

BUILDING INSPECTION DIVISION



March 20, 2008

MEMORANDUM

BULLETIN G-03-08

To: All Permit Applicants

From: Thomas H. Goldsbury, P.E., C.B.O.
Chief, Building Inspection Division

Subject: Notification from Other Approving Agencies

In our effort to provide quality customer service, this bulletin is intended to assist you in obtaining a Building Permit by advising you of what documentation will be acceptable to the Building Inspection Division to confirm necessary approvals from other agencies before the Building Inspection Division can issue a permit. This is not intended to show you all agencies where you may need approval, only those where the Building Inspection Division is going to require certain confirmation.

DIVISION OF HOTELS AND RESTAURANTS: Any one of the following.

1. Photo copy of the first page of the agency's Application for Plan Review and photo copy of the plan review fee check attached or superimposed on the application form.
2. Letter from the agency stating that plans have been received and are being reviewed.
3. Letter from the agency stating that plans have been approved.
4. Set of approved plans from Division of Hotels & Restaurants.

Customers are encouraged to review Section 509.013, Florida Statutes or contact the Division of Hotels & Restaurants, (850) 487-1395 for further information.

DUVAL COUNTY HEALTH DEPT. - ENVIRONMENTAL HEALTH & DISEASE CONTROL:

Septic Tanks: (contact septic tanks section at 904-253-2429 for further information)

Photocopy of Septic Tank Permit for a new building (application is not acceptable).

Photocopy of Existing Systems Check Approval for an addition or modification to an existing structure.

Photocopy of Existing Systems Check Approval when a new tenant moves into an existing space.

Well Water Supply:

We require no proof of permit or approval from the agency; however, customers are encouraged to contact the following:

For commercial or residences with two or more rental homes on a single well; or three or more single family homes on a single well, a permit is required from the Health Department. For further information contact 904-253-1282.

For single family residential, contact City of Jacksonville, Air and Water Quality Division 904-630-1212, ex.3883.

FLORIDA AGENCY FOR HEALTH CARE ADMINISTRATION (AHCA):

Photocopy of Approval Letter from the agency. Customers are encouraged to contact AHCA at (850) 488-8274 for further information.

PLANNING and DEVELOPMENT DEPARTMENT