



# CITY OF CRESTVIEW

## GROWTH MANAGEMENT DEPARTMENT

### Building Permits & Inspections

*P.O. Drawer 1209, Crestview, Florida 32536*

*Phone (850) 689-1618/1619 Fax (850) 689-4575*

## **Annual Facility Maintenance Permit Requirements**

In lieu of an individual permit for each alteration to an existing electrical, gas, mechanical, plumbing or nonstructural building components, the Building Division will issue an annual permit for any occupancy to facilitate routine or emergency service, repair, refurbishing, minor renovations of service systems or manufacturing equipment installations/relocations. The owner shall notify this office of proposed major changes and the building official shall retain the right to make inspections at the facility site as deemed necessary. An Annual Facility Permit shall be assessed with an annual fee of \$150 for each trade and/or facility, along with a \$50 base fee and shall be valid for one year from date of issuance. A separate permit shall be obtained for each facility and for each construction trade, as applicable. The permit application shall contain a general description of the parameters of work intended to be performed during the year.

Examples of work permitted under an Annual Facilities Maintenance Permit include:

- Repairs or replacement of electrical equipment/devices performed on the load side of the utility service meter.
- Repairs or replacement of plumbing, piping, and related equipment and fixtures on the distribution side of the water meter.
- Repairs or replacement of ductwork, coils, evaporators, and related equipment and controllers which are of equal rating, load capacity, voltage, size, ect., as applicable.
- Repair of building non-structural components such as doors, windows, siding and roofing. Replacement of non-structural components shall not exceed 25% of the total aggregate area of facility components in the calendar year.

## **Annual Permit Records**

The permit holder to whom an annual permit is issued shall keep a detailed record of alterations made under such annual permit. The building official shall have access to such records at all times. The records shall contain the following information:

1. Date of the work
2. Description of work performed
3. Person(s) performing the work
4. Location of work performed
5. Signature of permit holder

## **Conditions of the Permit**

A permit issued shall be construed to be a license to proceed with the work as approved by the Building Division and not as authority to violate, cancel, alter, or set aside any of the provisions of the technical codes, local ordinances, or State statutes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of construction, or violations of this code.

The Annual Facility Permit does not provide for any zoning or Health Department approval and is not approval to add to the building footprint or to increase the occupied space by completing or enclosing unfinished spaces, or to alter any egress components.

At intervals not to exceed 180 days the permit holder is required to schedule a site inspection with this office for the review and inspection of the work performed under the Annual Facility Permit, and provide a copy of the record required above.

The Annual Facility Permit shall be valid for 1 year from July 1 through June 30 of the following calendar year. Annual Facility permits shall not be prorated.

Building permits are required for new construction, additions, remodeling, renovations, site work, structural modifications, major mechanical and electrical upgrades, roofing, re-roofing, and demolition.

## **Exemptions from Permitting**

Work performed on any utility system owned and operated by a governmental agency shall be exempt from a permit. In addition, ordinary and routine service or maintenance of electrical, plumbing, and mechanical fixtures/equipment within buildings owned and operated by a utility agency shall be exempt from a permit.

## **Licensing**

Annual Facilities Maintenance Permits are subject to the construction licensing provisions of 489, Florida Statutes.

Individual owners of commercial buildings who do not lease their facility may procure an Annual Facilities Maintenance Permit so long as the projected and actual costs of maintenance do not exceed \$75,000 in the calendar year.

Governmental agencies may procure an Annual Facility Maintenance Permit as long as the total annual maintenance costs of a facility do not exceed \$200,000.

All other corporations or entities shall employ or contract with an appropriated licensed maintenance supervisor or contractor for the category which they seek. All reports shall be signed and dated by the appropriate licensed personnel.



# CITY OF CRESTVIEW

## GROWTH MANAGEMENT DEPARTMENT

### Building Permits & Inspections

P.O. Drawer 1209, Crestview, Florida 32536  
Phone (850) 689-1618/1619 Fax (850) 689-4575

## ANNUAL FACILITIES MAINTENANCE PERMIT APPLICATION

### PROPERTY INFORMATION

JOB ADDRESS: \_\_\_\_\_  
PARCEL I.D. #: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_  
SUBDIVISION: \_\_\_\_\_

### OWNER INFORMATION

OWNER OF PROPERTY: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_  
FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_

### CONTRACTOR INFORMATION

COMPANY NAME: \_\_\_\_\_  
QUALIFIER NAME: \_\_\_\_\_  
STATE LICENSE #: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
CITY, STATE, ZIP: \_\_\_\_\_  
PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_  
MOBILE PHONE: \_\_\_\_\_ EMAIL: \_\_\_\_\_

### MAINTENANCE CATEGORY

BUILDING  MECHANICAL  ELECTRICAL  PLUMBING

THIS ANNUAL FACILITY PERMIT DOES NOT PROVIDE FOR ANY ZONING OR HEALTH DEPARTMENT APPROVAL AND IS NOT APPROVAL TO ADD TO THE BUILDING FOOTPRINT OR TO INCREASE THE OCCUPIED SPACE BY COMPLETING OR ENCLOSING UNFINISHED SPACES, OR TO ALTER ANY EGRESS COMPONENTS

AT INTERVALS NOT TO EXCEED 180 DAYS THE PERMIT HOLDER IS REQUIRED TO SCHEDULE A SITE INSPECTION WITH THIS OFFICE FOR THE REVIEW AND INSPECTION OF THE WORK PERFORMED UNDER THE ANNUAL FACILITY PERMIT, AND PROVIDE A COPY OF THE REQUIRED MAINTENANCE LOG.

THE ANNUAL FACILITY PERMIT SHALL BE VALID FOR 1 YEAR FROM JULY 1 THROUGH JUNE 30 OF THE FOLLOWING CALENDAR YEAR. ANNUAL FACILITY PERMITS SHALL NOT BE PRORATED

BUILDING PERMITS ARE REQUIRED FOR NEW CONSTRUCTION, ADDITIONS, REMODELING, RENOVATIONS, SITE WORK, STRUCTURAL MODIFICATIONS, MAJOR MECHANICAL AND ELECTRICAL UPGRADES, ROOFING, RE-ROOFING, AND DEMOLITION.

**NOTICE TO OWNER / CONTRACTOR**

Application is hereby made to obtain a permit to do the facilities maintenance as indicated. *I certify that no work or installation has been commenced prior to issuance of a permit* and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for me and any trades are in accordance with state laws. I understand that a separate permit must be secured for BUILDING, ELECTRICAL, PLUMBING, MECHANICAL, GAS, ROOFING, SIGNS, POOLS, IRRIGATION, ACCESSORY STRUCTURES, etc.

**OWNER / CONTRACTOR AFFIDAVIT:**I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Crestview.

**If the direct contract is greater than \$2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.**

**“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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.”**

**AN INSPECTION IS REQUIRED FOR ALL PERMITS-Failure to obtain a final inspection may result in legal action. This facilities maintenance permit is valid from July 1 through June 30 of the following year. An inspection must be called in within 180 days of permit issuance. Maintenance logs must be kept and be made available at the time of such inspection is requested.**

Must be signed in the presence of a Notary

\_\_\_\_\_  
Signature of Owner or Agent (including Contractor) \_\_\_\_\_  
Date

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

Sworn and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_

by \_\_\_\_\_.

Personally Known \_\_\_\_\_(or)

Produced Identification (TYPE)\_\_\_\_\_

\_\_\_\_\_  
Notary Public Signature

**TO BE COMPLETED BY STAFF**

APPLICATION PROCESSED BY: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

REVIEWED BY: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

ISSUED BY: \_\_\_\_\_ DATE: \_\_\_\_\_/\_\_\_\_\_/\_\_\_\_\_

OCCUPANCY USE: \_\_\_\_\_

CURRENT CODE: \_\_\_\_\_

FLOOD ZONE: \_\_\_\_\_