

Jefferson County/City of Monticello Building Permit

Application Date: _____

Issue Date: _____

GENERAL APPLICATION/PERMIT AUTHORIZATION

Owner		Contractor	
Address		Address	
City/State/Zip		City/State/Zip	
Telephone #		Telephone #	
Utility Company		License #	

Project Location:							
Parcel Id. Number:							
Project Description							
Valuation (Contract)	Square Feet:	HEATED: _____ UNHEATED _____	Septic Tank:	NEW: _____ EXISTING: _____	City Sewer:	_____	

Please submit a complete application to ensure a prompt review.
ITEMS TO BE SUBMITTED WITH APPLICATION
 Submit TWO copies of all items. One set will be returned with the permit when issued.

PLANS	<input type="checkbox"/>	TRUSS PACKAGE	<input type="checkbox"/>
SITE PLAN	<input type="checkbox"/>	SOIL TEST	<input type="checkbox"/>
DEED	<input type="checkbox"/>	NOTICE OF COMMENCEMENT	<input type="checkbox"/>
FLORIDA ENERGY FORM	<input type="checkbox"/>	DRIVEWAY PERMIT APPLICATION	<input type="checkbox"/>
WIND LOAD ANALYSIS	<input type="checkbox"/>	911 ADDRESS APPLICATION	<input type="checkbox"/>

SUB-CONTRACTORS			
TYPE	NAME	LICENSE #	TELEPHONE #
ELECTRICAL			
PLUMBING			
MECHANICAL			

“IMPORTANT NOTICE: IF YOUR PROJECT IS OVER \$2,500 IN VALUE, FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

CONTRACTOR’S AFFIDAVIT: Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in Jefferson County and the State of Florida.

OWNER’S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

SIGNATURE: _____

This section to be completed by Staff:

FEMA MAP & ZONE:	FEE TOTALS:	
NOTES:	RECEIPT #:	
	PERMIT ISSUED BY:	
	PERMIT #	

Jefferson County Building Department, 445 W. Palmer Mill Road, Monticello, FL 32344 (850) 342-0223