** Florida Building Code 2017 Residential Volume
- **Mechanical Code:** Florida Building Code 2017 Residential Volume
- **Plumbing Code:** Florida Building Code 2017 Residential Volume
- **Electrical Code:** NFPA 70 / NEC 2011
- **Accessibility Code:** Florida Building Code FACBC 2017
- **Energy Code:** Florida Building Code Residential Energy Efficiency 2017

**Manufacturer / FL Product Approval / NOA #**

- **Doors / SGD**
- **Windows**
- **Overhead Doors**
- **Mitered Glass**
- **Shutters**
- **Roof Coverings**
- **Soffit**
- **Sentricon Bait**

---

**Method of Design per R301 / Residential Volume**

<table>
<thead>
<tr>
<th>AF&amp;PA (WFCM)</th>
<th>ASCE 7 - 10</th>
<th>AISI (COFS/PM)</th>
<th>ICC 600</th>
<th>MAF Guide</th>
<th>Other</th>
</tr>
</thead>
<tbody>
<tr>
<td>FBC 2014 / Residential Volume</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

**Construction Type**

<table>
<thead>
<tr>
<th>IV</th>
<th>V</th>
<th>Other</th>
</tr>
</thead>
</table>

**Basic Wind Speed**

<table>
<thead>
<tr>
<th>m.p.h.</th>
</tr>
</thead>
</table>

**Risk Category**

<table>
<thead>
<tr>
<th>Yes</th>
<th>No</th>
</tr>
</thead>
</table>

**Wind Debris Area**

<table>
<thead>
<tr>
<th>Exposure B, C, or D (circle one)</th>
</tr>
</thead>
</table>

**Internal Pressure Coefficient**

**Structural Forces**

Section R301.4 / R301.5 / R301.6

**Floor Design**

<table>
<thead>
<tr>
<th>Live Load</th>
<th>p.s.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Load</td>
<td>p.s.f.</td>
</tr>
</tbody>
</table>

**Roof Design**

<table>
<thead>
<tr>
<th>Live Load</th>
<th>p.s.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Dead Load</td>
<td>p.s.f.</td>
</tr>
</tbody>
</table>

**Window & Door Wind Pressure Design Loading**

<table>
<thead>
<tr>
<th>Windows</th>
<th>p.s.f.</th>
</tr>
</thead>
<tbody>
<tr>
<td>Doors</td>
<td>p.s.f.</td>
</tr>
<tr>
<td>Garage Doors</td>
<td>p.s.f.</td>
</tr>
</tbody>
</table>

**Please Show Design Pressure for Worst Case ONLY**

<table>
<thead>
<tr>
<th>Components and Cladding Design Pressures:</th>
</tr>
</thead>
<tbody>
<tr>
<td>Mean Roof Height</td>
</tr>
<tr>
<td>Z1</td>
</tr>
<tr>
<td>Z3</td>
</tr>
<tr>
<td>Z5</td>
</tr>
<tr>
<td>Z2</td>
</tr>
<tr>
<td>Z4</td>
</tr>
<tr>
<td>a= edge distance</td>
</tr>
</tbody>
</table>

**Area Tabulation**

<table>
<thead>
<tr>
<th>Type of Protection</th>
<th>Living sf / Conditioned Space</th>
</tr>
</thead>
<tbody>
<tr>
<td>Shutter Impact (circle one)</td>
<td>Garage sf</td>
</tr>
<tr>
<td>Misc. Notes:</td>
<td>Lanai sf</td>
</tr>
<tr>
<td></td>
<td>Entry sf</td>
</tr>
<tr>
<td></td>
<td>Storage sf</td>
</tr>
<tr>
<td></td>
<td>Other sf</td>
</tr>
<tr>
<td></td>
<td>Total square footage</td>
</tr>
</tbody>
</table>

---

I certify to the best of my knowledge and belief, these plans and specifications have been designed to comply with the structural portion of the Building Code for wind and gravity loads as amended and enforced by the permitting jurisdiction.

**Signature**

Architect / Engineer

**Date**

Punta Gorda Residential Data Summary Worksheet / Revised / Jan 2018

Seal
SEWER TEST
CONTRACTOR AFFIDAVIT

FLORIDA PLUMBING CODE
SECTION 312 TESTS AND INSPECTIONS

Sewer tests shall be provided by the licensed plumbing contractor. It shall be verified by an affidavit at time of sewer connection and posted on the job site inspection board.

Job Address:__________________________________________________

Plumbing Contractor:____________________________________________

Telephone Number:______________________________________________

Property Owner:________________________________________________

City Certificate of Competency Number:_____________________________

License Type:___________________________________________________

I, as the qualified plumbing contractor with permit #_________________________
have tested the gravity sewer to conform to FPC Section 312.

Date of Test:_____________________________________________________

Start Time of Test:___________       Finish Time of Test___________

_________________________________  ________________________
Signature of Contractor            Date Signed
CITY OF PUNTA GORDA
CHANGE OF SUBCONTRACTOR NOTICE

PERMIT #__________________________________________________________

JOB ADDRESS____________________________________________________

I, ____________________________, qualifier for _________________________,
Qualifier’s Name Company Name
have changed ___________________________ subcontractors.
(Type of Work)
from: ___________________________ City Cert. #____________________
to: ___________________________ City Cert. #____________________
as of ________________________ for the above referenced job.
Date

_______________________________________________________________
Qualifier’s Signature

STATE OF _______________________
COUNTY OF ________________

The foregoing instrument was acknowledged before me this ______day of ____________, 20___,
by ________________________(name of person acknowledging), who is personally known to me or who has produced_________________________ as identification.

_______________________________________________________________
Notary Public

(SEAL)
CITY OF PUNTA GORDA
CHANGE OF SUBCONTRACTOR NOTICE
1 & 2 FAMILY DWELLINGS

PERMIT #______________________________

JOB ADDRESS________________________________________

I, _______________________________________, qualifier for ______________________,  
Qualifier’s Name Company Name

have changed _____________________________________subcontractors.  
(Type of Work) 

From:______________________________________ City Cert. #______________

To:______________________________________ City Cert. #______________

as of ____________________ for the above referenced job.  
Date

__________________________
Qualifier’s Signature
REQUEST FORM

DATE SUBMITTED______________________________

PERMIT # _____________________________

JOB ADDRESS_________________________________

CONTRACTOR NAME_________________________________

CONTACT TELEPHONE NUMBER (REQUIRED) ( ) -______

PLEASE CHECK ONE OF THE FOLLOWING:

1. PLANS CHANGE-STRUCTURAL/SEALED. BRIEF SUMMARY OF CHANGE(S)
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

2. PLANS CHANGE-NON STRUCTURAL. BRIEF SUMMARY OF CHANGE(S)
   __________________________________________________________
   __________________________________________________________

3. FIRE__________________________________________________

4. ZONING_______________________________________________

5. OTHER. DESCRIPTION:
   __________________________________________________________
   __________________________________________________________
   __________________________________________________________

_____ REJECTED BY ________________________________

_____ APPROVED BY ________________________________

AMOUNT DUE: $__________________________
IDENTIFY ALL PAPERWORK

Any and all paperwork delivered to the City of Punta Gorda Building Department must be identified. This identification is to include the **CORRECT** permit number, job address, and phase and/or building number, if applicable. Your attention is appreciated in this matter.
CITY OF PUNTA GORDA
TEMPORARY POWER APPLICATION - 1 & 2 FAMILY DWELLINGS

Requirements:

1. The Owner Hold Harmless statement must be completed.
2. The fee of $50.00 is payable upon submittal of the application.
3. The service must be completely built, wired and all grounding & bonding completed.
4. The interior branch circuit panel must be installed on a solid wall that is an integral part of the structure and shall be protected from the weather by a method acceptable to the Punta Gorda Building Dept.
5. For purpose of construction only, a maximum of 2 GFCI protected duplex receptacle outlets may be wired into this panel.
6. No other circuit breakers shall be installed until the electrical trim is 100% complete.
7. A bold letter sign must be affixed to the panel and/or any associated main disconnect, reading as follows: “ENERGIZED…QUALIFIED PERSONNEL ONLY”
8. The panel cover must be in place at all times.

Permit #: __________________________
Contractor: __________________________
Electric Contractor: __________________________

OWNER’S HOLD HARMLESS AFFIDAVIT

I, __________________________owner of property located at Block_______, Lot_______, Section_____, also known as __________________________, Punta Gorda, Florida, will not occupy this dwelling, nor will I move furniture or any personal belongings into the above described property, prior to the City of Punta Gorda’s issuance of a Certificate of Occupancy.

I further state that I will not hold the City of Punta Gorda or its employees responsible for any damages that might arise as a result of this action.

____________________________________
Property Owner’s Signature

____________________________________
Date Signed

STATE OF FLORIDA
COUNTY OF ____________

The foregoing instrument was acknowledged before me this ____________ day of ____________, 20____, by __________________________, who is __________personally known to me or who has produced __________________________ as identification. (SEAL BELOW)

____________________________________
Notary Public Signature
BLOWER DOOR CERTIFICATION FOR AIR LEAKAGE TEST

Permit #: ____________________________
Job Address: ____________________________________________, Punta Gorda, FL

Qualifier’s Name: ____________________________ Company Name: ____________________________
Address: ____________________________________________
Phone #: ____________________________ E-mail: ____________________________

QUALIFICATIONS:

_____ NEEB BET CP
_____ BPI Envelope Professional
_____ Mechanical/HVAC Contractor (Class A or B)
_____ BPI Building Analyst
_____ BPI Energy Auditor
_____ RESNET – HERS Rater
_____ BPI Infiltration & Duct Leakage
_____ PBI Quality Control Inspector

I certify that the structure located at the job address listed above was tested for air leakage in accordance with the Fifth Edition (2014) Florida Building Code – Energy Conservation, section R402.4.1.2

The test was performed after the creation of all penetrations into the building thermal envelope and the results of our test indicate that the structure has ___ Air Changes/Hour (ACH).

*NOTE: If less than 3 ACH, mechanical ventilation is required (R303.4)

_____ PASSED – 3 to 7 air changes/hour (ACH)
_____ PASSED – Less than 3 air changes/hour (ACH) – MECHANICAL VENTILATION REQUIRED

Qualifier’s Signature: ____________________________
Qualifier’s Printed Name: ____________________________
Date Signed: ____________________________

This form can be submitted via:

E-mail to  blowerdoorcerts@pgorda.us
Fax to  941-575-3347
In person to the Building office – City Hall Annex
126 Harvey St.
Punta Gorda, FL  33950