APPLICATION FOR
RESIDENTIAL CONSTRUCTION

Jefferson County Building & Planning 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 needed 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 review the projects Septic Tank for permitting. During the Septic Tank Permitting process 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. The Building Permit will be issued only after receiving the Septic Tank approval.

*(If your project is within the City Limits of Monticello or utilize city services, you will need to submit proof that sewage and potable 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 your project is located in a recognized Historical District special reviews and construction conditions may affect your project and job scope.*

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 in our Community.
Jefferson County / City of Monticello
Building Department
445 W Palmer Mill Road
Monticello, FL 32344
RESIDENTIAL PERMIT APPLICATION

Date: ____/_____/______ (submittal date)

Owner: ___________________________ Last ___________________________ First __________ M.I. __________

Address: __________________________________________ Street City State Zip Code Phone

Address/Site of Construction: _______________________________________________________________

Nature of Work at the Address/Site: _______________________________________________________

Please Circle Your Public Utility Company: Duke Energy Tri County Electric Talquin Electric

Parcel ID #_________________________ Land Use: __________________ FEMA Map/Zone: __________

Contractor: __________________________________________ License Number: ___________________

Address: __________________________________________ Street City State Zip Code Phone

Agent/Dealer: __________________________________________ (If Applicable) please provide a notarized Letter of Authorization

Address: __________________________________________ Street City State Zip Code Phone

_____ New Construction  _____ Addition  _____ Renovation  _____ Repair

_____ Heated Square Ft.  _____ Un-Heated Square Ft.  $_____________________ Total Valuation of Job

FOR NEW CONSTRUCTION AND ADDITION PROJECTS, PLEASE PROVIDE THE FOLLOWING

☐ Sets of Plans (2 copies) ☐ Site Plans (2 Plans)
☐ Truss Package (2 copies) ☐ Florida Energy Form (2 copies)
☐ Wind Load (2 copies) ☐ Warranty Deed
☐ Soil Test (2 Copies) (Foundation if Plan Required) ☐ Notice of Commencement
☐ Driveway Permit

Sub-Contractors: (Required to Pull Their Own Permits)

Electrical: ___________________________ Name ___________________________ License Number __________ Phone Number __________

Mechanical: ___________________________ Name ___________________________ License Number __________ Phone Number __________

Plumbing: ___________________________ Name ___________________________ License Number __________ Phone Number __________

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED
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 LEINOR’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 FLORIDA
COUNTY OF JEFFERSON

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)
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: ____________________________________________
Approved Planning Department Development Permit #________________

The permit fee is: $53.99 <> Submittal Date: ____/____/_____

Make checks payable to: Jefferson County Board of County Commissioners

An owner shall obtain a permit from the State of Florida Department of Transportation (or the designated representative thereof) for any vehicular access connection to a State road.

All new road or driveway connections to a County-maintained road shall be required to obtain a Jefferson County Driveway Connection Permit. This process will ensure that the Road Department:

1. Is aware of all vehicular connections to the County-maintained roadway system;
2. Will determine if a culvert will be required at the connection to the County Road to ensure the continued function of the County Road drainage system;
3. If a culvert needs to be installed, the inspector will indicate the pipe diameter and length. Upon completion, the inspector shall inspect and indicate the culvert was installed correctly. (At least 24 hours prior to the inspector’s anticipated arrival, the owner shall request the Road Department Final Inspection upon completion of the culvert installation.)

**Driveway Connection Permits Are Not Required For:**

- Driveway Connections to a private road.
- Existing driveways on County roads for additions to existing residential or non-residential primary structures and/or Accessory structures.
- Existing driveways converted to private roads due to placing additional permitted residences on a parcel.

**REQUIRED INFORMATION:**

Owner Name: ________________________________

Current Mailing Address: __________________________________________________________

City: __________________ State: ______________

Driveway 911 Address: ________________________________

Parcel ID #: ___________________________ Email: __________________________

Phone #: __________________ Name of County road: __________________________

Purpose of driveway (CHECK ONE): ___ Residential, ___ Commercial, ___ Development

If a new Development/Driveway, approved name of new road: _________________________

1. Stake the middle of proposed driveway with the white flagging material as an indicator for the inspector.
2. Draw or attach a simple location map to indicate the location of the driveway and place green 911 plaque in view.
3. Submit Pages 1, 2, & 6 (if required) to the Planning Dept. for forwarding to the Road Dept.
AGENT AUTHORIZATION FORM

Date: _________________

To: Jefferson County Road Department

Property legal description: (Please attach copy of deed)

By signing below, we, the owners of above property, do hereby grant permission to _____________________________ to obtain the necessary permit for a driveway from the Jefferson County Road Department prior to the day of closing.

Phone number to reach owners _____________________________

Signature _____________________________

Signed before me this ____________ day of _________________ 20____, by ____________________________________________

PERSONALLY KNOWN: _____
PRESENTED IDENTIFICATION: _____
IDENTIFICATION PROVIDED: _____________________________

____________________________________
SIGNATURE OF NOTARY (SEAL)
1. All driveways or roads entering a County road right of way shall have a driveway culvert installed when necessary to facilitate roadway drainage.

2. The driveway connection shall slope away from the roadway edge at a minimum grade of 2% from the edge of the road pavement to the centerline of the culvert pipe to ensure runoff from the driveway will not cross the County maintained road. Property owner may be required to install slotted pipe to prevent storm water draining into County roadway.

3. The Road Department Superintendent or his representative shall determine the appropriate pipe diameter and flow line of the new driveway culvert.

4. The overall pipe length shall be at least the driveway width plus the length required to provide for mitered end sections with 4:1 slope is required unless a variance is granted by written permission from the Road Superintendent.

5. The pipe material shall be reinforced concrete, galvanized or ADS Double Wall Pipe.

6. A property owner or private contractor are to install driveway culverts:
   a. A valid permit must be issued.
   b. The property owner or the contractor will supply the pipe specified by the Road Superintendent or his representative.
   c. The property owner pays all costs.

7. The pipe shall be backfilled with clean fill dirt.

8. Driveway connections that connect to a paved road shall be required to pave the apron with a stabilized rock surface. The driveway apron is the area between the edge of the road surface and the right of way or 30’ from the road centerline on County maintained roads where there is no defined right of way boundary.

9. NOTE: The Road Superintendent must be called to inspect the installation before the property owner or contractor can backfill the trench. Failure to have the installation inspected prior to backfilling may result in the Road Department removing the driveway culvert.

10. Driveways connecting to County roads shall follow the most current standards depicted in FDOT INDEX 273 – SIDE DRAIN MITERED END SECTIONS, which can be found online at http://www.fdot.gov/roadway/DS/18/IDx/00273.pdf
## 911 ADDRESS

### Staff Use Only

<table>
<thead>
<tr>
<th>911 Address # assigned:</th>
<th>Date Addressed:</th>
<th>Faxed to JCSO:</th>
<th>Plaque Delivered:</th>
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A new 911 address will be assigned when requested; however, all 911 addresses are based upon the measured location of the center of the driveway access point to the property. Driveway connections to any public or private road that provide access to a residence shall be required to obtain a Jefferson County 911 address.

**NOTE:** When an existing driveway becomes the access point for a third residence, the 911 address for new residences will be based on driveway locations on the new private road. The proposed road name shall be approved by the Planning Official in accordance with **Section 10-135** of the Jefferson County Code. Please refer to **Jefferson County Code Sec. 10-138.** - Posting of numbers for information regarding the type, care, and placement of 911 address signage.

The 911 Address Fee for a new number is **$30.00**. Date Paid: ______________ Staff initial: _______

Make checks payable to: Jefferson County Board of County Commissioners

### REQUIRED INFORMATION:

**Owner Name:**

**Current Address:**

City: __________________________ State: ___________ Zip Code: ___________

### PROPOSED ADDRESS SITE:

**Parcel Tax ID #:** __________________________ **Phone #:** __________________________

**Name of Public or Private Road for new address:** __________________________

### E - 911 INFORMATION

**If renting, name/phone # of landlord:** __________________________

**FULL NAME OF PERSON(S) LIVING AT ASSIGNED ADDRESS:**

______________________________

______________________________

______________________________

**TELEPHONE NUMBER(S) AT THIS ADDRESS:**

**PHONE NUMBER**

**NAME ASSIGNED TO PHONE:**

______________________________

______________________________

______________________________

Please list a contact person, other than those living at this address, in case of emergency (relative, friend) or if a business and an after-hour telephone number __________________________

**ELECTRIC CO.:** __________________________ **GAS/PROPANE COMPANY:** __________________________

Do you have an automatic or locked gate? YES ____ NO ____

What is the entry code? ________________ If locked, how can emergency personal gain entry? ________________

Is your home equipped with an alarm or life line? YES ____ NO ____

**Name and phone number of service provider:** __________________________

**Contact person and phone number(s):** __________________________

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Fill out completely, accurately and return or fax to Jefferson County Planning Department. **DO NOT MAIL IN.**
E-911 - OPTIONAL ADDITIONAL INFORMATION

This information could be critical to you and emergency service personal. Only Emergency Services will have this information. Please list anyone in the house hold that uses oxygen, a breathing machine, or is an insulin dependent diabetic, or has any other medical problems that might rely on electricity (this is primarily in case of long-term power outages).

Please list any special medical conditions, allergies, or other information for all those who normally occupy the residence, including service animals, pets, guard dogs, or other animals (animal control folks can be dispatched to assist with animals for safety of all), as well as any elevators or basements, or any other special conditions that could be critical for a first responder to know.

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Return sheet to the E 911 issuing office
Jefferson County Planning Department
445 West Palmer Mill Road
Monticello, FL 32344

Office hours are Monday, through Friday 8:00 AM – 5:00 PM. Excluding Holidays
Telephone number 850-342-0223 - Fax Number 850-342-0225