



October 30, 2015

**MEMORANDUM**

**BULLETIN G-05-01**

**Revised 05-07-13**

**Re-Revised 10-19-15**

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.

Subject: **Single Family Residential Work Not Requiring a Permit  
(Permit and License Requirements: 904-630-1100)**

Homeowners must be aware of licensing requirements for certain types of work. It is your responsibility to insure that anyone doing work on your property has the appropriate license required by the State of Florida and local jurisdictions. You must also be aware that an Occupational License is only a business license. It in no way is a license to do any work requiring state or local certification. Allowing an unlicensed person or persons to do work requiring licensure is considered aiding and abetting unlicensed activity and carries penalties up to \$5,000 in fines. If you have any questions concerning licensing requirements please call your local building department. The following single family residential work does not require a permit:

**Building**

1. Sheetrock repair or replacement, installation or replacement of cabinets, floor coverings, ceramic tile, trim, shelving and interior doors.
2. Replacement of exterior trim, painting, caulking, pressure washing, etc.
3. Exterior concrete, sidewalks, driveways, patios or slabs do not require a permit, unless there will be future erection of a structure on them. Permits must be obtained for any work within the right of way regardless of the nature of the work.
4. Decks if the walk surface is less than 30 inches above grade, ~~less than 250 square feet, and cost less than \$5,000-~~ within a distance of 36" out from the side of the deck.
5. Cantilevered fabric awnings attached to the main or accessory structure.
6. Sheds with no electrical work in them, less than 70 square feet of floor area. **Note:** The location on site must still meet all required zoning setbacks.
7. Replacement glazing in an existing window, door or sidelight. **Note:** Replacement glazing in hazardous locations shall comply with the Florida Building Code.
8. Purchased lawn fixtures such as playground equipment, swings, and playhouses, which are pre-manufactured and sold as such. Onsite constructed playhouses 70 square feet and less.

**Note:** For historical property a COA (certificate of appropriateness) may be required for the above. Please call the Historical Department 904-255-7800 or 904-255-7859 they are located at 214 Hogan Street North 3rd floor Jacksonville Florida 32202. For downtown property please contact the Downtown Investment Authority (DIA) at 904-630-3492 they are located at 117 West Duval Street, Suite 310, Jacksonville, FL 32202

### **Plumbing**

1. Replacement of sinks, vanity, toilet, or any other fixture on the discharge side of the stop not requiring additional piping, drains or vents.
2. Stopping leaks, providing no alteration, replacement, or reconfiguration of existing piping, valves, drains or vents is done or required to be done.
3. Clearing of drains, providing repair does not require replacement, alteration or reconfiguration of existing pipes, vents or cleanouts.

**Note:** Irrigation systems and hot water tanks must be permitted prior to installation. Emergency repairs (evenings and weekends) may be done without an active permit. However permits are required to be applied for as early as possible on the first business day after the repair is made.

### **Mechanical**

1. Installation of portable heating or cooling equipment, providing the appliance has a factory wired power cord.
2. Part replacement within a single piece of equipment.
3. Any self-contained refrigeration unit with 10 lbs. or less of refrigerant and operated by a motor not exceeding 1 Hp.
4. Steam, hot or chilled lines within any heating or cooling equipment regulated by code.

**Note:** Emergency repairs (evenings and weekends) may be made without an active permit. However permits must be applied for as early as possible the first business day after the repair is made.

### **Electrical**

1. All electrical work and repairs are required to be permitted, with the exception of replacement of switch covers, receptacle covers and light bulbs.

**Note:** Emergency repairs (evenings and weekends) can be made without an active permit. However permits must be applied for as early as possible on the first business day after the repair are made.

### **Right of Way**

**(Permit and License Requirements: 904-255-8310)**

1. All work done within the right of way requires a right of way permit in addition to any other permit requirements, such as building, plumbing, mechanical or electrical permits.