



**Marion County
Board of County Commissioners**

Building Safety

2710 E. Silver Springs Blvd.
Ocala, FL 34470
Phone: 352-438-2400
Fax: 352-438-2401

Checklist: Demolition/Removal of mobile home

Permit Application	Completed and signed by: Owner - if submitting permit application as owner/builder. Subcontractor - if one is used (name and signature/email required on permit application). Licensed contractor - if contractor is submitting permit application. Note: Signatures must be notarized if project cost is over \$2,500. (Building Safety service representatives provide notary services).
Recorded Warranty Deed	If property owner is new or recently changed, provide one copy of a recorded warranty deed. (Recorded deeds may be obtained at the Marion County Clerk of the Court).
Scope of Work	Full description of structure to be demolished (i.e. single family home, mobile home, shed, etc...) and item to remain (i.e. septic tank, well, etc...)
Construction Lien Law Affidavit	Signed by the owner of the real property or signed by an assigned member through articles of incorporation, contractor or contractor's authorized agent
Notice of Commencement (NOC)	Projects over \$2,500 require a certified true copy of a NOC. The NOC must be signed by the property owner or an assigned member through articles of incorporation. (www.sunbiz.org). The NOC must be submitted to Building Safety prior to the first inspection .
Owner/Builder Affidavit	Required when an owner is submitting a permit application as an owner/builder. This affidavit must be signed and notarized. A copy of their driver's license is required if not notarized by a Marion County employee.
Notarized Authorization Letter/Lease Agreement	If the applicant is not the legal property owner a notarized letter from the property owner or a signed lease agreement authorizing the improvement to the property.

Documents may be copied; signatures must be original.

I certify that this application includes all of the required items listed above.
I understand this packet will be rejected if any required documents are missing or incomplete.

Print name of applicant/contractor

Signature of applicant/contractor

Date

Reviewed by: _____

Date: _____

Accepted: _____

Rejected: _____

Official
use

Rev. 06/13

"Meeting Needs by Exceeding Expectations"