



40 Year Recertification -Electronic submittal instructions

Permit application and report documents

- **Step 1** - Submit a permit application signed by owner and engineer in order to obtain a permit number, along with the City's debit/credit card form for Payment of the Upfront fee of \$150.00 to Submittals@CityofSweetwater.fl.gov
- **Step 2**- Attach in the same email the engineer Report documents in PDF format. Following the 40 year Structural and Electric Certification formats.
- **Step 3**- If accepted, we will email back with the receipt for upfront fee payment.
- **Step 4**- Once the report is reviewed by our Engineer and by all applicable trades, you will receive a call advising the status of the permit, if it is ready for pick up and final amount due or if you have comments that needs to be addressed.



City of Sweetwater
 Building and Zoning Department
 1701 NW 112 Ave, # 102
 Sweetwater, FL. 33172

Building Permit Application

Master Permit # _____ Building Permit # _____

Job Address _____

1. Owner Information	Name _____ Address _____ City _____ St _____ Zip _____ E-mail _____ Phone (____) _____ <input type="radio"/> Owner-Builder	2. Contractor Information	Company Name _____ Qualifier Name _____ Address _____ City _____ St _____ Zip _____ Lic # _____ Phone (____) _____
3. Permit Type	Choose only One: <input type="radio"/> Building <input type="radio"/> Electrical <input type="radio"/> Mechanical <input type="radio"/> Plumbing/Gas <input type="radio"/> Paving/Drainage <input type="radio"/> Sign <input type="radio"/> Roofing	4. Change to an Existing Permit	Choose only One: <input type="radio"/> Change Contractor <input type="radio"/> Extension <input type="radio"/> Renewal <input type="radio"/> Shop Drawing <input type="radio"/> Permit Supplement <input type="radio"/> _____
5. Type of Improvement	Choose only One: <input type="radio"/> New Construction <input type="radio"/> Addition Attached <input type="radio"/> Addition Detached <input type="radio"/> Alteration Interior <input type="radio"/> Alteration Exterior <input type="radio"/> Repair/Replace <input type="radio"/> Repair Due to Fire	6. Architect/Engineer	Type Specific: <input type="radio"/> Demolish <input type="radio"/> Driveway <input type="radio"/> Fence <input type="radio"/> Pool <input type="radio"/> Shed <input type="radio"/> Shutters <input type="radio"/> _____
7. Legal/Use/Work/Value	Name _____ Address _____ City _____ St _____ Zip _____ Phone (____) _____ Reg. No. _____ Email _____	8. Folio No. / No. of Units	Folio No. _____ No. of Units _____ Lot _____ Block _____ Subdivision _____ Pb/Pg _____ Current Use of Property _____ Description of Work _____ _____

Zoning: _____ Variance: _____ Area (Sq. Ft.) _____ Improvement Value \$ _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for **electrical, mechanical, plumbing, signs, wells, pools, roofing, shutter, window, and other trades**. I understand that in signing this application I am responsible for the supervision and completion of the construction including scheduling for inspections and obtaining final inspection in accordance with the plans and specification.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

Note: For Commercial and Industrial properties with condo association, the unit owner or tenant shall obtain approval from the association in writing for the propose new construction or alterations to the unit prior to having the permit and plans being submitted to the Building and Zoning Department

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.

X _____
 Owner

 Print Name

X _____
 Condominium Association

 Print Name

Notary as to Owner or Condominium
 STATE OF FLORIDA, COUNTY OF _____
 Sworn to and subscribed before me this ___ day of _____ 20___,
 by _____
 Notary Signature _____
 Personally known or I.D. _____



X _____
 Signature of Qualifier

 Print Name

Notary as to Qualifier
 STATE OF FLORIDA, COUNTY OF _____
 Sworn to and subscribed before me this ___ day of _____ 20___,
 by _____
 Notary Signature _____
 Personally known or I.D. _____



Discipline	Approved / Date	Disapproved / Date	Fees	Conditions Under Which Approved
ZONING				
BUILDING				
STRUCTURAL				
ELECTRICAL				
MECHANICAL				
PLUMBING				
ROOFING				
PUBLIC WORKS				
FLOOD PLAIN				

OFFICE USE ONLY



City of Sweetwater

Address 1701 NW 112 AVE 102, SWEETWATER, FL 33172

Phone (305) 485-4526

One Time Credit Card Payment Authorization Form

Sign and complete this form to authorize City of Sweetwater to make a onetime debit to your credit card listed below.

By signing this form you give us permission to debit your account for the amount indicated on or after the indicated date. This is permission for a single transaction only, and does not provide authorization for any additional unrelated debits or credits to your account.

3 % surcharge will be applied to each transaction made.

Please complete the information below:

I _____ authorize City of Sweetwater to charge my credit card
(Full name)
account indicated below for _____ on or after _____. This payment
(Amount) (Date)
is for _____.
(Description of goods/service)

Billing Address _____

Phone # _____ Email _____

Cardholder Name: _____

Credit Card Number: _____

Expiration Date: _____ CVV2: _____

Account Type: Visa ____ Master Card ____ American express ____ Discovery ____

Signature _____

Date _____.

I authorize the above named business to charge the credit card indicated in this authorization form according to the terms outlined above. This payment authorization is for the goods/services described above, for the amount indicated only, and is valid for one time use only. I certify that I am an authorized use for this credit card and that I will not dispute the payment with my credit card company; so long as the transaction corresponds to the terms indicated in this form.