

Development Permits

The Land Development Code requires a Development Permit (this includes building, plumbing, mechanical, electrical, gas, septic, sign permit, etc.) prior to the start of development activity in unincorporated Putnam County.

Construction or alterations for a single family dwelling, non-residential additions of 250 square feet or less, lot splits creating only 2 lots, and projects issued a final development order by this office may be presented to Planning & Development Services for permitting.

If your project type is not one mentioned above it needs to be reviewed by the Development Review Committee (DRC). Call (386) 329-0316 for info.

Development Review Committee

The Committee meets each month to conduct a development plan review for proposed Planned Urban Developments (PUDs), vesting applications, subdivisions plans, and other development proposals. The site plan may be reviewed by the following departments and agencies:

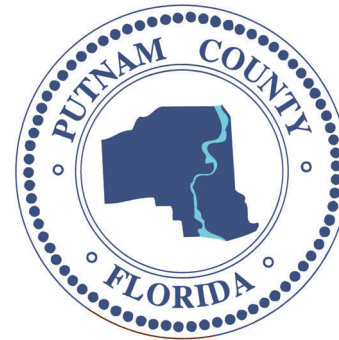
- Planning, Zoning and Building
- Public Works
- Sheriff
- Emergency Services
- Parks & Recreation
- Property Appraiser
- Health Department
- Putnam County School District
- County Forester
- Utility providers
- St. Johns River Water Management District
- Suwannee River Water Management District
- Florida Dept. of Transportation
- Florida Dept. of Environmental Protection
- Natural Resource Conservation Service
- Army Corp of Engineers

Important Phone Numbers

Building Division.....	386329--0307
Toll Free.....	800-432-0364
Contractor Licensing Information...	386-329-0461
Planning & Zoning.....	386-329-0316
Inspection Request (AIRS).....	386-326-3005
Health Department.....	386-326-3267
Public Works – Roads	386-329-0346
St. Johns River Water Management District.....	386-329-4500
Dept of Environmental Protection...	904-807-3300
Army Corp of Engineers.....	800-226-3545
Florida Power & Light.....	800-226-6543
Clay Electric of Palatka.....	386-328-1432
Clay Electric of Keystone.....	800-224-4917
Department of Business & Professional Regulation.	850-487-1395
Senior vs. Crime Project.....	321-449-0007
Better Business Bureau.....	904-721-2288
Putnam County Tax Collector.....	386-329-0282
Putnam County Property Appraiser.	386-329-0299
Division of Workers' Compensation.	800-742-2214
City of Crescent City	386-698-2525
City of Interlachen.....	386-684-3811
Town of Pomona Park.....	386-649-4902
Town of Welaka.....	386-467-9800
City of Palatka.....	386-329-0100

*Putnam County
Planning & Development Services*

A Citizen's Guide to Development in Putnam County



*Putnam County
Planning & Development Services*

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Email: pzb@putnam-fl.com
Website: www.putnam-fl.com

The Comprehensive Plan, the Land Development Code & the Florida Building Code.

When developing or improving real property the owner must comply with local land use requirements and the state building code. Local land use is regulated by the Putnam County Land Development Code (LDC), as adopted by the Board of County Commissioners based on the goals, objectives and policies established in the Putnam County Comprehensive Plan. Construction is governed by the Florida Building Code (FBC) mandated by the State Legislature through Florida Statute 553.

The Comprehensive Plan — Elements

1. Future Land Use
2. Traffic Circulation
3. Housing
4. Infrastructure
5. Conservation
6. Recreation & Open Space
7. Intergovernmental Coordination
8. Capital Improvements
9. Economic Development

The Land Development Code — Articles

1. General Requirements
2. Permitted Uses
3. Supplemental Uses
4. Overlay & Floating Zones
5. Facilities & Services
6. Resource Protections
7. Design & Improvement Standards
8. Sign Regulations
9. Vestings / Nonconformities / Variances
10. Development Agreements
11. Review & Enforcement Boards
12. Administration & Enforcement

The Florida Building Code

1. Building Code
2. Mechanical Code
3. Electrical Code
4. Plumbing Code
5. Fuel Gas Code
6. Residential Code
7. Existing Building Code

Development Permit and the Process

Once the proposed project has been released by DRC for technical review, or is exempt from DRC review, it may be presented to Planning & Development Services to begin the permitting approval process.

Follow this procedure to ensure a smooth permitting & inspection process:

- ◆ **Obtain a Zoning Letter** - this is public information provided by this office showing information about a specific parcel. The Zoning Letter will indicate the zoning designation, whether there is floodplain or wetlands on the parcel, and other information.
- ◆ **Health Department / Utility** - Contact your local water or sewer utility authority to obtain written approval to connect to their system. If service is not available in your area please contact the Putnam County Health Department at (386) 326-3267. They will need a copy of your Zoning Letter.
- ◆ **Prepare your permit application packet** — applications are available in our office and on our website. We provide many handouts to help you with the process. Accurate & complete application submittals will be required to ensure a speedy approval process. Please take the time to provide enough detail so we understand your proposed project.

- ◆ **Understand your site** — your Zoning Letter will indicate if there is a Special Flood Hazard Area or wetlands on your parcel. If wetlands are indicated you must contact the Florida Department of Environmental Protection at (904) 807-3300 for approval to build. If your parcel is in a Special Flood Hazard Area you must build outside of the designated area, if possible. If you are approved to build in the Flood Zone your building will have to be elevated one foot above the established base flood elevation & be designed to minimum flood standards.
- ◆ **Set-backs** — the Land Development Code, Article 7, provides for minimum distances that buildings & structures must be from other buildings & property lines. Your Zoning Letter will indicate set-backs from the sides, front, rear, corners, & water.
- ◆ **Site Plans** — you must provide an accurate site plan drawn to scale that shows ALL existing buildings & structures, well & septic locations, driveways & roads, set-backs, & ALL proposed development & construction. If you have a current survey please provide a copy w/ your submittal. If your survey is being used to establish Special Flood Hazard Areas it must be a sealed original.
- ◆ **Construction Plans** — the Florida Building Code requires two sets of construction plans to be submitted when applying for a building permit. Your plans must be drawn to scale with sufficient clarity & detail so we can determine if the design complies with the minimum requirements of the Code. Florida Law requires certain projects to be designed by an architect or engineer & others may be designed by qualified persons, including the owner of the property.

- ◆ **Building Permits** — State Law states it shall be unlawful for any person, firm, corporation, or governmental entity to construct, erect, alter, modify, repair, or demolish any building within this state without first obtaining a permit. Failure to obtain the required permit is a misdemeanor of the second degree.

A Building Permit is issued when all required approvals are received from the appropriate departments and agencies, and when the construction plans are released by the Plans Examiner. The permit is valid for 180 days and will stay active provided you receive an approved inspection within 180 days or granted an extension by the building official.

- ◆ **Required Inspections** — the Florida Building Code requires construction to be inspected prior to concealing the work or placing concrete. All permits must receive a final inspection when the project is completed. It is the permit holder's responsibility to notify this office when each phase of construction is ready for an inspection by calling (386) 326-3005. If the work is covered up or concealed without an approved inspection the permit holder will have to expose the work at their expense.
- ◆ **Certificate of Occupancy** — upon completion of new construction or a change of use, a Certificate of Occupancy (CO) is issued. It is unlawful to occupy a building until a CO is issued by the building official.
- ◆ **Certificate of Completion** — the permit holder may request a Certificate of Completion for shell buildings or permits not requiring a CO.

- ◆ **Owner / Builders** — Florida Statute requires a licensed contractor when performing work regulated by the Florida Building Code. However, owners of property when the proposed work is for their own use may apply for an exemption and obtain an Owner / Builder Permit. The owner / builder is responsible for the project and may only sub-contract with licensed contractors. Violation of the law may result in the owner being fined up to \$5,000.00.
- ◆ **Notice of Commencement** — before construction begins, the property owner is required to file a "notice of commencement" (a specific form required under the law). The form is available in our office and on our website. Once complete, this document must be recorded with the clerk of courts and a certified copy must be posted on the job site.

Failure to record a NOC or completing a notice with incorrect information can contribute to causing the property owner to pay twice for the work or material.

Additional information is available in our office and on our website. Staff is available to answer your questions and assist you with your project.

Unlicensed contractors and unpermitted work can cost the owner double fees, penalties, and fines.

Be Smart — Be Informed