

## GENERAL GUIDELINES WHEN APPLYING FOR A COMMERCIAL PERMIT

This chart is provided as an informational guide. Other specific requirements may apply to your project.

Some of the requirements may not apply to your project. Staff can help you with specific questions.

	DRC Approval	Zoning Letter / Zoning Permit	Site Drawing (3)	Proof of Ownership	Permit Application / Owner Builder Affidavit	Notice of Commencement	Prime & Subcontractor List	Private Provider Documents / Threshold	Driveway Permit	Public Works Site Permit	FDOT Permit	SJRW Permit	Health Dept. or Utility Permit	Department Environmental Protection	Manufacturers' Specifications	Property Appraiser Form	Construction plans (3)	Energy Calculations (3)	ACCA Manual "N" & "D"	Product Approval Sheet	Floor/Roof Truss Drawings (2)	Life Safety Plans	Building Plans	Mechanical Plans	Electrical Plans	Plumbing Plans	Natural/LP gas Plans	FEMA Elevation Certificate	Floodplain Development Permit	Impact Fee	Hotel and Restaurant	Army Corp. Engineers	Department of AG		
	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31	32	33		
New Construction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		
New Modular Construction	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
New Addition	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
New Modular Addition	X	X	X	X	X	X	X	X		X	X	X	X	X	X		X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	X	
Level I Alteration				X	X	X	X	X							X		X						X						X						
Level II Alteration				X	X	X	X	X					X		X		X	X	X	X	X		X	X	X	X	X	X			X	X	X		
Level III Alteration	X	X	X	X	X	X	X	X		X	X	X	X		X		X	X	X	X	X		X	X	X	X	X	X			X	X	X		
Repair				X	X	X	X	X							X		X				X								X						
Pool / Spa / Hot Tub		X	X	X	X	X	X	X							X		X						X					X	X						
Marine Structures	X	X	X	X	X	X	X	X							X		X				X	X						X	X			X	X	X	
Windows / Doors				X	X	X	X	X							X		X	X			X														
Bulkhead / Retaining Wall		X	X	X	X	X	X	X							X		X				X			X				X	X			X			
Demolition				X	X	X	X	X								X																			
HVAC (heating & cooling new)				X	X	X	X	X							X		X	X	X					X			X	X	X						
HVAC (heating & cooling replaced)				X	X	X	X	X							X		X	X	X					X			X								
PLUMBING				X	X	X	X	X							X		X									X	X	X	X						
ELECTRICAL				X	X	X	X	X							X		X								X			X	X						
GAS – LP or NATURAL				X	X	X	X	X							X		X	X						X		X	X	X	X						
Site Work			X							X						?													X						

# Putnam County Building Department

## PERMITTING REQUIREMENTS FOR COMMERCIAL APPLICATIONS

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**Checklist:** (See detail below for each specific item)

- Zoning Letter / Zoning Approval
- Application For Building Permit
- Proof of Ownership (includes mobile homes)
- Notice of Commencement
- Site Drawing (3)
- Construction plans/drawings (3)
- Energy Calculations (3)
- ACCA Manual "J" and "D", or ASHRAE (2)
- Florida Product Approval Specification Sheet
- Engineered Roof / Floor Truss Drawings (2)
- Prime & Subcontractor List
- Driveway Permit
- Department of Health – Construction Permit (Septic) Utility Permit (Sewer/water)
- Manufacturers' Specification
- Property Appraiser Form
- Mobile Home Inspection (used)
- Mobile Home Set-up Sheet
- Permit Fees / Impact Fees
- FEMA Elevation Certificate

**Specific Instruction:** (For the application package)

Any person applying for a residential building permit must complete in entirety and submit the following documents as applicable to the project:

**1) ZONING LETTER / ZONING PERMIT:**

A Zoning Letter is issued by this office to provide the requestor with general information regarding a specific parcel of land. A Zoning Letter is not final approval for a proposed project.

A Zoning Permit (final approval for the proposed land use) is obtained through the Zoning Department of the jurisdiction where the work is to be performed (Putnam County, Pomona Park, or Interlachen).

**NOTE:** The Zoning Letter issued by this office will indicate if there is an Area of Special Flood Hazard on the subject parcel of land. All applicants are encouraged to provide an accurate survey of the subject parcel indicating the elevations, benchmarks, and flood zones as established by a licensed surveyor or design professional.

**2) APPLICATION FOR PERMIT:** (If the information does not apply, please mark "N/A" on the permit application.)

The application must be completed with all the applicable information including:

- Property owner name, address, phone, and mailing address.
- Jobsite address (city, state, and zip code), parcel #, subdivision, lot #.
- Mortgage lender and address.
- Directions to jobsite from Building Division office.

- o Description of the proposed work or improvements.
- o Square footage of proposed work.
- o Estimated construction valuation (cost) and building area (square footage).
- o Name of electric utility company. (FP&L, Clay Electric, etc.)
- o Contractor / Subcontractor List.
- o Notarized signature of property owner & contractor (as applicable).

Note: 1) Construction cost should not include site work.  
 2) Application must contain original signature(s).

- 3) **PROOF OF OWNERSHIP:** If the current owner is officially listed as owner with the Property Appraiser only a photo I.D. will be required. If the current owner is not listed a copy of the recorded deed is required.

***MOBILE HOME OWNERS MUST PROVIDE A COPY OF THE DMV TITLE OR OTHER PROOF OF OWNERSHIP.***

4) **NOTICE OF COMMENCEMENT:**

The Notice of Commencement **must be signed by the owner**, notarized, and recorded (in the Clerk of Circuit Court's Recording Department). Two (2) certified copies of the Notice of Commencement must be obtained from the Recording Department.

**Exceptions:** Notice of Commencement is not required for any construction work valued at \$2,500.00 or less, or HVAC work less than \$7,500.00.

Note: A certified copy of the Notice of Commencement must be submitted to the Building Department prior to scheduling the first inspection and one certified copy must be posted at the job site.

- 5) **SITE DRAWING:** Three (3) copies of the site plan, plot plan or property survey providing the following information:
- o Lot dimensions
  - o Arrow indicating the direction North
  - o Street or road location including name and 911 address
  - o Setback distances of all existing and proposed buildings (measured from the property lines)
  - o Location, length, and width of all recorded easements
  - o Show location of proposed driveway
  - o Show size, use, and description of all buildings on the property

Note: Footprint of new residence must be dimensioned and layout of home must match construction drawings.

6) **BUILDING CONSTRUCTION PLANS/DRAWINGS:** Three (3) sets of drawings:

For Specific Requirements See – Plan Review Requirements for Residential Construction

- o Drawings must be drawn to scale, legible, showing dimensions (1/4" scale is recommended).
- o Recommended drawing size 24" x 36", maximum size 30" x 42".
- o Drawings shall include:
  - o Foundation plans
  - o Floor plans
  - o Wall sections

- o Elevations
- o Mechanical (HVAC) Equipment
- o Electrical Equipment
- o Plumbing Fixtures & Equipment
- o Gas Equipment
- o Masonry details
- o Framing details
- o Roof / floor framing plan & truss design

Note: Detailed drawings are also required for a shed, open porch, screen porch, or room addition.

**Design must comply with the current edition Florida Building Code & meet one of the following:**

- o Signed and sealed by an engineer or architect (currently licensed in the state of Florida)
- o Certifications by contractors as allowed by F.S. 489.115(4) (b).
- o Prescriptive designs as approved by the Florida Building Code.

Note: If an architect is not required to design 1 & 2 Family Dwellings the designer's name, address, phone and license numbers must be clearly legible on all submitted sets of drawings.

**7) ENERGY CALCULATIONS:** (for heating/cooling on new construction, additions, or systems)

- o Two (2) sets of energy calculations plus one (1) copy of the cover page must be included.
- o All copies of energy calculation documents must have an original signature, all required information must be completed including address, permitting office (Putnam), jurisdiction number (641000), and climate zone (zone 2A).
- o EPL Card with address and contractor signature.

**8) ACCA MANUAL "J" OR ASHRAE LOAD CALCULATIONS:**

An HVAC load & sizing calculation shall be performed on the building and the summary sheet/report shall be attached to the Energy Calculation Forms submitted when application is made for a building permit.

**9) FLORIDA PRODUCT APPROVAL SPECIFICATION SHEET:**

A blank form is provided by this office for use by the applicant in providing the Product Approval Number and information required by the State of Florida for the following types of products: (1) Panel Walls; (2) Exterior Doors; (3) Roofing Products; (4) Skylights; (5) Windows; (6) Shutters; (7) Structural components; and (8) Products comprising a building's envelope introduced as a result of new technology.

For additional information see Product Approval section at – [www.floridabuilding.org](http://www.floridabuilding.org), or contact your supplier for the Florida Product Approval Number.

**10) ENGINEERED TRUSS PLANS:**

Two (2) sets must be provided, signed and sealed by the truss manufacturer for new construction and additions.

**Exception:** Signed and sealed manufactured truss drawings may be submitted after the permit is issued, provided that at the time of the application, the following design criteria is included in the set of construction drawings and are approved by the building official:

- o Roof framing plans showing location and designation of trusses.
- o Design loads and trusses diagrams.
- o Schedule, location, and designation of metal connectors for uplift.

**Note:** Approved truss drawings, reviewed by the designer of record, must be presented to the County inspector on the jobsite at time of inspection.

**11) CONTRACTOR INFORMATION:** (This information is also required for all subcontractors)

Name, license number, and signature must be shown on the Permit Application Form for all contractors issued a permit, including the sub-contractors. A Sub-Contractor Assignment Form may be used to add a sub-contractor. The prime contractor may indicate a sub-contractor is To Be Determined (TBD). The sub contractor will have to sign on to the permit prior to starting work. The permit fee is collected when the main permit is issued; however, the trade permit is not officially issued until the sub contractor is added to the permit.

**Note:** All contractors are required to have proof of licensure, liability insurance, workers compensation coverage or a valid exemption, and have documentation on file with the Building Department. If the license of any contractor or sub-contractor has expired, your permit application cannot be issued until the expired license has been updated with Contractor Licensing. For licensing information, please call the Licensing at (386) 329-0461.

**12) DRIVEWAY PERMIT:**

A Driveway Permit is required for all new construction, when developing or using vacant land, or when an existing driveway or entrance was not previously permitted and approved by Public Works. Contact FDOT at 904-825-5036 for accessing onto a state road.

**13) DEPARTMENT OF HEALTH – CONSTRUCTION PERMIT:**

A permit for Onsite Sewage Treatment and Disposal System must be issued by the State of Florida, Department of Health prior to issuance of a Building Permit. Please contact the Department of Health in Palatka at (386) 326-7189 for information.

**14) MANUFACTURERS' SPECIFICATIONS:**

When products required to have Florida Product Approval (item #9), and/or equipment and appliances are installed on a project the permit holder is required to have all manufacturer's specifications and installation guidelines on site and available to the inspector for the required inspection.

**15) PROPERTY APPRAISER FORM:**

When a used mobile home is placed or re-located within Putnam County the permit holder must complete a Mobile Home Identification Form as required by the Property Appraiser's office and the form must be submitted to this office.

When a mobile home is destroyed or demolished the owner must notify the Property Appraiser's office.

**16) MOBILE HOME INSPECTION:**

Used mobile homes placed or re-located within Putnam County are required to pass a habitability inspection prior to the approval to energize the mobile home. All dwellings must meet the minimum requirements of the 1994 Standard Housing Code. The mobile home permit includes this inspection and it is performed at the first inspection and prior to early power release.

**17) MOBILE HOME SET-UP SHEET:**

This is a standardized form provided by this office which must be completed by the mobile home installer.

**18) PERMIT FEE / IMPACT FEE:**

Permit Fees are based on the total square foot under roof, the construction type, and the building type, unless other specified in the current Fee Resolution.

Impact Fees have been suspended until February 2016.

**19) FEMA ELEVATION CERTIFICATE:**

When constructing in a Special Flood Hazard Area, a FEMA Elevation Certificate is required. This document must be completed by a Florida licensed surveyor, sealed and submitted to this office when the building is under construction and when construction is complete, but prior to the final inspection.

Under construction means prior to pouring the slab, at floor framing, or when a mobile home is set. You should not proceed with construction until the surveyor verifies the lowest level is at or above the minimum Design Flood Elevation and released to continue construction by the Building Official.

For more information regarding potential requirements for constructing in a Special Flood Hazard Area please contact this office.