



City of Mascotte

Permit Checklist

AC Permit

1. COMPLETED PERMIT APPLICATION
2. COPIES OF LICENSE AND INSURANCE
3. NOTICE OF COMMENCEMENT FOR JOBS VALUED AT OVER \$15,000
4. PROPERTY RECORDS CARD SHOWING THE OWNER MATCHES THE OWNER ON THE APPLICATION.
5. AHRI SHOWING THE UNIT MEETS THE MINIMUM EFFICIENCIES REQUIRED BY THE FLORIDA BUILDING CODE.
6. FOR NEW INSTALLATIONS PROVIDE A DUCT LAYOUT, ENERGY CALCULATION AND AC LOAD CALCULATION.

Apply for your permit at: <https://portal.iworq.net/MASCOTTEFL/new-permit/600/5611>



CITY OF MASCOTTE PERMIT APPLICATION

Permit Number

Alternate Key Number	Parcel Number	Project Address		
		Project Description		
Owner's Name	Mailing Address	City, State, Zip		Telephone

Email Address: _____

Fee Simple Titleholder's Name	Mailing Address	City, State, Zip		Telephone

General Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Construction Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Electrical Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Plumbing Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
HVAC Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Roofing Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Gas Contractor	Mailing Address	City, State, Zip		Telephone

Email Address:		State License Number:		
Legal Description				
Bonding Company				
Bonding Company Address				
Architect's Name				
Architect's Address				

Project Information		Job Name: _____			
		Subdivision Name	Lot No.	Phase	
Zone	Lot Area				
		Setbacks (ft)	Front	Rear	Side
					Corner

Project (check one)	Area	Electrical Service Size	Hvac Type	Water (check one)	
New	Living			Municipal	
Alteration	Garage			Well	
Addition	Porch(s)		Efficiency	Plumbing (check one)	
Repair	Other		Airhandler	Sewer	
Other	Total		Condenser	Septic	

Attached
Detached

Job Value

7th Edition Florida Building Code

Signature of Applicant

Date

WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. If the City of Mascotte determines the structure does not meet applicable setbacks or improperly encroaches on an easement, the owner is responsible for moving the structure, restoring the easement to its original condition, or otherwise making the structure comply with City setbacks and other land use requirements. Permits expire 6 months after issuance.

The foregoing instrument was acknowledged before me this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification and who did _____ or did not _____ take an oath.

(Seal)
Notary Public

After recording return to:

Permit No: _____

Tax Folio or Alternate Key #: _____

NOTICE OF COMMENCEMENT
Astatula, Clermont, Eustis, Fruitland Park, Howey in the Hills,
Groveland, Lady Lake, Lake County, Leesburg, Mascotte,
Minneola, Montverde, Mount Dora, Tavares, Umatilla

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: Legal Description: (legal description of the property, and street address if available) _____

 Street Address: _____
2. General description of improvement: _____
3. Owner's Information: Name: _____
 Address: _____
 Interest in Property: _____
 Name and Address of fee simple titleholder (if other than owner): _____

4. Contractor Information: Name: _____
 Address: _____
 Telephone No. _____ Fax No. (Opt.) _____
5. Surety Information: Name: _____
 Address: _____
 Telephone No. _____ Fax No. (Opt.) _____
 Amount of Bond: _____
6. Lender Information: Name: _____
 Address: _____
 Telephone No. _____ Fax No. (Opt.) _____
7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:
 Name: _____
 Address: _____
 Telephone No. _____ Fax No. (Opt.) _____
8. In addition to himself or herself, Owner designates _____ of _____
 to receive a copy of the following Lienor's Notice as Provided in Section 713.13 (1) (b), Florida Statutes:
 Name: _____
 Address: _____
 Telephone No. _____ Fax No. (Opt.) _____
9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified) _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN 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 YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

 Signature of Owner or Owner's Authorized Officer/Director /Partner /Manager

 Printed Name & Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____
 who is personally known to me or has produced _____ as identification and who did _____ or did not _____
 take an oath.

 Signature of Notary Public - State of Florida

 Print, type or Stamp Commissioned Name of Notary Public

Verification pursuant to Section 92.525, Florida Statutes
 Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

 Signature of Natural Person (Owner) Signing Above