

Seventh-day Adventist Church
FLORIDA CONFERENCE

Building permits are important and often required by law. They help ensure that your project will meet the code requirements to keep the occupants of the building safe. The plan review that is part of the permitting process as well as the inspections look for things that could cause fire or structural issues. It is important to know three basic pieces of information regarding permits.

What Work Requires a Permit

Section 105, Chapter 1 of the 2014 Florida Building Code (FBC) 5th Edition states that

Any project to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by the Florida Building Code, or to cause any such work to be done, shall first make application to the building official and obtain the required permit.

Repairs that do not involve the replacement or rearrangement of electrical, valves, pipes or fixtures do not require a permit. The basic rule of thumb is if you need to cut into a wall, you need a permit, however, even adding a fence or in some areas, cutting a tree can require a permit. If you have any questions, please call us.

How to Pull a Permit

A licensed contractor can work with your local city or county to obtain a permit. Building permits normally require **drawn plans to show the work that will be done, insurance, professional state license and proof of ownership for the property.** Notice of Commencement (NOC) is part of the permitting process.

Who can Sign the Permit Application or NOC?

Permit applications and other forms can only be signed by the appropriate Conference Association official. This is because all properties are owned by the Florida Conference Association. To obtain the signature, you need to send us:

- Board minutes showing date, attendees, and vote
- Contract detailing work to be done
- A copy of the contractor's state license
- Insurance
- Liability insurance (see Insurance Requirements handout for required amounts) showing Florida Conference Association of Seventh-day Adventists, 351 S. State Road 434, Altamonte Springs, FL 32714, and the entity as additional insured on the certificate.
- Proof of Workers' Compensation certificate
- Application for permit
- Notice of Commencement form