



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 ADDTION PROJECTS, PLEASE PROVIDE THE FOLLOWING

<input type="checkbox"/> Sets of Plans (2 copies)	<input type="checkbox"/> Site Plans (2 Plans)
<input type="checkbox"/> Truss Package (2 copies)	<input type="checkbox"/> Florida Energy Form (2 copies)
<input type="checkbox"/> Wind Load (2 copies)	<input type="checkbox"/> Warranty Deed
<input type="checkbox"/> Soil Test (2 Copies) (Foundation if Plan Required)	<input type="checkbox"/> Notice of Commencement
<input type="checkbox"/> 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

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 PREPOERTY:**

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

3. **NAME AND ADDDRRESS 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 ADDDRRESS 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 INDENTIFICATION: _____
INDENTIFICATION 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: _____

ROAD & DRIVEWAY CONNECTION PACKET

Approved Planning Department Development Permit # _____

The permit fee is: **\$53.00** <> 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.

JEFFERSON COUNTY ROAD DEPARTMENT

1484 S. JEFFERSON HWY

MONTICELLO, FL 32344

TELEPHONE (850) 997-2036

FAX (850) 997-6760

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)

DRIVEWAY CULVERT INSTALLATION & PERMIT PROCEDURES

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>

911 Address # assigned: _____		_____
Date Addressed: _____	Faxed to JCSO: _____	Plaque Delivered: _____
Date: _____	Date: _____	Date: _____

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): _____

