

Residential

Work Requiring a Building Permit

- New Construction, Additions, Remodeling, & Change of Use.
- Any Structure in Special Flood Hazard Area.
- Boat Houses.
- Bulkheads/Retaining Wall (over 2 ft. in ht.)
- Adding / Replacing Windows or Doors.
- Roofing and Siding.
- Stucco on Wood Framed Buildings
- Pools 24" deep or more

ELECTRICAL

- Service Change-outs and Upgrades
- Replacing Electrical Systems or Wiring
- Adding New Wiring, Fixtures or Devices

MECHANICAL

- Replacing AC / Heat Pumps / Furnaces
- Adding New Mechanical Systems

PLUMBING

- Replacing Water Heaters
- Replacing Piping, Tubs or Showers
- Adding New Plumbing Fixtures or Piping

GAS

- Adding New Gas Appliances or Piping
- Replacing piping

Emergency Repairs

Emergency Repairs are allowed prior to the issuance of a permit. Application for the required permit must be made on the following business day and all work must comply with the Florida Building Code.



Planning & Development Services

P.O. Box 1486, Palatka, FL 32177
Phone: 386-329-0491
Fax: 386-329-1213

Commercial / Industrial Work Requiring a Building Permit

Constructing, adding, altering, repairing, relocating, moving or demolishing a structure, building or building systems. Permits and inspections are required for, but not limited to, the following:

- New Construction, Additions, Remodeling, Change of Use.
- Tenant Build-outs
- Accessory Buildings and Structures.
- Grading / Fill Work / Dredging.
- Accessible Routes or Parking (ADA).
- Commercial Docks & Boat Houses.
- Bulkheads/Retaining Wall.
- Replace/Add Windows or Doors.
- Replace/Add Electrical Systems, Wiring or Equipment.
- Replace/Add HVAC / Mechanical Systems.
- Replace/Add Plumbing Systems / Equipment / Piping.
- Replace/Add Gas Appliances or Piping.
- Tents 120 sq. ft. or greater.

Exception – When repairing or maintaining less than 10% of non-structural elements of a building or structure, such as: roof repairs, exterior cladding repair, interior wall and ceiling repair.

Email: pzb@putnam-fl.gov

This brochure contains general information regarding requirements for permitting work regulated by the Florida Building Code.

It is the responsibility of each owner and/or contractor to comply with the applicable requirements for permitting and inspections. Please call our office if you have specific questions regarding your proposed project.

When is a Permit Required?

Putnam County
Planning and Development Services

2509 Crill Avenue, Suite 300

Palatka, Florida 32177

(386) 329-0307



Work Requiring A Zoning Permit

Homeowners of Single Family Dwellings when for their own use or occupancy may perform code compliant construction for the following work without a permit or an inspection per Putnam County Amendments Section 8-21.

- Detached Residential Accessory Buildings such as: sheds, gazebos, or similar buildings 150 square feet or less with a maximum height of 12 feet (excludes aluminum and marine structures).
- Residential Wood Decks no greater than 150 square feet, between 15 ½ - 29 ½" above the finished grade and do not support a hot tub, spa or pool; and wood decks of any size providing the deck is no more than 15 ½" above the finished grade at any point.
- Manufactured Storage sheds (DCA) 150 square feet or less.
- Covered Entry Porch not exceeding 36 sq. feet and must be independent of the main use structure on HUD home



Work NOT Requiring A Building or Zoning Permit

Homeowners or Licensed Contractors may perform code compliant construction for the following work without a permit or an inspection providing the work complies with Putnam County Zoning requirements:

Building:

- Exterior concrete, sidewalks, driveways, patios or slabs—contact the Planning and Zoning Department
- Repair of residential roof covering within any 12-month period not exceeding 25% of total roof area.
- Repair of residential exterior wall covering within any 12 month period not exceeding 25% of total exterior area.
- Repair of residential interior ceiling and wall covering within any 12 month period not exceeding 25% of total interior area.

Electrical:

- Replacing of residential light fixtures, ceiling fans, outlets, receptacles, or other similar devices.

Gas:

- Portable heating appliance
- Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

Mechanical:

- Portable heating appliance.
- Portable ventilation equipment.
- Portable cooling unit.
- Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
- Replacement of any part that does not alter its approval or make it unsafe.
- Portable evaporative cooler
- Self-contained refrigeration system containing 10 pounds (5 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
- The installation, replacement, removal of metering of any load management control device.

Plumbing:

- Replacing of sinks, vanity, toilets or other fixture on the discharge side of the shut-off valve not requiring additional piping, drains or vents.
- Stopping leaks, providing no alteration, replacement, or reconfiguration of existing piping, valves, drains or vents is done or is required to be done.
- Clearing of drains, providing repair being performed does not require replacement, alteration or reconfiguration of existing pipes, vents or cleanouts.

