



## **Notice to Owner Permitted Projects**

After you have processed and paid for your building permit there are other items you should be aware of to ensure successful completion of your project:

**First**, you will need to file a Notice of Commencement (NOC) with the Clerk of the Courts office if the total construction cost exceeds \$2,500 dollars and submit a copy of the **recorded** NOC to the Building Inspection Division (BID) for processing before you will be able to schedule your first inspection. We have a Clerk of the Courts office at our location and blank NOC forms.

**Second**, you may need to have a dumpster delivered to your construction site. The City has very specific requirements related to construction debris and you could be fined for each violation. Do not pile the demolition/construction debris on the site or City curbs for pick up. Please see a portion of section 320.102 of the Jacksonville Municipal Code below, explaining what is required.

**Third**, you may also need to protect the public from the construction site with the minimum required protection as stated in code section 324.301 below, and all other federal, state and local construction laws.

**Fourth**, as your project is progressing, you need to request all required inspections as shown on the bottom of your permit. If you are having Mechanical, Plumbing or Electrical work done as part of the building construction project then you will be required to obtain separate permits associated to your building permit, and request the required inspections for those permits. If you hire sub-contractors they will need to obtain a separate permit associated to your building permit, and request the required inspections for those permits as well. By obtaining a homeowner's permit, **you are assuming the responsibility of the contractor.** Make sure that you don't cover up work that will need to be inspected. You will be required to remove the construction that covered the un-inspected work. This is a non-negotiable requirement so be prepared to do the work twice if you don't have work inspected in the correct sequence.

**Finally, Please keep in mind; the list of inspections on your permit is a list of minimum required inspections. There may be other inspections required by the Florida Building Code. Failure on our part to list an inspection as required does not grant you permission to proceed without obtaining that inspection. You have taken the responsibility of the contractor and it is your responsibility to pass all inspections required by the Florida Building Code. You have not completed the construction project until the final inspection is passed.**

Sec. 320.102. Maintenance and use of buildings and property.

(b)No debris of any kind shall remain on a lot or on a sidewalk or street contiguous thereto, resulting from a fire or windstorm or from demolition or partial demolition of a building; nor shall equipment, excess building materials, storage sheds or debris remain upon the lot, sidewalk or street upon completion of a new building upon the lot; nor shall equipment, materials, toolsheds or debris be stored on a vacant or partially vacant lot, except as provided for in the Zoning Code. It is hereby made the duty of the owner or his agent to remove or cause to be removed from the sidewalk, street or lot all the equipment, materials, toolsheds and debris within five days after written notice by the Building Official. For failure to comply with the notice after the period of five days, the owner and/or permit holder is subject to the penalties specified in Section 320.706

*(320.706 states that this is a Class D offense; \$1,000 1<sup>st</sup> violation, \$2,000 for a 2<sup>nd</sup>, \$3,000 for a 3<sup>rd</sup> and subsequent offense)*

Sec. 324.301. Protection required.

The owner or person doing or causing the work to be done shall erect and maintain sheds, barricades, fences or other protective measures as provided in this part, from the time work is begun until no further work is being done or materials handled on the exterior of the building or structure. Protective structures shall be of sufficient strength and stability to safely sustain any load to be placed thereon and to withstand the shocks incident to the handling of materials, wind pressures or accidental jars from trucks or other equipment and shall be constructed as may be required by this part and approved by the Building Official.