



CITY OF ANNA MARIA BUILDING DEPARTMENT

10005 Gulf Drive, P.O. Box 779,
Anna Maria, Florida 34216

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PILE DRIVEN FOUNDATION

Commercial & Residential Permit Package

1. **PERMIT APPLICATION** - The Building/Zoning applications must be completed and signed by the owner of the property or submission of the **CONTRACTOR/AGENT AUTHORIZATION FORM** owner authorizing the contractor or agent to sign for and obtain the Building Permit.
2. **INSURANCE** - Provide a certificate showing comprehensive general liability in the amount of \$1,500,000.00 for each occurrence, and aggregate and property damage in the amount of \$1,500,000.00 for each occurrence and the aggregate.
3. **SITE PLAN** - The applicant shall file a site plan showing the location of the property where the pile driving will take place. The site plan shall show the number of the holes and the diameter of the holes. The site plan shall also show all properties located within 300-feet of the property lines of the site where the vibratory pile driving will take place. The site plan shall identify the surrounding properties by owner's name and parcel identification number.
4. **STATEMENT** - The applicant shall submit in writing the purpose of the pile driving, the street address of the property where the pile driving activity will take place, and the time frames during which the vibratory pile driving will occur. Time frames may include a range of dates if the applicant is unable to state with specificity when the pile driving will occur.
5. **NOTIFICATION** - The applicant shall provide to the City by affidavit that the applicant has completed all required notification activities and has performed any requested inspections. May be submitted prior to start of activity.

City of Anna Maria
Pile Driven Foundation Notification Ordinance

Section 1. Intent. This ordinance is intended to supplement the Florida Building Code but is not intended to supersede or conflict with construction techniques authorized under the Florida Building Code.

Section 2. Definitions.

Applicant. An applicant is the person seeking a vibratory driven pile permit pursuant to this ordinance. An applicant must be a person authorized to pull the City of Anna Maria Building Permit, or their authorized representative.

Permittee A person who has been issued a permit under this ordinance.

Pile Driving. A driving, impact driving or hammer driving of a pile or similar object into the ground use to support or reinforce any structure or building including but not limited to treated timber piling, prestressed concrete piling, steel piling, driven test piling, concrete sheet piling, steel sheet piling, batter piles, anchor piles, dolphin piles, fender piles and guide piles.

Section 3. Permits Required. It shall be a violation of this ordinance for any person to install, construct, or erect on any site, pilings using a vibratory driven pile technique, without first obtaining a permit issued pursuant to this ordinance.

Section 4. Application. An application for a vibratory pile driving permit must be filed with the building department. The building official is hereby authorized to promulgate forms necessary to comply with this ordinance.

Requirements.

a. An applicant, as part of the application, shall provide the City an insurance certificate showing that the applicant carries comprehensive general liability in the amount of \$1,500,000.00 for each occurrence, and aggregate and property damage in the amount of \$1,500,000.00 for each occurrence and the aggregate.

b. Site Plan. The applicant shall file a site plan showing the location of the property where the vibratory pile driving will take place. The site plan shall the number of the holes and the diameter of the holes. The site plan shall also show all properties located within 300-feet of the property lines of the site where the vibratory pile driving will take place. The site plan shall identify the surrounding properties by owner's name and parcel identification number.

c. The applicant shall indicate on the application the purpose of the vibratory pile driving, the street address of the property where the pile driving activity will take place, and the time frames during which the vibratory pile driving will occur. Time frames may include a range of dates if the applicant is unable to state with specificity when the vibratory pile driving will occur.

d. The City Commission is hereby authorized to set an appropriate fee schedule for administering this permit process by resolution, from time to time.

Section 5. Exceptions.

- A. Piles smaller than 4" in diameter and length shorter than 6'
- B. Accessory Structures 120 square feet or smaller.
- C. Water/Jet Piles.
- D. Augured Piles
- E. Drilled and cast in place piles.

Section 6. Notice.

a. Permittees must provide notice of vibratory driven pile activity to all owners of properties located within 300-feet of the property line of the site where the vibratory driving pile activity will occur, if those properties contain structures larger than 120 square feet in size. Notice shall be provided by regular US mail, postage pre-paid, and addressed to the property owners as indicated by the records maintained by the Manatee County Tax Collector's Office. All mailed notices must be deposited in the U.S. Mail a minimum of 45 days prior to commencement of the vibratory driven pile activity. Notice which is properly addressed, with adequate postage, and deposited into the U.S. Mail within the time frame set forth herein shall be presumed delivered.

b. Hand delivery of notice may be used in lieu of mailed notice. Hand delivery notice must be given at least thirty (30) days prior to the commencement of the vibratory driven pile activity. Hand delivered notice shall be delivered to the property owners as indicated by the records maintained by the Manatee County Tax Collector's Office. Hand delivered notice must be provided personally to the owner. The applicant shall retain a receipt indicating the date and time the notice was hand delivered to each property owner. A hand delivered notice will not be considered completed if it is left on the property or with a person who is not the owner.

c. In cases where property is owned by two or more persons, proper notice to one owner shall be considered notice to all owners.

d. The notice must describe the vibratory driven pile activity which will take place as authorized by the permit. The notice shall include the dates and times, or a range of dates and times, when the vibratory driven pile activity is scheduled to occur. The notice shall include the address of the property where the vibratory driven pile activity will take place, a mailing address and telephone number that the property owners or their representatives, can use

to contact the applicant or to report issues or problems occurring as a result of the vibratory driven pile activity.

e. The property owners entitled to notice under this ordinance are also entitled to a pre-construction inspection of their structures and the required notice shall so state. The pre-construction inspection, if requested by a property owner, shall be provided by the applicant in accordance with this sub-paragraph. The pre-construction inspection must be conducted by a Florida registered civil engineer, structural engineer, or architect. The intent of the inspection is to document all visible interior and exterior defects observed at the structure prior to the vibratory driven pile activity taking place. The report shall state the date and location of the inspection, the name of the person performing the inspection, and include photographic or video documentation of the structures located on the inspected property with particular attention towards observed defects within the inspected structures. The inspection report shall be signed and sealed by the inspector and provided, without charge, to the property owner within 20-days of completing the inspection. A copy shall be provided to the City of Anna Maria building department at the same time.

f. Prior to the start of vibratory driven pile activity, the applicant shall provide to the City by affidavit that the applicant has completed all required notification activities and has performed any requested inspections.

Section 7. Warning Signs. Warning signs shall be erected on the property where the vibratory driven pile activity will take place. Warning signs will be erected at least five days, but no more than ten days, prior to the commencement of vibratory driven pile activity, and shall be maintained on the site until the vibratory driven pile activity has been completed.

a. Warning signs shall be a minimum of 24 inches x 24 inches, but may not exceed 30 inches x 30 inches in size. The top of the warning sign shall not exceed a height of 8 feet above grade.

b. The warning sign shall indicate at the top "Warning Vibratory Driven Pile Activity" in block letters that measure at least four (4) inches in height. The warning sign must also contain the following information in one and one-half (1 ½) inch block lettering:

- The dates and times when the vibratory driven pile activity is scheduled to occur.
- A name, address, and a telephone number of a contact person for questions and to report damage as a result of the vibratory pile driving activity.
- The name, address, and telephone number of the contractor performing the vibratory pile driving activity.

c. The warning sign must remain legible during the entire time they are posted at the property and shall be replaced if they are damaged and/or stolen.

d. Warning signs shall contain only the information required herein.

e. Warning signs shall be erected at the property line or property lines of the property where the vibratory driven pile activity will take place and angled to provide an unobstructed view of the signs from adjoining rights-of-way.

Section 8. Measurement and Recording. A properly calibrated continuance monitoring seismic instrument must be installed and maintained by the vibratory driven pile applicant. The instrument must be placed so as to record vibration amplitudes relative to the nearest structure not owned or controlled by the vibratory driven pile applicant up to a maximum of 300-feet from the activity. The applicant shall request permission of any property owner for permission to install the monitoring instrument prior to its installation. If the property owner refuses to permit the installation of the monitoring seismic instrument, the applicant shall install the monitoring seismic instrument at the property lines of the property where the vibratory driven pile activity is taking place.

a. Written records of instruments readings and corresponding records of the type of piles driven must be retained by the applicant for a period of least five years. Copies of these written records shall be submitted to the building department as a condition of receipt of the certificate of occupancy, or certificate of completion, or other similar completion of the construction activity.

Section 9. Claim Response. An applicant shall notify the City of any claims of damage alleged to have arisen from vibratory driven pile activity no later than seven days after the applicant has received notification of the claim.

Section 10. Suspension and Revocation. Should vibratory driven pile activity occur on a property in violation of this ordinance, including errors in the application process or the notice process, the building official is authorized to issue a stop work order and the applicant shall immediately cease vibratory driven pile activity on the property. The building official shall authorize resolution of work upon the satisfactory resolution of any violations.

a. An applicant may appeal any stop work order to the City Code Enforcement Board. In any such appeal, the actions of the building official shall be presumed valid. The applicant shall have the burden to show that the building official's actions were in error or not authorized by this ordinance. Such showing shall be through competent substantial evidence.

Section 11. Remedies and Penalties. Each violation of the provisions of this ordinance shall constitute a separate offense punishable as provided by law. In addition, the City may institute in a court of competent jurisdiction, an action to prevent, restrain, correct, or abate any violation of this ordinance through injunction, including mandatory injunction, or may utilize any other manner or remedy allowed by law.

a. This ordinance may be enforced by any person authorized to enforce the laws and regulations of the City of Anna Maria, including the City's Code Enforcement Officer. Additionally, the building official or the building official's authorized representative, is authorized to stop work at any

property where vibratory driven pile activity is taking place in violation of a lawfully authorized permit or for working without a permit. If work commences without a permit and an after the fact permit is requested, the City shall charge twice the usual permit fee for issuance of an after the fact permit. Additionally, the City shall charge a \$500.00 per day penalty for every day work has been done in violation of this ordinance.

Section 12. Effective Date. This ordinance shall be effective upon adoption by the City Commission and approval by the Mayor in accordance with the Charter of the City of Anna Maria.

Section 13. Severability. If any section, sub-section, paragraph, sentence, clause or phrase in this ordinance shall be held invalid by a court of competent jurisdiction, then such invalidity shall not effect the remaining portions hereof.