

ADDITION AND SITE-BUILT ACCESSORY STRUCTURE PERMIT

To get a permit for a residential addition or site-built accessory building, 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), proof of your Homestead Tax Exemption, a photo ID, and construction documents.

The copy of the certified scalable survey should be modified to show the location of the proposed addition or accessory structure. Draw the building footprint to scale, and show dimensions from at least two adjacent property lines. Detached structures must be at least 5 ft. from side and rear property lines in most zoning districts. The host structure and its additions must be 10 ft from the rear property line and at least 5 ft. from side property lines. Contact the zoning section at 255-8300 for the specific requirements for your address.

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. If the addition or accessory structure is heated and/or air conditioned, energy calculations are required. If the structure is conditioned, habitable space and you have a septic tank, you will have to get the septic tank re-certified for proper operation and capacity. 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.

Next, go to the Development Services counter. They will review the scalable survey for flood zone, city easement, and city right of way issues. Then, the Permit Assistant at the Plans Review counter will enter the information from the application into the permitting system and issue a permit number to your job.

Finally, see the Small Projects Plans Examiner unless the project is more than 400 sq. ft. and/or costs more than \$25,000.00 to construct, then you will turn in your plans at the Plans Review counter which will require payment of an up-front plan review fee and about five business days for review and approval. The Plans Examiner will review all of the construction documents and give final approval to the Building Permit Application. You will also get one of the two sets of plans back with approval stamps, signature, and permit number, and a payment transmittal to take to the Tax Collector.

The permit fee for additions and site-built accessory structures is based on the size of the construction or the number of required inspections with a \$260.00 minimum. 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, also at 214 Hogan St. 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.