



Town of Manalapan

Building Department • 600 South Ocean Blvd., Manalapan, Florida 33462
Website: <http://www.manalapan.org> • Phone: 561-585-9477 • Fax: 561-585-9498

GAS CHECKLIST FORM - (FBC 8th Edition 2023)

THE FOLLOWING INFORMATION & DOCUMENTS ARE REQUIRED FOR PERMIT PROCESSING

The Town of Manalapan Building utilizes a new all-digital platform called My Government Online (MGO). You must first create an account to submit permits and schedule inspections which can be done by visiting: MGOconnect.org

- Completed Building Permit Application
- Cost estimate on contractor letterhead. The cost estimate must include a description of the work and a breakdown of costs.
- Notice of Commencement, if applicable
- Legible and current copy of Survey (clearly showing where proposed work will be done)
- Riser Diagram for gas tank
- Piping Chart for gas line
- Provide engineered attachment details or tie down product approval per current FBC for gas tank

FEE SIMPLE TITLEHOLDER, BONDING COMPANY, ARCHITECT/ENGINEER AND MORTGAGE LENDER INFO IS REQUIRED WHEN THE AGGREGATE VALUE (TOTAL COST OF ALL IMPROVEMENTS & NOT JUST WORK AUTHORIZED BY THE INDIVIDUAL PERMIT) IS \$5,000 OR MORE (EXCEPT HVAC REPAIR /REPLACEMENT < \$15,000). PLEASE ADDRESS ALL ITEMS.

⁹
Fee Simple Titleholder's Name (If other than owner): _____

Fee Simple Titleholder's Address (If other than owner): _____

City: _____ **State:** _____ **Zip:** _____

Same as Owner

¹⁰
Bonding Company: _____

Bonding Company Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹¹
Architect/Engineer's Name: _____

Architect/Engineer's Name Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

¹²
Mortgage Lender's Name: _____

Mortgage Lender's Address: _____

City: _____ **State:** _____ **Zip:** _____

Not Applicable

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY 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.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$5,000 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$15,000), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

FOR APPLICATIONS SUBMITTED UNDER THE PRIVATE PROVIDER PROVISIONS OF F.S. SECTION 553.791, THIS APPLICATION IS NOT CONSIDERED COMPLETE OR SUFFICIENT FOR PURPOSES OF SUBMISSION TO THE BUILDING DEPARTMENT UNTIL THE APPLICANT SECURES ALL NECESSARY APPROVALS FROM OTHER DEPARTMENTS OR AGENCIES INCLUDING, BUT NOT LIMITED TO, PLANNING, ZONING, ENGINEERING, FIRE RESCUE, ENVIRONMENTAL, AND THE FLORIDA DEPARTMENT OF HEALTH.

OFFICE USE ONLY BELOW THIS LINE

¹³
CODE EDITION/NOTES: _____

¹⁴
USE (CHECK ONE):

1 & 2 FAMILY TOWNHOUSE CONDOMINIUM

MULTI-FAMILY COMMERCIAL INDUSTRIAL

AGRICULTURAL - BLDG CODE EXEMPT OTHER: _____

USE CHANGE: _____



TOWN OF MANALAPAN

600 South Ocean Boulevard, Manalapan, FL 33462
(561) 585-9477

CONSTRUCTION SITE MAINTENANCE

(refer to Construction Site Standards Sec. 152.110 of Town of Manalapan Code)

Construction Site Address; _____

Permit Number; _____

- No vehicles may be parked on the swale (public right-of-way)
- Any permission granted for off-site parking within the Town of Manalapan shall be provided in writing by the property owner and a copy received by Town Officials prior to parking off-site
- Contractor shall install a minimum six foot (6'-0") high temporary, fabric-lined chain link fence for the project per Town code Sec. 152.110. Please note: this fence may be required to be on all sides of the property
- Dumpsters must be covered and emptied when full and placed inside the fenced site
- Port-a-potties must be placed inside the fenced site and cannot be visible from the street
- No dirt piles shall be greater than six feet (6'-0") in height above the crown of the road
- All construction sites must be watered down daily or with more frequency as required OR covered in order to prevent dust and debris from escaping to adjacent properties
- Whenever possible/feasible, the Contractor shall notify adjacent property owners 24 hours in advance of any activity which is anticipated to create unusually loud noise, prolonged disturbance, or unusual occurrence (i.e... Demolition)
- Contractor shall contact Town Utilities at 561-586-3699 prior to starting work. Any damage including tampering, to water meter boxes, water meter box lids, and Town owned water lines shall be the responsibility of the Contractor.
- Meters should be visibly marked and kept clear of vehicles, building materials or dirt piles in order to facilitate meter readings and/or emergency shut offs

Contractor Signature; _____ Date _____

Instrument Prepared By:

Name: _____

Address: _____

PERMIT NUMBER: _____

STATE OF: _____

NOTICE OF COMMENCEMENT

TAX FOLIO NO.: _____

COUNTY OF: _____

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 of the property & street address, if available) **Legal Description:** _____

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** _____

3. **OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:**

a. Name and address: _____

b. Interest in property: _____

c. Name and address of fee simple titleholder (if different from Owner listed above): _____

4. a. **CONTRACTOR:** Name & Address _____

b. Phone number: _____

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Name and address: _____

b. Phone number: _____ c. Amount of bond: \$ _____

6. a. **LENDER:** Name and address: _____

b. Phone number: _____

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:

a. Name and address: _____

b. Phone numbers of designated persons: _____

8. a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

b. Phone number of person or entity designated by Owner: _____

9. Expiration date of notice of commencement (the expiration date will be 1 year after the date of recording unless a different date is specified): _____, 20____.

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 SITE OF THE IMPROVEMENT BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

(Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager)

(Print Name and Provide Signatory's Title/Office)

The foregoing instrument was acknowledged before me by means of _____ physical presence or sworn to (or affirmed) by _____ online notarization,
this _____ day of _____, 20____ by _____
(name of person)

as _____ for _____
(type of authority, e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

Notary

(Signature of Notary Public)
(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification Type of Identification Produced _____



AFFIDAVIT OF GAS PIPING TEST

This form must be completed in its entirety and posted on jobsite during the inspection before a Certificate of Occupancy/Completion, or final inspection can be issued:

Job Address: _____ Permit Number : _____

Job Name: _____ Date of Test _____

I, _____, am authorized to certify on behalf of
(Print Name)

_____ that on _____, 20____
(Company Name)

_____ (must be signed)
(Authorized Representative's Signature)

By signing above, I attest that the gas system was tested in accordance with the most recent version of the Florida Fuel Gas Code, Section 406. The test pressure is documented below.

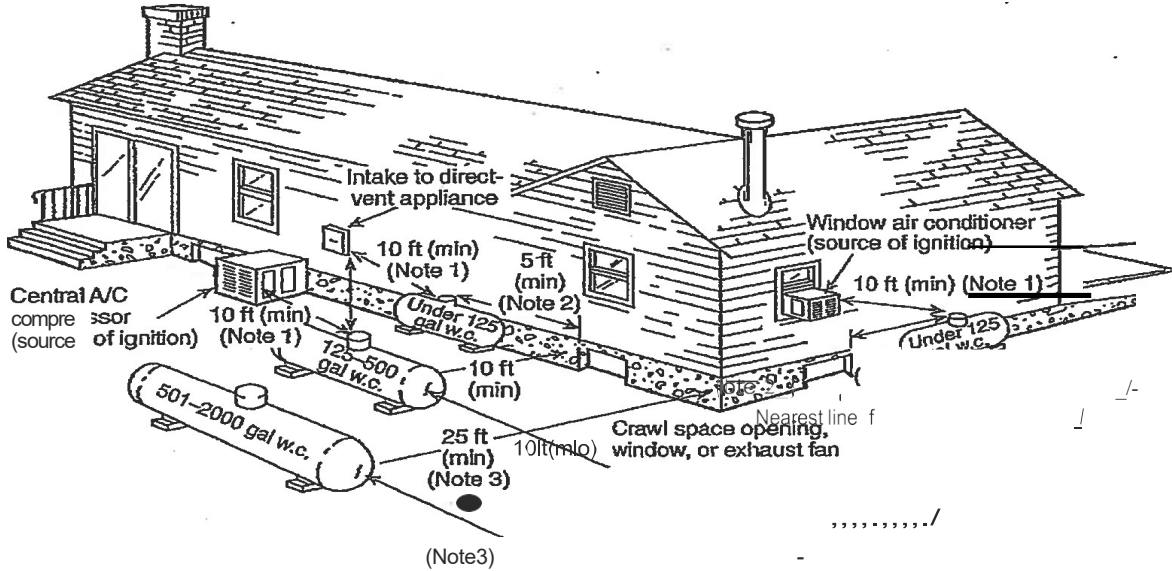
Time Started _____ AM or PM Start Pressure _____

Time Stopped _____ AM or PM End Pressure _____

This affidavit, the permit card, the approved plans, and other associated documents must be on the jobsite at the time of the final gas inspection.

Any questions regarding these requirements can be directed to the Building Official or Plumbing Inspector.

STANDARD FOR INSTALLATION OF PROPANE TANKS



For SI units, 1 ft = 0.3048 m

Note 1: Regardless of its size, any ASME container found on site must be located so that the filling connection and fixed maximum liquid level gauge are at least 10 ft from any external source of ignition (e.g., open flame, window A/C, compressor), intake to direct-vented gas appliance, or intake to a mechanical ventilation system. Refer to 6.3.9.

Note 2: Refer to 6.3.9.

Note 3: This distance may be reduced to no less than 10 ft for a single container of 1200 gal (4.5 m³) water capacity or less, provided such container is at least 25 ft from any other LP-Gas container of more than 125 gal (0.5 m³) water capacity. Refer to 6.3.3.

NFPA 58 Table 6.3.1 Separation distances between containers, important buildings and other properties.

Water Capacity per Container	Minimum Distances		
	Mounded or Underground Containers	Aboveground Containers ^b	Between Containers
Gallons	Feet	Feet	Feet
<125 ^a	10	0	0
125-250	10	10	0
251-500	10	10	3
501-2000	10	25	3
2001-30,000	50	50	5

Footnote a: Distances for mounded or underground tanks shall be measured from the pressure relief valve and the filling connection. No part of an underground ASME container shall be less than 10-ft from a building or property line that can be built upon. (NFPA 58 6.3.4)

Footnote b: The horizontal distance between the portion of a building that overhangs out of the building wall and an ASME container of 125 gallons or more shall comply with the following:

- (1) The horizontal distance shall be measured from a point determined by projecting the outside edge of the overhanging structure vertically downward to grade or other level upon which the container is installed.
- (2) This horizontal distance shall be at least 50% of the separation distance required in Table 6.3.1.
- (3) This requirement shall apply only when the overhang extends more than 5-ft. from the building.
- (4) This requirement shall not apply when the overhanging structure is 50-ft or more than the relief valve discharge outlet.
- (5) This requirement shall not apply to ASME containers, 2002 to 30,000 gallons, where the container distance from a building is in accordance with NFPA 58 6.24.2.

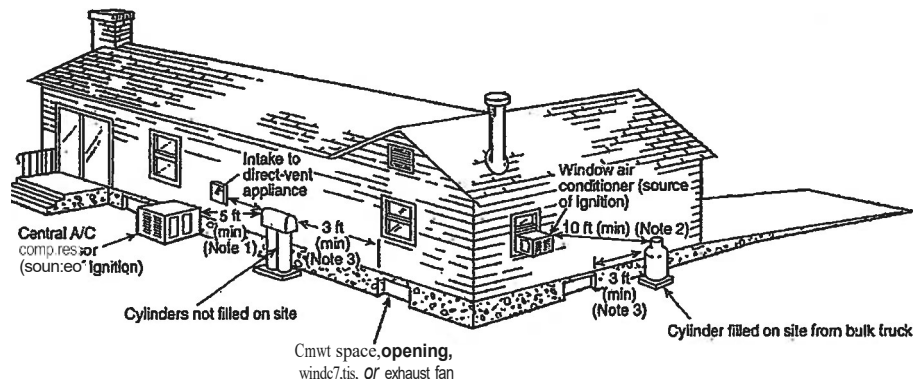
Footnote c: Access at the ends or sides of individual underground containers 125 gallons or more shall be provided in multi-container installations to facilitate working with cranes or hoists. (NFPA 58 6.3.11)

Footnote d: The distance measured horizontally from the point of discharge of a container pressure relief valve to any building opening below the level of such discharge shall be in accordance with Table 6.3.9. and fig-e 1.1(b). (NFPA 58 6.3.9)

Footnote e: Cylinders installed alongside of buildings shall be positioned so that the discharge from the cylinder pressure relief device is located as follows: (1) At least 3-ft horizontally away from any building opening that is below the level of such discharge. (2) At least 5-ft in any direction away from any exterior source of ignition, opening to direct-vent (sealed combustion system) appliances, or mechanical ventilation air intakes. Cylinders shall not be located and installed underneath a building unless the space is open to the atmosphere for 50% of its perimeter or more. The distance measured horizontally from any point of discharge of a container pressure relief valve to any building opening below the level of such discharge shall be in accordance with Table 6.3.9 and Figure I.1(b). (NFPA 58 6.3.7, 6.3.8, and 6.3.9)

ADDITIONAL REQUIREMENTS:

1. A building permit shall be required for the installation of any sized tank serving a fixed appliance within any structure.
2. All LP tanks shall be installed in accordance to NFPA 58 and the International Fire Code.
3. Weeds, grass, brush, trash and other combustible material shall be kept not less than 10-feet from LP tanks in any direction.
4. When exposed to probable vehicular damage due to proximity to driveways, parking areas, or alleys, LP containers, regulators and piping shall be protected.



For SI units, 1 ft=0.3048 m

Note 1: 5-ft minimum from relief valve in any direction away from any exterior source of ignition, openings into direct-vent appliances, or mechanical ventilation air intakes. Refer to 6.3.7.

Note 2: If the cylinder is filled on site from a bulk truck, the laying connection and vent valve must be at least 10 ft from any exterior source of ignition, openings into direct-vent appliances, or mechanical ventilation air intakes. Refer to 6.3.9.

Note 3: Refer to 6.3.7.