

## **IMPACT 100 PBA CONSTRUCTION INFORMATION**

### **WHERE DO I BEGIN WITH MY CONSTRUCTION PROJECT:**

Your construction project will be performed in Escambia County or Santa Rosa County. To obtain all information to begin your project contact one of the following:

- Escambia County **850.595.3550**  
website: <http://myescambia.com>  
email: [permits@myescambia.com](mailto:permits@myescambia.com)  
Physical address: 3363 West Park Place, Pensacola, FL 32505
- Santa Rosa County **850.981.7000**  
website: <https://www.santarosa.fl.gov>  
email: [developmentservices@santarosa.fl.gov](mailto:developmentservices@santarosa.fl.gov)  
Physical address: 6051 Old Bagdad Hwy. Suite 202, Milton, FL. 32583

Should your construction project be in the city limits of Milton, Florida or Pensacola, Florida you will need to contact their planning/zoning/building department for their requirements. All other unincorporated cities within Escambia and Santa Rosa Counties are handled through the respective county. Always call the city where your project will be done to make sure that their requirements have not changed.

- City of Pensacola, Florida **850.436.5600**  
website: [cityofpensacola.com](http://cityofpensacola.com) Permitting  
email: [inspections@cityofpensacola.com](mailto:inspections@cityofpensacola.com)  
Physical address: 222 West Main Street, Pensacola, FL 32502
- City of Milton, Florida **850.983.5400**  
website: <https://fl-milton.civicplus.com> Inspections, Forms & Permits  
Physical address: 6738 Dixon Street, Milton, FL 32572

These offices are equipped to answer any questions you may have regarding your building/construction project from start to finish. The online resources are easy to access.

Permitting (items typically taken care of by the builder): Construction performed is required to comply with Florida Construction Lien Laws and all applicable state laws concerning construction permit applications and permit issuance. A completed application is required before assigning you a permit number. A completed application requires the notarized signature of the contractor making application. Additional information may be required depending on the type of work or location of your project.

A recorded Notice of Commencement is required for any work with costs of \$2,500 or more. A certified copy must be provided. HVAC changeouts require a recorded Notice of Commencement when costs are \$7,500 and above.

## EXPECTED DOCUMENTATION

**IMPACT 100** is here to answer your questions about what we need and require in order to consider your construction portion of your grant application in becoming a success. **Our requests are to protect IMPACT 100 and you as the Owner or Nonprofit** from any fraudulent activity. In the event of any fraudulent activity, all work will cease until legal action is complete.

What we expect to receive with the IMPACT 100 application and why:

1. **A copy of the Contractor's license allowing them to conduct (construct) business in the State of Florida and the County and City where work is to be performed.** We need proof that the company and/or individuals you may have hired or intend to hire are licensed within the state of Florida and in some instances the county and city where work is to be performed. This is the law in the State of Florida.
2. **Proof of General Liability Insurance and Workers' Compensation Insurance.** General Contractors/Builders/Architects must comply with state regulations and keep these insurances up to date while they are working on any project and doing business in the State of Florida. See the example of a Certificate of Insurance at the end of this document.
3. **A site plan of structure(s) with dimensions in relation to land OR a set of plans and specifications for the project.** Our construction committee needs to have these documents to make sure that the work being performed will be done according to the plans and specs and compare with pricing. These items will also be required in order to obtain a building permit with the specific county or cities work is being done.
4. **A cost breakdown for work to be performed such as labor, material, permits, builders cost (overhead), etc.** A cost breakdown allows our construction committee to make sure pricing is competitive and realistic with your goal as the Owner. It also becomes the schedule of vendor payments the IMPACT 100 Treasurer will use once you are a recipient.

Not all construction projects need a contractor/builder or architect and not all projects need a building permit. Our goal is to see that you succeed in your goals and help you be prepared to obtain the necessary documentation to give you the results you desire.

## Permit(s) Required

- **Air Conditioning Permit:** Installation of or changing existing system.
- **Aluminum Structure:** Screen rooms, carports, pool enclosure, etc.
- **Demolition Permit:** Demolition of any structure.
- **Electrical - Basic Work:** Changing or adding to existing electrical circuits; adding additional loads to the electrical panel; wiring of new equipment or appliances.
- **Electrical Service Change:** Changing electric panel from fuses to circuit breakers or upgrading to a larger rating.
- **Mobile Home Permit:** Replacement or setup of new mobile home.
- **Plumbing Fixture Permit:** Relocation of any fixture or the replacement of bathtub with shower or a whirlpool tub or shower pan.
- **Re-Roofing Permit:** Re-roofs greater than 4 squares.
- **Residential Permit:** Construction of new home or any addition to a one-, two- or three-family dwelling unit.
- **Septic to Sewer Permit:** A plumbing permit is required for the replacement of an existing septic tank and connection to sewer services.
- **Soffits, Fascia and Siding:** A building permit is required for the replacement of the soffits and fascia as well as siding.
- **Swimming Pool Permit:** In-ground – vinyl, concrete.
- **Water Heater Permit:** A plumbing permit is required for the replacement of any water heater.
- **Water Service Replacement Permit:** A plumbing permit is required for the replacement of the water service.
- **Windows and Door Replacement:** A building permit is required for the replacement of all types of windows and all exterior doors, including sliding glass doors and garage doors.
- **Utility/Storage Sheds:** Any utility shed with a poured slab or post installed into the earth, regardless of size.

## No Permit(s) Required

- **Utility Sheds:** Portable (skid-mounted) utility shed of less than 400 square feet.
- **Work of a Strictly Cosmetic Nature:** Painting, wallpapering, carpeting, kitchen cabinets, etc.
- **Roof Repair:** Less than four squares.
- More detailed information may found and viewed at FBC Chapter 1, 101.42 and Section 104.

**However, there still may be requirements for zoning, environmental and engineering. These include height limitations, setback requirements or sight distance standards, which must be met even if there is no requirement to obtain a building permit for the work.**

## **OBTAINING A CONTRACTOR**

Obtaining a Contractor will help with your project as they will have knowledge of what is required in each county and city of Florida. It is important that you have a contractor/builder/architect who is certified, registered and/or specialty licensed in the State of Florida.

What is a contractor? Here are 20 types of contractors in construction:

1. General Contractors
2. Excavation
3. Concrete
4. Framing
5. Steel
6. Window and Door
7. Electrical
8. Plumbing
9. HVAC
10. Fire alarm and sprinkler
11. Roofing
12. Insulation
13. Drywall
14. Taping
15. Plaster
16. Flooring
17. Finish carpentry
18. Painting
19. Masonry
20. Landscaping

## **WHAT IS A CERTIFIED CONTRACTOR?**

A certified contractor license allows the contractor to work anywhere within the state in which they are licensed. They've typically sat through and passed a state exam and adhered to fingerprinting requirements. They maintain certain levels of insurance and have shown they are financially responsible.

## **WHAT IS A REGISTERED CONTRACTOR?**

A registered contractor license does not allow the contractor to work anywhere in the state. Registered contractors have not completed the state exam and are required to register in each city or county in which they want to work. However, registered contractors are still required to "register" with the state. This means they must also meet fingerprinting, insurance, and financial stability requirements just like the certified contractor.

## WHAT IS A SPECIALTY LICENSED CONTRACTOR?

Florida Specialty Structure contractors can legally engage in contracting involving the following type of work:

- Fabric Coverings on:
  - Screened porches
  - Screened enclosures
  - Metal substructures
  - Preformed panel-post and Beam roofs
  - Pool enclosures
  - Manufactured housing roof-overs
  - Acrylic or Vinyl panel window enclosures
  - Aluminum and vinyl fences
  - Replacement or Installation of windstorm protective devices
  - Residential glass window and Door enclosures
  - Guardrails
  - Handrails
  - Sunrooms
  - Fascia
  - Siding
  - Soffit
  - Gutters
  - Single story self-contained aluminum utility storage structures (cannot exceed 720 sq. foot)
- The Specialty Structure License limited scope does not include:
  - Alterations to the structural integrity of the building including but not limited to:
    - Load bearing walls and Foundations
    - Lintels
    - Roof trusses

Except for Impact resistant glazing, the replacement or installation of windstorm protective devices shall be unlimited.

## SIGNS OF AN UNLICENSED CONTRACTOR

Florida's Department of Business and Professional Regulation (DBPR) has recently increased their efforts at ensuring citizen's hire licensed professionals. Hiring an unlicensed contractor can result in a cease and desist order and fines. Below are just a few signs of an Unlicensed Contractor.

- The contractor offers a verbal contract only.
- The contractor does not have proof of insurance. A licensed contractor in Escambia and Santa Rosa Counties is required to have general liability and workers' compensation insurance.

- The Contractor asks you to obtain the permit. The permit holder is held responsible for making any changes needed to pass inspections. If you hold the permit then you are expected to make the corrections.
- The contractor states that a permit is not required. Most often a permit is required except for minor repairs.
- The contractor only provides a copy of a Business Tax Receipt as proof of a license. The State of Florida requires an individual to hold a State Certification, State Registration of Specialty Trade License in the field they are contracting to lawfully engage in contracting. Each will have a wallet card labeled with their name and scope of trade.

## **ADDITIONAL INFORMATION**

**Florida DBPR <http://www.myfloridalicense.com/DBPR/>**

**Florida Department of Transportation [fdot.gov](http://fdot.gov)**

**Municode. <https://library.municode.com> (code of ordinances) for each county and city.**

For additional questions please do not hesitate to contact  
Annette E. Smith @ 850.393.9596 or [aesmith2@cox.net](mailto:aesmith2@cox.net)