



# **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.

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

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.



**THIS INSTRUMENT PREPARED BY:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**NOTICE OF COMMENCEMENT**

**TO WHOM IT MAY CONCERN:**

**THE UNDERSIGNED HEREBY INFORMS YOU THAT IMPROVEMENTS WILL BE MADE TO THE CERTAIN REAL PROPERTY AND IN ACCORDANCE WITH SECTION 713.13, FLORIDA STATUTES, THE FOLLOWING IS STATED IN THIS NOTICE:**

1. **DESCRIPTION OF PROPERTY:**
  
2. **GENERAL DESCRIPTION OF IMPROVEMENT:**
  
3. **NAME AND ADDRESS OF OWNER:**
  
4. **OWNER'S INTEREST IN THE SITE OF IMPROVEMENT:**
  
5. **NAME AND ADDRESS OF THE FEE SIMPLE TITLE HOLDER (IF OTHER THAN THE OWNER):**
  
6. **NAME AND ADDRESS OF CONTRACTOR:**
  
7. **NAME AND ADDRESS OF LENDER MAKING A LOAN FOR CONSTRUCTION OF IMPROVEMENT:**
  
8. **NAME AND ADDRESS OF PERSON WITHIN THE STATE OF FLORIDA DESIGNATED BY OWNER UPON WHOM NOTICES, OR OTHER DOCUMENTS MAY BE SERVED:**
  
9. **IN ADDITION TO HIMSELF, OWNER DESIGNATES THE FOLLOWING PERSON TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.06(2)(b), FLORIDA STATUTES:**
  
10. **THE EXPIRATION DATE OF THIS NOTICE OF COMMENCEMENT IS ONE (1) YEAR FROM THE RECORDING DATE HEREOF.**

\_\_\_\_\_  
**SIGNATURE** **DATE**

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Signed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by

\_\_\_\_\_  
PERSONALLY KNOWN: \_\_\_\_\_  
PRESENTED IDENTIFICATION: \_\_\_\_\_  
IDENTIFICATION PROVIDED: \_\_\_\_\_

\_\_\_\_\_  
**SIGNATURE 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:** \_\_\_\_\_

**ACCESS TO PROPERTY**

By submitting this application, I am providing permission for Jefferson County personnel to inspect, at reasonable times, the property and work required under any permit issued, for compliance with applicable codes as specified by Jefferson County. Unless the inspection requires entry into a private residence, no further permission will be required.

**ACKNOWLEDGED**

**BY:** \_\_\_\_\_ **DATE:** \_\_\_\_\_

**STATE OF** \_\_\_\_\_

**COUNTY OF** \_\_\_\_\_

The foregoing was signed before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_  
by \_\_\_\_\_

**PERSONALLY KNOWN:** \_\_\_\_\_

**PRESENTED IDENTIFICATION:** \_\_\_\_\_

**IDENTIFICATION PROVIDED:** \_\_\_\_\_

\_\_\_\_\_  
Notary Public

(Seal)

**Jefferson County / City of Monticello  
Building Department  
445 W palmer Mill Road  
Monticello, FL 32344**

**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 explicitly intended for construction use.**

**Contractor signature:** \_\_\_\_\_

## **Jefferson Contacts for Site Evaluations (SEPTIC)**

### **Master Contractors**

- 1. Rocky Ford #386-497-2311**
- 2. WB Crotty #386-984-5128**

### **Private Soil Evaluators**

- 1. Aine Ryan #850-559-2523**
- 2. Paul Lloyd #386-961-1007**
- 3. Jeff Hardy #352-949-0592**
- 4. Rich Bray #850-445-5300**

### **TRUSS COMPANIES**

- 1. BIG BEND ROOF TRUSSES INC #850-539-5351**
- 2. SEMINOLE TRUSSES INC #850-575-0102**

### **SOIL BORINGS**

- 1. SOUTHEAST GEOGROUP #850-222-7645**
- 2. ALPHA GEOTECHNICAL AND TESTING SERVICES INC #850-514-4171**