

Jefferson County/City of Monticello
Building Inspection-Contractor Licensing
Planning and Zoning Department

Ph. No. 850-342-0223<>Fax 850-342-0225

Residential Construction Permitting Requirements

You are required to **submit** the following to our office to qualify for new construction permitting.

1. A site plan must show the following:
 - a. Property identification number.
 - b. Property lines with measurements to new structure(s)
 - c. Any structures existing on property and their approximate location in relation to the construction site and property lines.
 - d. Existing sewage and water source or new proposed installations of each.
 - e. Any major tree removal that will be involved in the construction site.
 - f. Driveway or proposed entrance(s) showing highway, main entrance, secondary or access road.

These drawings should be as accurate as possible for location. Accuracy to scale is not required other than boundary or set back distance lines.

2. **Two complete set of blueprints** that show, a floor plan, end wall section from foundation to roof, foundation dimensions, size and placement of reinforcing steel, overall exterior elevations view, and electrical layout. The floor plan should show locations of all plumbing fixtures, hose bibs, electrical, data outlets, door and window opening dimensions. If you are located in a possible flood area you must provide this office with a Base Flood Elevation Certificate from a Florida Certified Surveyor.
3. This office requires a **Wind Load Analysis** from a professional service. This will show hurricane strapping and continuous anchor system requirements from the foundation up to the truss system as well as sheathing and nailing requirements.
4. This office requires a **Notice of Commencement** (form provided) be filed at the courthouse.
5. A completed **Florida Energy Form** is required to prove energy efficiency code compliance.
6. You must provide a copy of your **Deed and legal description of property**. If someone owns the property other than yourself, you must

provide a letter of authorization that has been **notarized** giving you permission and authority to build on and have access to the construction property.

7. You will need a **driveway permit or waiver** for a new or existing driveway. This form is available from the Jefferson County Road Department or other Agency depending on the road designation.
8. A **truss packet** must be provided showing **truss system, layout and design**. Usually obtained from the truss manufacturer.
9. A signed and notarized affidavit stating the owner/builder is fully aware of any deed restrictions or covenants that may exist on your construction site. (Form available)

It is **strongly suggested** that you obtain soil tests to determine if you have expansive soil or any other soil conditions which may cause problems with your home during or after construction is completed.

*If you elect to build your structure or act as a contractor on **your own** project, certain restrictions apply.

- A. If you hire anyone to work on your job you are responsible for insurance, workers compensation, federal income tax, social security and any other taxes that apply to employed persons and file them accordingly.

You are required to hire properly licensed contractors to do electrical, plumbing, roofing and mechanical work **if not performed by you**. To act otherwise is promoting unlicensed activity and will be cause for penalty.

- B. You must sign an **affidavit** showing you as the **sole responsible person** for the workmanship, quality and suitability of your own work and that of others under your supervision and employment.

You must submit a **full and complete application** showing the proposed location and all pertinent information asked for. It will expedite the process of review, approval and issuance of the building permit.

Permitting Process

Review for Development Permit

After the review process is completed a **Development Permit** will be issued. The development permit is taken to the Health Department (Environmental Services) for the issuance of the septic tank permit and any other relative permits. During the development process a **911 address** will be assigned.

You will be required to submit the following to the Health Department.

- a. A copy of your deed.

- b. The floor plan section of your blueprints with the rooms properly represented and identified.
- c. A site plan showing the same criteria as above.
- d. Parcel Identification number.

Please be aware that a dig ticket is required before any underground work can be performed. These permits can be obtained from the Health Department. **A copy of the septic tank permit is required to be on file in our office before the building permit can be issued.** If within the city limits a letter **confirming water and sewage utility service will be required** prior to the issuance of the building permit.

Upon receipt of the above submittals and payment of permit fee you will be issued a **building permit**. You can then start your project. You must start within 180 days and must proceed with inspections required at least every 180 days or ask for an extension. This permit will be considered abandoned after 210 days of inactivity and will become null and void if no work or progress is taking place. **Any work performed before issuance of the proper permitting will result in doubling or more of the original fee amount. A list of required inspections is available from our office.**

Hotels, motels, bed & breakfast, apartment, multi-family units and other commercial and industrial projects are subject to additional site plan and zoning approvals.

Permit fees from this office are based on a standard evaluation of the construction project.

The following codes apply to residential construction in Jefferson County.

1. The Florida Building Code 2003
 2. The National Electrical Code 2002
 3. The Florida Plumbing Code
 4. The Florida Mechanical Code
 5. The Florida Fuel Gas Code
- F.E.M.A. Flood Standards
Florida Fire Code
Jefferson County Land Development Code and Comprehensive Plan

The local utility companies have a special construction requirement which may affect your project utility service. Please contact them before starting any construction activity. They will be happy to help locate your utilities for temporary and/or permanent service.

Contact numbers are: Tri County Electric Co-operative 1-850-997-3533
Progress Energy 1-800-700-8744

A building permit is not a guarantee of work performance, proper fit or finish. Code requirements are based on **minimum** acceptable standards. The Jefferson County Building Department is not responsible for construction complications or results from inferior or poor workmanship.