

# PERMIT BY AFFIDAVIT

The Florida Building Code permits the Building Official to accept an application for a building permit by a sworn affidavit from a registered architect or engineer, Section 105.14 of the Florida Building Code.

## 105.14 Permit issued on basis of an affidavit.

Whenever a *permit* is issued in reliance upon an affidavit or whenever the work to be covered by a *permit* involves installation under conditions which, in the opinion of the *building official*, are hazardous or complex, the building official shall require that the architect or engineer who signed the affidavit or prepared the drawings or computations shall supervise such work. In addition, they shall be responsible for conformity to the *permit*, provide copies of inspection reports as inspections are performed, and upon completion make and file with the *building official* written affidavit that the work has been done in conformity to the reviewed plans and with the structural provisions of the technical codes. In the event such architect or engineer is not available, the owner shall employ in his stead a competent person or agency whose qualifications are reviewed by the *building official*. The *building official* shall ensure that any person conducting plans review is qualified as a plans examiner under Part XII of Chapter 468, *Florida Statutes*, and that any person conducting inspections is qualified as a building inspector under Part III of Chapter 468, *Florida Statutes*.

**Exception:** Permit issued on basis of an affidavit shall not extend to the flood load and flood-resistance requirements of the *Florida Building Code*.

The Architect or Engineer shall submit such affidavits using the attached outlines for their request. Please see steps below to submit a Permit by Affidavit:

1. Submit a Building Permit Application with your Permit by Affidavit packet. Make sure to include construction plans from a Professional Architect or Engineer, licensed in the State of Florida. Check our website [www.colliercountyfl.gov](http://www.colliercountyfl.gov) to make sure you submit all the right documents with your permit application.
2. A Professional Architect or Engineer, licensed in the State of Florida, will complete the Building Permit by Affidavit.
3. A Professional Architect or Engineer, licensed in the State of Florida, will complete the Construction Affidavit.
4. A Professional Architect or Engineer, licensed in the State of Florida, will complete the Certificate of Completion by Affidavit (CO).
5. A Professional Architect or Engineer, licensed in the State of Florida, will complete the Inspection Report by Affidavit.

# PERMIT BY AFFIDAVIT

## BUILDING PERMIT BY AFFIDAVIT

I, \_\_\_\_\_ an \_\_\_\_\_  
Name Architect or Engineer

Duly licensed and registered with the State of Florida, Registration # \_\_\_\_\_

hereby certify that I have reviewed the plans and specifications submitted for

\_\_\_\_\_ License # \_\_\_\_\_  
Name of Contractor

D.B.A. \_\_\_\_\_  
Name of Company

for the construction of a \_\_\_\_\_  
Type of Structure

located at: \_\_\_\_\_  
Address of Construction

The above application and construction documents conform to the requirements of the Florida Building Code – Building, Plumbing, Gas, Mechanical, Electrical, the Collier County Floodplain Management Ordinance, the Collier County Land Development code, the Collier County Building Administrative Ordinance, (#2015-36), the Collier County Contractor Licensing Ordinance, including all other relevant laws, policies, codes or ordinances.

All construction and inspections shall be in conformance with the above codes and Ordinances and be performed and verified by the architect or engineer of record who shall submit signed and sealed inspection reports for the record upon completion to the Building Official.

\_\_\_\_\_  
Signature

# PERMIT BY AFFIDAVIT

## CONSTRUCTION AFFIDAVIT

I, \_\_\_\_\_ an \_\_\_\_\_  
Name Architect or Engineer

of record, Registration # \_\_\_\_\_ for permit # \_\_\_\_\_

hereby certify that I have reviewed the plans and specifications submitted for

for the construction of a \_\_\_\_\_  
Type of Structure

located at: \_\_\_\_\_  
Address of Construction

hereby certify that I have inspected all construction for the above-named permit. I further certify that the construction is in accordance with submitted plans and specifications and meets all requirements of the Florida Building Code - Building, Plumbing, Gas, Mechanical, Electrical and all other codes and ordinances as agreed in the Building Permit Affidavit.

\_\_\_\_\_  
Signature

# PERMIT BY AFFIDAVIT

## CERTIFICATE OF COMPLETION BY AFFIDAVIT

### Request for Certificate of Occupancy

I, \_\_\_\_\_ an \_\_\_\_\_  
Name Architect or Engineer

of record, Registration # \_\_\_\_\_ for permit # \_\_\_\_\_

hereby certify that I have reviewed the plans and specifications submitted for

for the construction of a \_\_\_\_\_  
Type of Structure

located at: \_\_\_\_\_  
Address of Construction

hereby certifies the above structure is in accordance with all requirements in the Building Permit Affidavit; and, as such, request the issuance of a Certificate of Completion.

\_\_\_\_\_  
Signature

**AFFIX SEAL**

# PERMIT BY AFFIDAVIT

## INSPECTION CHECKLIST

Please CHECK all inspections that apply

### STRUCTURAL INSPECTIONS

- |   |   |
|---|---|
| 1. <input type="checkbox"/> 100-Footings                      | 27. <input type="checkbox"/> 136-Impact Glass                       |
| 2. <input type="checkbox"/> 101-Pile Caps                     | 28. <input type="checkbox"/> 139-Termite Baiting Inspection         |
| 3. <input type="checkbox"/> 102-Grade Beam                    | 29. <input type="checkbox"/> 140-Interior Termite Spray             |
| 4. <input type="checkbox"/> 103-Floating Slab                 | 30. <input type="checkbox"/> 141-Interior Slab Infill               |
| 5. <input type="checkbox"/> 104-Tie Beam                      | 31. <input type="checkbox"/> 150-Sign/Flagpole Final                |
| 6. <input type="checkbox"/> 105-Shear Wall                    | 32. <input type="checkbox"/> 151-Shearwall/Nailing                  |
| 7. <input type="checkbox"/> 106-Columns                       | 33. <input type="checkbox"/> 152-Shearwall/Water Barrier            |
| 8. <input type="checkbox"/> 107-Trusses/Roof Ply/Bucks        | 34. <input type="checkbox"/> 153-Shearwall/Stucco Lath              |
| 9. <input type="checkbox"/> 108-Framing                       | 35. <input type="checkbox"/> 160-Fence Final Building               |
| 10. <input type="checkbox"/> 109-Insulation                   | 36. <input type="checkbox"/> 161-Fence Footing                      |
| 11. <input type="checkbox"/> 110-Tie Down                     | 37. <input type="checkbox"/> 162-Fence Fill Cell                    |
| 12. <input type="checkbox"/> 111-Dry-in/Flashing              | 38. <input type="checkbox"/> 163-Mech. Ventilation Framing          |
| 13. <input type="checkbox"/> 112-Floodproofing                | 39. <input type="checkbox"/> 164-Mech. Ventilation Building Final   |
| 14. <input type="checkbox"/> 115-Final Building               | 40. <input type="checkbox"/> 165-Window/Door Replacement Non-Impact |
| 15. <input type="checkbox"/> 118-Lintel Beam                  | 41. <input type="checkbox"/> 166-Window/Door Replacement Impact     |
| 16. <input type="checkbox"/> 119-Fill Cells                   | 42. <input type="checkbox"/> 167-Shutter Addition Residential Final |
| 17. <input type="checkbox"/> 120-Flood Vent Relief            | 43. <input type="checkbox"/> 168-Shutter Addition Commercial Final  |
| 18. <input type="checkbox"/> 121-Epicore Deck                 | 44. <input type="checkbox"/> 169-Re-Roof Dry-in/Flashing            |
| 19. <input type="checkbox"/> 124-Steel in Stair               | 45. <input type="checkbox"/> 170-Re-Roof Final                      |
| 20. <input type="checkbox"/> 125-Elevator Pit                 | 46. <input type="checkbox"/> 171-Remodel Residential Framing        |
| 21. <input type="checkbox"/> 130-Tenant Sep/Rated Wall Frame  | 47. <input type="checkbox"/> 172-Remodel Residential Building Final |
| 22. <input type="checkbox"/> 131- Tenant Sep/Rated Drywall    | 48. <input type="checkbox"/> 173-Remodel Commercial Framing         |
| 23. <input type="checkbox"/> 132- Tenant Sep/Rated Insulation | 49. <input type="checkbox"/> 174-Remodel Commercial Building Final  |
| 24. <input type="checkbox"/> 133-Monolithic Slab              | 50. <input type="checkbox"/> 175-Screen Cage Building Final         |
| 25. <input type="checkbox"/> 134-Roofing Final                | 51. <input type="checkbox"/> 176-Solar Tie Down                     |
| 26. <input type="checkbox"/> 135-Shutters Final               |   |

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Signature

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# PERMIT BY AFFIDAVIT

## INSPECTION CHECKLIST

Please CHECK all inspections that apply

### PLUMBING / MECHANICAL / GAS INSPECTIONS

- |  |   |
|--|---|
| 1. ___ 200-Plumbing Underground        | 20. ___ 300-A/C Rough                     |
| 2. ___ 201-Plumbing Rough-in           | 21. ___ 301-A/C Final                     |
| 3. ___ 202-Plumbing Stack              | 22. ___ 302-Mechanical Piping             |
| 4. ___ 203-Sewer Tap                   | 23. ___ 303-A/C Change Out                |
| 5. ___ 204-Plumbing Final              | 24. ___ 304-Kitchen Hood Rough            |
| 6. ___ 205-Irrigation Final            | 25. ___ 305-Kitchen Hood Final            |
| 7. ___ 206-Grease Trap                 | 26. ___ 306-Walk-in Cooler Rough          |
| 8. ___ 207-Oil Interceptor             | 27. ___ 307-Walk-in Cooler Final          |
| 9. ___ 208-Pressure Test Piping        | 28. ___ 308-Mechanical Ventilation Final  |
| 10. ___ 209-Water Heater Replacement   | 29. ___ 309-Remodel Residential A/C Rough |
| 11. ___ 210-Medical Gas Piping         | 30. ___ 310-Remodel Residential A/C Final |
| 12. ___ 211-Medical Gas Pressure Test  | 31. ___ 311-Remodel Commercial A/C Rough  |
| 13. ___ 212-Medical Gas Final          | 32. ___ 312-Remodel Commercial A/C Final  |
| 14. ___ 213-Remodel Res Plumbing Rough |   |
| 15. ___ 214-Remodel Res Plumbing Final |   |
| 16. ___ 215-Remodel Com Plumbing Rough | 33. ___ 400-Rough Gas                     |
| 17. ___ 216-Remodel Com Plumbing Final | 34. ___ 401-Final Gas                     |
| 18. ___ 217-Water Pipe Replacement     | 35. ___ 403-Underground                   |
| 19. ___ 218-Solar Plumbing Final       | 36. ___ 410-Tie Down                      |

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## INSPECTION CHECKLIST

Please CHECK all inspections that apply

### ELECTRICAL INSPECTIONS

- |   |  |
|---|--|
| 1. ___ 500-T-Pole                         | 13. ___ 513-Audio/Video Final                  |
| 2. ___ 501-Electrical Rough               | 14. ___ 516-Electrical Walls Rough             |
| 3. ___ 502-Electrical Final               | 15. ___ 517-Electrical Ceiling Final           |
| 4. ___ 503-Service Change                 | 16. ___ 518-Under Slab Electrical Conduit      |
| 5. ___ 504-Temporary Power Commercial     | 17. ___ 519-Low Voltage ALARM FINAL            |
| 6. ___ 505-Temporary Power Residential    | 18. ___ 520-Mech. Ventilation Electrical Final |
| 7. ___ 506-Underground Electrical Conduit | 19. ___ 521-Remodel Res Electrical Rough       |
| 8. ___ 508-TV/Telephone Rough             | 20. ___ 522-Remodel Res Electrical Final       |
| 9. ___ 509-TV/Telephone Final             | 21. ___ 523-Remodel Com Electrical Rough       |
| 10. ___ 510-Alarm Rough                   | 22. ___ 524-Remodel Com Electrical Final       |
| 11. ___ 511-Alarm Final                   | 23. ___ 525-Shutter Electrical Final           |
| 12. ___ 512-Audio/Video Rough             | 24. ___ 526-Solar Electrical Final             |

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## INSPECTION CHECKLIST

Please CHECK all inspections that apply

### POOL INSPECTIONS

- |                                    |  |
|------------------------------------|--|
| 1. ___700-Pool Bonding             | 9. ___708-Pool Electrical Final            |
| 2. ___701-Pool Final               | 10. ___709-Pool Pipe Pressure Test         |
| 3. ___702-Pool Deck                | 11. ___710-Pool Fill Cells                 |
| 4. ___703-Pool Wet Niche           | 12. ___711-Pool Footings                   |
| 5. ___704-Pool Shell Reinforcement | 13. ___712-Pool Pile Caps                  |
| 6. ___705-Pool Dimensions          | 14. ___713-Pool Tie Beam                   |
| 7. ___706-Pool Plumbing Rough      | 15. ___714-Pool Equipotential Bonding Grid |
| 8. ___707-Pool Plumbing Final      | 16. ___715-Pool Barrier Fence Final        |

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