

Jefferson County/City of Monticello
Building Inspection-Contractor Licensing
Planning and Zoning Departments

Ph. No. 850-342-0223 <> Fax No. 850-342-0225

Residential Construction Permitting Requirements

Please note: If you think you have wetlands on your property, before permitting call the following for help: *(Includes docks, ponds, and construction activity around bodies of water)*

Residential Construction: **Florida Department of Environmental Protection @ 386-362-0417**
Commercial Construction: **Suwannee River Water Management @ 1-800-226-1066**

If you are located in a possible flood area you must provide this office with a **Base Flood Elevation Certificate** from Florida certified surveyor.

You must submit the following to our office to qualify for new construction permitting.

1. A **site plan** must show the following
 - a.. Property identification number.
 - b. Property lines with measurements to new structure(s).
 - c. Any structures existing on property and their approximate location in relation to the construction site and property lines.
 - d. Existing sewage and water source or new proposed installations of each.
 - e. Any major tree removal that will be involved in the construction site.
 - f. Driveway or proposed entrance(s) showing highway, main entrance, secondary or access roads.

The drawings should be as accurate as possible for location. Accuracy to scale is not required other than boundary or set back distance lines.

2. **Two complete sets of blueprints** that show, a floor plan, end wall section from foundation to roof, foundation dimensions, size and placement of reinforcing steel, overall exterior elevations view, and electric layout. The floor plan should show locations of all plumbing fixtures, hose bibs, electrical, data outlets, door and window opening dimensions.
3. This office requires a **Wind Load Analysis** (two copies) from a professional service. This will show hurricane strapping and continuous anchor system requirements from the foundation up to the truss system as well as sheathing and nailing requirements.
4. You must file a **Notice of Commencement** (form provided) with the Jefferson County Courthouse and provide this office with a copy.

5. A completed **Florida Energy Form** (two copies) is required to prove energy efficiency code compliance.
6. You must provide a copy of your **Deed and Legal Description of Property**. If someone owns the property other than yourself, you must provide a letter of authorization that has been notarized giving you permission and authority to build on and have access to the construction property.
7. You must provide this office with a **Engineer Sealed Soil Test**.
8. You will need a **driveway permit or waiver** for a new or existing driveway. For county roads contact the Jefferson County Road Department at 997-2036. For state roads contact Transfield Services at 997-5000.
9. A **truss package** must be provided showing truss system layout and design. Usually obtained from the truss manufacturer.
10. A signed and notarized affidavit stating the owner/builder is fully aware of any deed restrictions or covenants that may exist on your construction site (form available).

* If you elect to build your structure or act as a contractor on your own project, certain restrictions apply.

- A. If you hire anyone to work on your job you are responsible for insurance, workers compensation, federal income tax, social security and any other taxes that apply to employed persons and file them accordingly. You are required to hire properly licensed contractors to do electrical, plumbing, roofing and mechanical work if not performed by you. To act otherwise is promoting unlicensed activity and will be cause for penalty.
- B. You must sign an affidavit showing you are the sole responsible person for the workmanship, quality and suitability of you own work and that of others under your supervision and employment. You must submit a full and complete application showing the proposed location and all pertinent information asked for. It will expedite the process of review, approval and issuance of the building permit.

Permitting Process

Review for Development Permit. After the review process is completed, a **development permit** will be issued. During the development process a **911 address** will be assigned. You must stake the entrance of your driveway with a **white flag**.

Take the development permit to the Health Department (Environmental Service) for the issuance of the septic tank permit (and any other relative permits).

You are required to submit the following to the Health Department:

- A. A copy of your deed.
- B. The floor plan section of your blue prints with the rooms properly represented and identified.
- C. A site plan showing the same criteria as above.
- D. Parcel Identification number

Please be aware, a dig ticket is required before any underground work can be performed. These permits can be obtained from the Health Department. **A copy of the septic tank permit must be on file in our office before the building permit will be issued.** If within the city limits, a letter **confirming water and sewage utility service will be available** prior to the issuance of the building permit.

Upon receipt of the above submittals and payment of the permit fee, you will be issued a **building permit**. You can then start your project. You must start within 180 days and must proceed with inspections required at least every 180 days or ask for an extension. The permit will be considered abandoned after 210 days of inactivity and will become null and void if no work or progress is taking place.

Any work performed before issuance of the proper permitting will result in doubling or more of the original fee amount. A list of required inspections is available from our office.

Hotels, motels, bed & breakfast, apartment, multi-family units and other commercial and industrial projects are subject to additional site plan and zoning approvals.

Permit fees from this office are based on a standard evaluation of the construction project. The following codes apply to residential construction in Jefferson County.

1. The Florida Building Code 2007
2. The National Electric Code 2008
3. The Florida Plumbing Code 2007
4. The Florida Mechanical Code 2007
5. The Florida Fuel Gas Code 2007
6. The Florida Residential Code 2007
7. F.E.M.A. Flood Standards
8. Florida Fire Code 2007
9. Jefferson County and Land Development Code and Comprehensive Plan

The local utility companies have special construction requirements which may affect your project utility service. Please contact them before starting any construction activity. They will be happy to help locate your utilities for temporary and/or permanent services.

Contact number are;

Tri-County Electric Cooperative 1-850-997-3533
Progress Energy 1-800-700-8744

A building permit is not a guarantee of work performance, proper fit or finish. Code requirements are based on minimum acceptable standards. The Jefferson County Building Department is not responsible for construction complications or results from inferior or poor workmanship.

The Inspection Process

The inspection requirement will be similar to below.

Temporary power pole (construction service): 60 amp power service are usually all that is required unless a load calculation proves otherwise.

Footer or Monolithic Slab Inspection: If you are using a mono type slab, a under slab rough plumbing inspection will be required before slab preparation. Water pressure must be own piping, both DWV and potable system.

Stem-wall/Slab Inspection: All perimeter steel must be in place, verticals included. If your fill dirt is more than 12 inches deep, you must produce compaction test results.

Sheating: The wall and roof sheating must be nailed completely before inspection. The nail pattern inspection must be made *prior* to covering with *house wrap*.

Rough-ins: We would like to perform all rough-in inspections in one trip. Having plumbing pressure on the piping with all pans and tub/showers installed and filled. The electric wiring, framing, window/exterior doors, strapping, truss bracing, gas lines, air conditioning ducts, piping, ventilation etc. should be completed prior to the rough-in inspection. Inspections can be rearranged.

Roofing: The roof must be inspected when completed.

Insulation inspection: The insulation must be in place on walls, sidewalls and ceilings if not blown in or applied chemical types.

Sheetrock or interior covering system: The sheetrock must be inspected for all nail/screw pattern prior to hard surface or joint coating.

Pre-Final: This inspection requires all electrical to be completed and rendered completely safe before power is applied to project by utility company. It is preferred that power is on and all systems checked out before the final inspection.

Please note: 911 address numbers must be posted, a final approval from Road Department for the driveway and the septic system approval from the Health Department or waiver are required before the request for power can be released.

Final for C/O: All building systems must be completed. Landscape should be in place to prevent any water accumulation or erosion within 10 feet of house. No water drains or downspouts should empty within 12 inches of structure foundation.

Please note that other inspections may be requested and a different series of inspections may be needed to suit your particular requirements. The above is typical but not iron clad.

Site Plans

A site plan is a drawing of your property showing the property lines and any structures that currently exist on that land (house, garage, fence, etc) and where your proposed addition, deck, porch, garage, fence, etc is to be located.

Contents of a site plan

A site plan should include:

- An arrow indicating north
- The scale of the drawing
Draw the site plan to the most appropriate scale, for example, 1" = 10', 1" = 20', 1/4" = 1'.
- Property lines – For most additions, property lines will need to be physically located. Additionally, a certificate of survey, signed by a licensed surveyor, will be required in some cases.
- Adjacent streets and any easements.
- The distance between buildings and between buildings and property lines.
- The dimensions of the existing buildings.
- A clear indication of the proposed addition or alteration.
- Other appropriate items for your project.

For additions, two copies of the site plan must be submitted. An architectural plan and/or a structural plan may also be required.

Site plan review

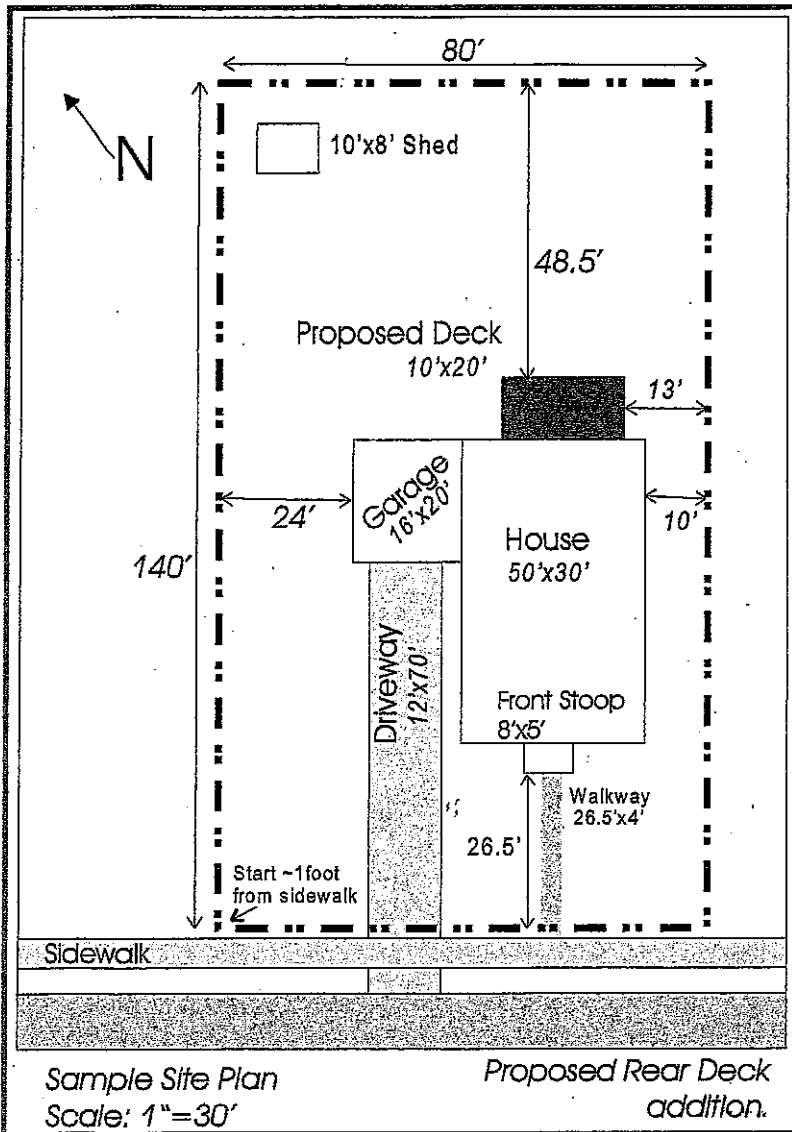
A site plan review determines compliance with local ordinances and applicable state building and mechanical codes. This review is done by a city planner. When the planner gives approval, the next step is to apply for permits.

Projects that usually do not require a site plan review:

Siding, roofs, window replacement, and miscellaneous repairs do not require a site plan review. Most electrical, plumbing, and mechanical permits also do not require a site plan review.

Changes to the site plan

After your site plan has been approved, any changes to it must also be approved.



SAMPLE COVERAGE CALCULATION

Existing:

House (50'x30')	1,500 sqft.
Garage ((16'x20')	320 sqft.
Drive (12'x70')	840 sqft.
Front Stoop (8'x5')	40 sqft.
<u>Front Walk (26.5'x4')</u>	<u>106 sqft.</u>
Total	2,806 sqft.

Lot Size (140'x80') 11,200 sqft.

Existing Coverage (2806/11,200) x 100 = **25%**

Proposed:

<i>Proposed Deck (10'x20')</i>	<i>200 sqft.</i>
House (50'x30')	1,500 sqft.
Garage ((16'x20')	320 sqft.
Drive (12'x70')	840 sqft.
Front Stoop (8'x5')	40 sqft.
<u>Front Walk (26.5'x4')</u>	<u>106 sqft.</u>
Total	3,006 sqft.

Lot Size (140'x80') 11,200 sqft.

Proposed Coverage (3006/11,200) x 100 = **27%**