

# APPLICATION FOR RESIDENTIAL CONSTRUCTION

**Jefferson County Building Department** 

445 W. Palmer Mill Road Monticello, FL 32344

Phone: 850-342-0223 <> Fax: 850-342-0225

# RESIDENTIAL PERMITTING JEFFERSON COUNTY / CITY OF MONTICELLO

#### **Welcome to Jefferson County**

We look forward to assisting you with the permitting process. Included in this package are forms and information regarding the requirements for issuing permits for residential construction.

Enclosed is the application form. This form will provide us with necessary information and includes a list of requirements we will need from you to complete the review.

Your submission will be first reviewed by the Planning Department. They will make sure your project meets current land development code(s) for setback requirements, proper zoning, flood plain, wetland and land use. The Planning Department also handles issuing new addresses and driveway permitting. Driveway/culvert piping are inspected for compliance and must be approved by the Jefferson County Road Department. (*Private roads are exempted from driveway permitting*). A Development Permit will be issued once address, development, driveway, and County Impact fees have been paid.

Once the Development Permit has been issued the Department of Health will release the projects Septic Tank Permit. When you have the Septic Tank Permit your construction application will be reviewed for Florida Building Code(s) compliance by the Building Department. Fees for the project will be assessed after review has been completed and any changes if any are noted.

(If your project is within the City Limits of Monticello or utilize city services, you will need to submit proof of sewage and water are available and approved by the City for your site.)

Contractors and subcontractors are required to pay and sign their respective permits separately.

<u>Please note: We do not currently accept credit/debit cards. Payment for permits can be made by check or cash.</u>
<u>Please make checks payable to the Jefferson County Board of County Commissioners.</u>

If you have any questions regarding any of the forms or the process for development or construction permitting, please do not hesitate to contact our office for assistance. 850-342-0223

We look forward to helping you achieve your American Dream and build a new home to our Community.

#### Jefferson County / City of Monticello Building Department 445 W Palmer Mill Road Monticello, FL 32344

#### RESIDENTIAL PERMIT APPLICATION

Date:/	/(sub	omittal date	e)					
Owner:								
Addross:	Last			First		M.I.		
Audi ess	Street			State	Zip Code	Phone		
Address/Site of	Construction:							
Nature of Work	at the Address/Site	::						
Please Circle You	ur Public Utility Con	npany:	DUKE Energ	y Tri Cou	nty Electric	Talquin Electric		
Email:				Parcel	ID #			
Contractor:				License Number:		WC □ GL □		
Address:								
		City			Zip Code	e Phone		
Agent/Dealer:			(If App	olicable) <b>pleas</b> e	e provide a no	tarized Letter of Authorization		
Address:								
	Street	City		State	Zip Code	Phone		
	ruction	_ Addition		Renovation	Re	pair		
Heated	Square Ft	Un-Hea	nted Square F	t. \$		Total Valuation of Job		
<u>FOR</u>	NEW CONSTRUCT			<mark>ROJECTS, PLE</mark>	ASE PROVID	E THE FOLLOWING		
☐ Sets of Plan				☐ Site Plans (2 Plans)				
□ Truss Packa	<del></del>			□ Florida Energy Form (2 copies)				
□ Wind Load (2 copies)				□ Warranty Deed				
☐ Soil Test (2 Copies) (Foundation if Plan Required)				□ Notice of Commencement (MUST BE FILED AND SUBMITTED WITH APPLICATION)				
□ Driveway Permit				Development Permit (Required to get Septic				
☐ Benchmark Certificate (if applicable)			Approval)  □ Septic Approval (MUST BE SUBMITTED AT TIME					
Denominary certificate (if applicable)			OF APPLICATION)					
Sub-Contractor	rs: (Required to Pւ	ull Their O	wn Permits)					
Electrical:						<del></del>		
Mechanical:	Name		Licer	nse Number		Phone Number		
	Name		Lice	nse Number	·	Phone Number		
Plumbing:	Name	<del></del>	Lice	nse Number	<del></del>	Phone Number		

**INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED** 

THIS	INSTRUMENT PREPARED BY:				
	<u>N</u>	OTICE OF COM	<u>MMENCEM</u>	<u>ENT</u>	
TO WH	HOM IT MAY CONCERN:				
	UNDERSIGNED HEREBY INFORMS YOU THAT RDANCE WITH SECTION 713.13, FLORIDA STAT				PROPERTY AND IN
1.	DESCRIPTION OF PROPERTY:				
2.	GENERAL DESCRIPTION OF IMPROVEMENT	i:			
3.	NAME AND ADDRESS OF OWNER:				
4.	OWNER'S INTEREST IN THE SITE OF IMPRO	VEMENT:			
5.	NAME AND ADDRESS OF THE FEE SIMPLE 1	TITLE HOLDER (IF	F OTHER TH	N THE OWNER):	
6.	NAME AND ADDRESS OF CONTRACTOR:				
7.	NAME AND ADDRESS OF LENDER MAKING	A LOAN FOR COI	NSTRUCTION	OF IMPROVEMENT:	
8.	NAME AND ADDRESS OF PERSON WITHIN T DOCUMENTS MAY BE SERVED:	HE STATE OF FL	ORIDA DESI	GNATED BY OWNER UPON WHOM	NOTICES, OR OTHER
9.	IN ADDITION TO HIMSELF, OWNER DESIGNATION PROVIDED IN SECTION 713.06(2)(b), FLORID		WING PERSO	ON TO RECEIVE A COPY OF THE L	IENOR'S NOTICE AS
10.	THE EXPIRATION DATE OF THIS NOTICE OF	COMMENCEMEN	NT IS ONE (1)	YEAR FROM THE RECORDING DA	TE HEREOF.
SIGNA	TURE	DATE			
COLIN.	E OF TY OF				
Signed	before me thisday of	20	, by		
PRESE	DNALLY KNOWN: ENTED IDENTIFICATION: IFICATION PROVIDED:				
SIGNA	TURE OF NOTARY			(SEAL)	

#### **ACKNOWLEDGEMENTS**

#### (TO BE SIGNED BY THE PROPERTY OWNER)

#### **DEED RESTRICTIONS AND COVENANTS**

Applicants should be aware that Deed Restrictions or Covenants are a private civil issue. They are not enforced or reviewed by the county. Prior to pursuing a building permit, applicants should be aware of any such restrictions that may apply to their property.

ACKNOWLEDGED

BY:	_ DATE:	
(Property Owner)		
ACCES	S TO PROPE	ERTY
By submitting this application, I am providi inspect, at reasonable times, the property compliance with applicable codes as specif requires entry into a private residence, no	and work re ied by Jeffer	equired under any permit issued, for erson County. Unless the inspection
ACKNOWLEDGED		
BY:(Property Owner)	_ DATE:	
STATE OFCOUNTY OF		
The foregoing was singed before me this by PERSONALLY KNOWN: PRESENTED IDENTIFICATION: IDENTIFICATION PROVIDED:		20
Notary Public		(Seal)

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### **Construction Debris Disposal**

Owner:	
Project Location Physical Address:	
Construction debris generated at the above project will be disposed of as follows:	
Construction debris may not be placed in or around any county/city dumpster not exconstruction use.	plicitly intended for
Contractor signature:	