

NEW HOME PERMIT

To get a permit for a new home, appear in person at the 214 Hogan Street, 2nd floor, between 7:00 a.m. and 3:00 p.m. Monday through Friday. You will need to bring two copies of your scalable certified survey (a map of your property that you should have received at closing), a photo ID, and construction documents.

The copies of the survey should be modified to show the location of the proposed home. Draw the building footprint to scale, and show dimensions from at least two adjacent property lines. In most zoning districts the structure must be 20 ft. from the front property line, 10 ft from the rear property line, and the side yards must at least 5 ft. each. Contact the zoning section at 255-8300 for the specific requirements for your address. Other features to be shown on this drawing include driveways, sidewalks, patios, septic tank and drain field location, and any other accessory structures.

You will need two sets of building plans that are engineered in accordance with the Florida Building Code, the IBHS Guideline for Hurricane Resistant Residential Construction, the ANSI/AF&PA Wood Frame Construction Manual for One- and Two-family Dwellings, the FC&PA Guide to Concrete Masonry Residential Construction in High Wind Areas, or the WPPC Guide to Wood Construction in High Wind Areas. If you are using prefabricated roof trusses, two copies of the engineering with seals and original signatures are required along with truss layout plans. The truss layout plans must be reviewed and approved by the design professional who seals the building plans. Energy calculations are required. You will need proof of availability from JEA for water and sewer service, or a septic tank construction permit. Florida product approval numbers are required for windows, doors, skylights, roofing shingles, vinyl soffit/siding, and other manufactured exterior cladding products.

When you arrive at the permitting office, pick up a Building Permit Application and a Property Owner Disclosure at the Plans Review counter. Complete the application and proceed to the Zoning counter. Zoning will review the scalable survey for compliance with the requirements of your zoning district. If Zoning does not provide a concurrency number, go to the Concurrency Management Office.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right-of-way issues.

Next, submit your plans for review at the Plans Review counter and make note of the building permit number that is assigned to your job. You will receive a bill for the plan review fee that must be paid before the review of your job commences. The Plans Examiner will review all of the construction documents and give final approval to the Building Permit Application after all issues have been addressed. Our goal is to complete the first and subsequent (as required) review submissions in five business days. You will be notified when the permit has been approved, and will be given the final permit fee. Return to the Plans Examining counter where you will pick up your field set of plans with approval stamps, signature, and permit number.

The permit fee for new homes is based on the size of the structure, with most average size homes costing \$600.00 to \$1,000.00. Plan review fees average \$100.00 to \$300.00. You may use cash, personal check, MasterCard, or Visa to pay for the permit. After you pay, the Tax Collector will give you the actual building permit.

If the cost of construction (appears on the Building Permit Application) exceeds \$2500.00, then a Notice of Commencement is required. The notice is signed by the owner and recorded at the Clerk of the Court, 330 E. Bay St. room 103. There is a \$10.00 fee to record a one-page document. A copy of the recorded notice is then delivered to the Information counter, or faxed to 255-8552.