



## **Formal Notice of Updated Building Safety Policies**

Please be advised that the Marion County Building Safety Department is implementing the following revisions to its policies. These updates are issued to ensure statutory compliance, promote administrative efficiency, and maintain consistent permitting practices. The policies outlined shall take effect on the dates indicated below.

### **POLICY UPDATES EFFECTIVE IMMEDIATELY:**

#### **1. Authorized Signers for Contractor Accounts**

Contractors are permitted to designate authorized signers without an expiration date. It is the contractor's sole responsibility to rescind such authorization utilizing an Authorized Signer Recission Form should they wish to remove an individual from their list of authorized signers. We recommend updating your authorized signers to this more permanent authorization at the time of their next authorization. We also recommend verifying all your current authorized signers to ensure your record is accurate. The new Authorization and Revocation forms are located at <https://www.marionfl.org/agencies-departments/departments-facilities-offices/building-safety/forms>

#### **2. Owner/Builder Personal Appearance Requirement**

For owner-builder permits under F.S. 489.103(7)(c), applicants may submit the permit application online through the Civic Access Portal. However, the owner must personally appear to sign the building permit application and

confirm their understanding of the responsibilities outlined in the Owner-Builder Disclosure Statement. When the owner applies electronically, the permit will be placed on hold until they appear in person to complete these required signatures. Once the signed documents are uploaded to the permit record, the permit review process will continue.

**3. Power Release Inspections for Private Providers**

In accordance with F.S. 553.791, Registered Private Providers are authorized to perform all inspections required by the Florida Building Code, including electrical inspections. The Building Safety Department will not require a Private Provider to transfer any inspection responsibilities back to the department. Private Providers may apply their own stickers to meter cans to indicate completion of the Electrical Inspection. The Building Official retains authority for power release, which will be granted once the approved electrical inspection result is recorded and no outstanding prerequisites exist.

**4. Private Provider Insurance Documentation**

Private providers will not be required to submit proof of workers' compensation insurance.

**5. Contractor Changes on Single-Trade Permits**

Property owners may request a change of contractor on any single trade permit when they choose to have a different contractor complete the work. Contractors are not permitted to initiate this change, ensuring that only the property owner directs who is responsible for the project. Contractors may, however, withdraw a permit application at any time before the permit is issued.

**6. Construction Lien Law Affidavit or Affirmation**

The Building Department will no longer require the submission of a Construction Lien Law Affidavit or Affirmation. The purpose of this document is fulfilled through the Notice of Commencement process.

**7. Demolition Permit Duration**

Demolition permits shall be issued for an initial duration of 180 days, consistent with the requirements of Florida Building Code Section 105.4.1.

#### **8. Solar Permit Update**

The department will establish separate permits for Roof Mounted and Ground Mounted solar systems to ensure that each type of installation is reviewed appropriately based on its specific characteristics. Roof mounted solar permits will not require structural reviews or inspections, as these systems typically rely on standardized mounting methods that do not alter or significantly impact the existing roof structure. Ground mounted solar permits, however, will be subject to structural reviews and inspections when required by the scope of work. This ensures that foundations, supports, and related components meet applicable safety and code requirements. Electrical reviews and inspections are required regardless of system type.

### **POLICY UPDATES EFFECTIVE JUNE 1, 2026:**

#### **9. Inspection Scheduling Update**

The Building Safety Department is updating its inspection request process to improve scheduling efficiency and service reliability. Inspection requests must now be submitted before 4 p.m. to be considered for next-day service. This change allows staff to properly schedule, route, and coordinate inspections, ensuring timely and safe service to our community.

#### **10. Owner Authorization for Private Provider**

In accordance with Florida Statute 553.791(2)(a), the property owner, also known as the “fee owner,” is the person or entity listed as the legal owner of the property. This owner must provide written authorization to use a private provider for inspection services, or for both plan review and inspection services. All permit applications that indicate the use of private provider services must include a copy of the notarized written authorization. An exception applies when the property owner is also the contractor. If the contractor is listed as the property owner on the property appraiser’s website and is also listed as the contractor on the permit application, a separate authorization is not required.

Questions regarding these policy updates may be directed to the Marion County

Building Department via email to [mcbuildingsafety@marionfl.org](mailto:mcbuildingsafety@marionfl.org) or via phone at (352) 438-2400.

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