

# Notice Concerning County Permit Requirements

Dear High Point Resident,

**NO IMPROVEMENT MAY BE STARTED PRIOR TO APPROVAL FROM THE HIC COMMITTEE!!**  
**BEGINNING AN IMPROVEMENT BEFORE APPROVAL MAY RESULT IN REMOVAL OF THE**  
**PROJECT, AND FINES FOR EACH DAY OF NON-COMPLIANCE.**

Thank you for submitting an improvement form for your upcoming project. We appreciate you wanting to improve your home!

Please be aware – most exterior improvements require a project permit from Hernando County. Before beginning your project, please contact the Hernando County Building Division at 352-754-4050 to determine if your project requires a permit.

Hernando County does allow for what is called an Owner-Builder permit, if you have the ability to do the project yourself.

Landscaping does not usually require a County permit, but it's always worth checking just to be sure. **NOTE: Landscaping in the County right of way (usually first 12 feet from the curb) may not be more than 2 feet tall.**

Home painting, cleaning and maintenance items do not require permits at this time.

Hernando County randomly travels the county looking for violations and the penalties for beginning a project without the proper permits can be significant. Projects can be halted, or you may be asked to remove the project completely.

Thank you again for your interest in maintaining and improving your home. If you have any questions, please contact the High Point main office at 352-596-2397, and one of the Home Improvement Committee members will be in touch with you.

## Home Improvement Committee (HIC) Improvement Form Instructions (Orange Form)

1. Complete all sections of the Improvement form, sign and date where required. Please turn in to the HOA office at 8008 Baltic Street. Failure to complete the improvement form will delay the approval process.
2. Committee members will visit to confirm that any projects or structures fall within the setbacks and other requirements described in the covenants, and approve the next step of gathering permits (if needed) and any required engineered drawings.
3. Non-Structural projects that do not require County permits or engineered drawings may be approved during the first visit.
4. Please allow up to 30 days for the Improvement to be considered by the Home Improvement Committee. A committee member will notify the home owner of the approval or denial of an improvement.
5. Upon temporary approval, provide any required information (county permits, engineered drawings if applicable) to the HIC committee for consideration. If denied, the home owner may resubmit a form with necessary changes made.
6. HIC committee will review county permits and drawings to confirm they agree with the approved project.
7. Home owner will be notified within 30 days that the improvement may begin.
8. The Home Improvement Committee will be available to answer any questions related to the improvement form, please contact us if you have any concerns.

Rick Manseau 603-717-4484

Jack Sanders 315-521-6916

Bill Wilson 609-703-8319

Bob Strunk 615-663-0265

**Home Improvement Committee (HIC)**

**Request for Approval of Improvement or Additions**

ACCOUNT # \_\_\_\_\_

DATE SUBMITTED \_\_\_\_/\_\_\_\_/\_\_\_\_

(Please Print) NAME \_\_\_\_\_

HIGH POINT ADDRESS \_\_\_\_\_

PHONE NUMBER \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_

CONTRACTORS PHONE \_\_\_\_\_ FAX \_\_\_\_\_

**NOTE: Please contact Hernando County Building Division at 352-754-4050 to determine if your project requires a permit. Failing to obtain the proper permits and drawings will result in the project being halted by the County, fines assessed, and the removal of the improvement.**

**Please give a detailed explanation of your project below:**

On the back of this form, please provide a detailed drawing showing property lines, existing home, location of improvement, and all required setbacks and easements. 

**Will this project require a Hernando County Permit?**  
Yes: \_\_\_\_\_  
No: \_\_\_\_\_

**Improvement to be completed within 120 days of project approval**  
**Note: Fines may incur if project does not comply with plans received. Changes must be submitted for approval.**

**Signatures Required:** Committee members will visit to confirm that any projects or structures fall within the setbacks and other requirements described in the covenants.

**(Your signature allows us to go on your property for these purposes).**

Owner Signature \_\_\_\_\_ Date: \_\_\_\_\_

HIC Chairman/Co Chairman Plan Approval \_\_\_\_\_ Date: \_\_\_\_\_

HIC Member Plan Approval \_\_\_\_\_ Date: \_\_\_\_\_

Plan Approved:  Denied:  (Please check appropriate box)

Homeowner Notified: YES  NO

**FINAL APPROVAL – Completed according to plan** YES  NO

**COMMENTS:** \_\_\_\_\_

**Provide detailed drawing of improvement below  
(Include all existing structures, location of new improvement on  
property, and all setback distances to property lines)**

A large, empty rectangular box with a black border, intended for a detailed drawing of property improvements. The box is currently blank.