

DEMOLITION PERMIT CHECKLIST

1. Building Permit Application filled out and notarized.
2. Proof of property ownership, in case of new ownership, will require a copy of the deed.
3. Site Plan (survey works best), show the location of the proposed demolition structure. Must show measurements from house, properties lines and other structures.
4. Florida Department of Environmental Notice of Asbestos Renovation or Demolition form completed (DEP FORM 62-257.000(1)).
5. Owner/Builder Disclosure Statement completed, signed and notarized.
6. If homeowner is not pulling a permit and a licensed contractor is, the following is required:
 - a. Contractor Registration Application, completed.
 - b. Copy of contractor license
 - c. Copy of driver's license
 - d. Updated Liability & Workers Compensation Insurance
Listing the City of Inverness as a certificate holder.
 - e. Copy of current business name from Sunbiz.Org.
 - f. A list of authorized agents on the business letterhead.
7. Notice of Commencement is required to be filled out, signed, notarized and then recorded at the Citrus County Clerk of Courts located at 120 N. Montgomery Avenue, if job is \$5,000.00. or more. The City of Inverness will require a copy of the recorded N.O.C.
8. Please allow 2-3 days for processing the permit.
9. Inspections are scheduled only on Mondays, Wednesdays and Fridays.
10. Failed inspections will be charged \$50.00; and must be paid prior to final inspection.
11. Once permit is approved and paid for. A pre-demolition inspection is required to inspect, the electrical disconnect, water and sewer disconnect. If there is a septic system, Florida Department of Health in Citrus County will need to be notified 352-513-6100.
12. Please call 811 Dig Service prior to demolition.
13. Silt fencing is required to secure the property and debris onto other properties.
14. Please note that if the property is listed as a company name, corporation or an LLC on the property appraiser card/deed, a licensed contractor is required to submit permit for demolition.
15. Establish Ground cover.

**ANY QUESTIONS, PLEASE CONTACT THE COMMUNITY DEVELOPMENT DEPARTMENT AT
352-726-3401 OR DDS@INVERNESS.GOV**