



## FOREWORD

Perhaps the greatest challenge of producing this final product was coordinating the efforts of the many individuals (faculty, graduate students, state/county /city officials), who gathered or supplied information needed to produce this report. I must begin by acknowledging the efforts of co-investigator Dr. Charles Kibert for providing the concept, inspiration and guidance that produced this product. In addition, Dr. Leon Wetherington (co-investigator) did triple duty researching, while teaching, and relocating to a new career position. Graduate students, Jitendra and Chaula Modi provided information for Hillsborough County. Graduate student, Rusty Hicks took on the difficult task of formatting the report and Kalika Wamanacharya, another graduate student, not only produced the outstanding graphics and text for this report, but also gathered the information from Pinellas County. A very sincere thank-you to these individuals, as well as the countless state/county/city officials, who gave so willingly their time and expertise. Without their support, this report would not have been possible.

Felix Uhlik, Ph.D., P.E.  
Principal Investigator  
Gainesville, Florida

October 28, 1994

## TABLE OF CONTENTS

Foreword.....	01
Table of Contents.....	02
Executive Summary.....	03
<u>Chapter 1.</u>	
Introduction.....	05
<u>Chapter 2.</u>	
Permitting Procedures in Counties.....	08
Duval County.....	09
Orange County.....	15
City of Apopka.....	23
Orlando.....	28
Winter Park.....	32
Leon County.....	37
City of Tallahassee.....	44
Pinellas County.....	47
Hillsborough County.....	57
Tampa City.....	58
City of Temple Terrace.....	63
Plant City.....	67
Bay County.....	76
<u>Chapter 3.</u>	
Proposed Model Florida County Permitting Process...	82
<u>Chapter 4.</u>	
Conclusion.....	93
Appendices.....	95

## EXECUTIVE SUMMARY

The process of obtaining construction permits varies widely within the counties/jurisdictions of Florida. This report evaluates that process for four scenarios in six metropolitan counties (Duval, Orange, Leon, Pinellas, Bay and Hillsborough).

The four scenarios are :

- (1) A contractor building a single family home;
- (2) A contractor building a commercial office building;
- (3) A contractor/developer building a residential development, and;
- (4) A contractor/developer building a major shopping center

The study considered major "permitting jurisdictions" within each county and was based on personal interviews with applicable personnel at county/city/town level, as well as discussion with other area experts. Chapter two summarizes the above information as to how the current permitting process operates including data on points of contact, sequential steps, items of necessary information to be completed, fees, and duration for obtaining the necessary permits. Chapter three outlines a proposed model **Florida County Permitting Process** that is intended to minimize the variables that exist amongst the current counties' procedures. The proposal begins by suggesting that counties adopt three main organizations to manage the permitting process. A "Department of Planning and Growth Management" (DPGM) would be the lead agency and have under it an "Office of Planning and Development" (OPD) and an "Office of Permits and Inspection" (OPI). The OPD would be responsible for concurrence, comprehensive plan review and zoning. The OPI would be responsible for the Development Review Process, permits, and construction inspection. The DPGM would compile all applicable regulations and ordinances (Federal, state, county, local etc.) and prepare an "easy-reading" guide for contractors/developers and other interested parties. Other recommendations include standardizing zoning district labels, pre-application (initial co-ordination) meetings, the documents required in the application packet, the review(s) required based on the proposed development, the thresholds limits on development (i.e. SF, number of units, etc.) and the duration goal for completion of each step. Also, there may be many small counties that are slated to undergo future rapid development, that may want to adopt this "model" because they currently do not have a system to cope with future growth. Finally, some standardization of codes and regulations is required to clearly specify who "can pull a permit" and outline which regulations/codes are applicable and subject to inspection



and at what frequencies. Admittedly, the proposed "model" is idealistic and barriers to its implementation abound. Aside from a common "resistance to change", there are many socio-political, economic factors (county dependent or jurisdiction dependent) that might lead one to conclude that a "model" permitting system is an "impossible dream". There is no doubt that many thorny and difficult problems have to be overcome before we can say that Florida has a very uniform, efficient permitting system throughout the state. But - recall that many more difficult problems had their solutions "launched" from Florida, such as "one small step for man - one giant leap for mankind" (July 20, 1969), so let's continue to strive forward.

## CHAPTER I INTRODUCTION

### Background

The process of obtaining permits is extremely difficult and costly for Florida's construction industry. The proliferation of permitting requirements continues and each year there are new permits for the myriad of local, state and federal agencies which have overlapping responsibilities as well as differing notions as to how their directives are to be implemented. Clearly, contractors need all the tools and assistance they can obtain in trying to cope with the masses of paperwork and groups involved in the permitting process.

### Purpose

The purpose of this research was to obtain information that will be helpful to contractors working in the State of Florida. Initially, this information may be nothing more than a listing or flowchart outlining the sequential steps (and offices/points of contact) needed to obtain a construction permit for working anywhere within the counties that were being studied (Duval, Orange, Leon, Pinellas, Bay, Hillsborough). The ultimate goal, however, is to formulate a "one-stop" model for permitting that can be applied to any type of construction project anywhere within the State of Florida.

### Construction permit scenarios

In order to limit the scope of this research, efforts were focused initially on the following two scenarios:

- (a) A contractor wishing to build a 3,000 SF single family custom home, and
- (b) A contractor wishing to build a 10,000 SF two-story commercial office building.

By starting with these two simple projects it allowed the researchers to become familiar with the appropriate county offices, determine the number of permitting jurisdictions, and assess how well the county "had its" act together" with respect to the permitting process. Naturally, it would be useful to explore the permitting process as it applies to more complex projects and developments and involving the entire spectrum of environmental

and growth management policies and regulations. For this phase, the following two scenarios were proposed:

- (a) A developer wishing to construct a custom-home development consisting of 100-250 mid-priced (\$150,000 - \$200,000) homes on a 500 acre tract of land, and
- (b) A developer wishing to build a shopping center complex consisting of a mall with shops, parking, restaurants, a theater, and at least two major "anchor" stores on a 50 acre tract of land.

The amount of information that was obtained for these two scenarios was limited since it depended on the policies, plans and regulations in force in each of the permitting jurisdictions. The sheer magnitude of the complexities of the issues and the inevitable "what if" questions that arose limited the completeness of how well these scenarios were assessed.

#### **Data collection objectives**

Based on the scenarios described above, the following was determined:

- (a). The features of each jurisdiction's permitting system that are required or optional taking into account the existing federal, state and local statutes. This included identifying all other permits required (in addition to the construction permit) for each of the scenarios.
- (b). An estimate of the time period required to complete each of the steps of the permitting process.
- (c). The phases of the permitting process that must be sequential and those that can proceed concurrently in order to save time.
- (d). The current approved procedures for obtaining the permit forms, filling out the forms, and any other pertinent information (i.e. checklists or examples of filled out forms) that can assist contractors that may be "pulling a permit" for the first time in that jurisdiction.
- (e). Any related reviews/approvals (i.e. zoning approvals, conformance with growth management provisions, confirmation of areas being classified as "environmentally sensitive" etc.) which the contractor must have settled prior to permit application. It is especially important to identify sources of information/points of contact to assist

contractors in dealing with technical issues such as significant environmental resources or historical preservation sites.

### **Approach**

Initial contact was made by phone to determine:

- (a). The appropriate office that can provide information as to how many permitting jurisdictions are in the county. The Department of Growth Management or the Planning Department was contacted unless the county had a Building and Zoning Department listing)
- (b). Depending on the number of jurisdictions within the county, a tentative itinerary was developed for a visit or visits to the key offices/individuals that provided the needed detailed information. Experience has shown that, while basic, generic information can be gathered by phone, any specific in-depth data is best obtained by personal face-to face contact. In addition, setting up meetings at mutually convenient times allowed the individual(s) being visited time to gather the information needed.

### **Report format**

Chapter two summarizes the information from each of the six counties and their jurisdictions. Chapter three synthesizes the data and presents elements of each of the counties permitting process that, if standardized, would allow for the development of a model system for the State of Florida. Chapter four covers the conclusions and recommendations. The appendices contain information such as the permit applications, fact sheets, flowcharts of the development process and miscellaneous information related to the permitting process. Due to different procedures that are practiced by each county, the same information was not available for each county.

## CHAPTER 2

### PERMITTING PROCEDURES

The purpose of this chapter is to present a concise summary of how each of the counties' permitting jurisdictions currently handle the issuance of a building permit. For each of the four scenarios considered, the following information was compiled.

1. County/jurisdiction
2. What is to be built:
  - a. Single family residence
  - b. Commercial building
  - c. Residential development
  - d. Commercial shopping center
3. Initial Office that the contractor must visit (address and phone number)
4. Items the contractor must prepare and submit
5. Fees
6. Schedule (duration needed to obtain the permit)

The table at the end of the chapter is a summary of the available information to illustrate the wide variability that exists amongst counties/jurisdictions in procedures involved with obtaining a construction permit.

## Duval County

Jurisdiction: Duval County (Jacksonville), Florida

**1. What is to be built?**

A single family house; any size, duplex or accessory structure.

**2. Initial office that the contractor must visit.**

Building and Zoning Inspection Division

220 E. Bay Street

Room 100 City Hall

Jacksonville FL

Phone (904) 630-1100

**3. The applicant must prepare and submit the following in two complete copies;**

- A. Legal description of the property where the construction will be done
- B. Plot plan (site plan) drawn to scale
- C. Floor plan
- D. Foundation plan
- E. Wall cross-section
- F. Elevations
- G. Location of shear wall anchorage and bracing requirements (compliance with 1991 Standard Building Code)
- H. Fireplace cross-section and details, if applicable
- I. Beam and column connection and bearing details, if applicable
- J. Energy forms and calculations plus ACCA Manual "J" load calculations
- K. Floor/roof framing plans
- L. Completed building permit applications

**4. Fees**

- A. Building Permit \$ 10/100 SF
- B. Sewer Connection \$ 1025.50 min.
- C. Water connection \$ 140 min.
- D. Water deposit varies

**5. Duration**

2 - 30 days.

Jurisdiction: Duval County (Jacksonville), Florida

**1. What is to be built?**

A Commercial Building

**2. Initial office that the contractor must visit.**

Building and Zoning Inspection Division

220 E. Bay Street

Room 100 City Hall

Jacksonville FL

Phone (904) 630-1100

**3. The applicant must prepare and submit the following in two complete copies;**

- A. Legal description of the property where the construction will be done
- B. Plot plan (site plan) drawn to scale
- C. Floor plan
- D. Foundation plan
- E. Wall cross-section
- F. Elevations
- G. Location of shear wall anchorage and bracing requirements (compliance with 1991 Standard Building Code)
- H. Fireplace cross-section and details, if applicable
- I. Beam and column connection and bearing details, if applicable
- J. Energy forms and calculations plus ACCA Manual "J" load calculations
- K. Floor/roof framing plans
- L. Completed building permit applications

**4. Fees**

- A. Building Permit \$ 10/100 SF
- B. Sewer Connection \$ 1025.50 min.
- C. Water connection \$ 140 min.
- D. Water deposit varies

**5. Duration**

30 - 90 days



Jurisdiction: Duval County (Jacksonville), Florida

**1. What is to be built?**

A residential sub-division

**2. Initial office that the contractor must visit.**

Building and Zoning Inspection Division

220 E. Bay Street

Room 100 City Hall

Jacksonville FL

Phone (904) 630-1100

**3. The applicant must prepare and submit the following in two complete copies;**

- A. Legal description of the property where the construction will be done
- B. Plot plan (site plan) drawn to scale
- C. Floor plan
- D. Foundation plan
- E. Wall cross-section
- F. Elevations
- G. Location of shear wall anchorage and bracing requirements (compliance with 1991 Standard Building Code)
- H. Fireplace cross-section and details, if applicable
- I. Beam and column connection and bearing details, if applicable
- J. Energy forms and calculations plus ACCA Manual "J" load calculations
- K. Floor/roof framing plans
- L. Completed building permit applications

**4. Fees**

- A. Building Permit \$ 10/100 SF
- B. Sewer Connection \$ 1025.50 min.
- C. Water connection \$ 140 min.
- D. Water deposit varies

**5. Duration**

90 - 150 days (varies, based on scope)

Jurisdiction: Duval County (Jacksonville), Florida

**1. What is to be built?**

A shopping center complex

**2. Initial office that the contractor must visit.**

Building and Zoning Inspection Division

220 E. Bay Street

Room 100 City Hall

Jacksonville FL

Phone (904) 630-1100

**3. The applicant must prepare and submit the following in two complete copies;**

- A. Legal description of the property where the construction will be done
- B. Plot plan (site plan) drawn to scale
- C. Floor plan
- D. Foundation plan
- E. Wall cross-section
- F. Elevations
- G. Location of shear wall anchorage and bracing requirements (compliance with 1991 Standard Building Code)
- H. Fireplace cross-section and details, if applicable
- I. Beam and column connection and bearing details, if applicable
- J. Energy forms and calculations plus ACCA Manual "J" load calculations
- K. Floor/roof framing plans
- L. Completed building permit applications

**4. Fees**

- A. Building Permit \$ 10/100 SF
- B. Sewer Connection \$ 1025.50 min.
- C. Water connection \$ 140 min.
- D. Water deposit varies

**5. Duration**

90 - 180 days (varies, based on scope)

## Orange County

Jurisdiction: Orange County, Florida

**1. What is to be built?**

A. A single family home

**2. Initial office that the contractor must visit:**

The applicant must obtain a concurrency application from the **Planning Department** to receive approval (See Concurrency Management System Information Guide).

If the structure will use a private well and/or septic tank, permits will be required from the **Orange County Health Department**.

If the structure will utilize public water and/or sewage, availability of service must be confirmed by the **Orange County Public Utilities Division** and the contractor will pay the required fees for these services.

The **Orange County Zoning Department** then reviews and approves the application and site plan.

**Other Requirements:**

If the site lies within the 100 year flood plain, the contractor must obtain a flood plain permit. Available from the **Orange County Engineering Department**.

If access to the property is an unpaved dedicated right-of-way (county maintained). The applicant must record a notarized Notice of Future Assessment (available in the **Zoning Department**) at the **Orange County Recording Department**.

If there is no public access to the property. The applicant must receive approval of road construction plans and obtain a right-of-way permit from the **Orange County Engineering Department**.

Once the above conditions have been satisfied, the applicant may proceed to the **Orange County Building Department**.

**3. The applicant must prepare and submit the following:**

A. A site plan which includes the following:

A complete legal description of the property as identified on the deed or tax receipt.

Project name, date, and north arrow.

Location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structures, including setbacks from all property lines.

B. Two copies of construction documents drawn to scale including:

1. Structural plans:

a. Foundation plan

b. Floor plan

c. Exterior and interior wall and column sections

d. Exterior elevation

e. Floor and roof framing plans

2. Electrical, Plumbing, and Mechanical layouts.

C. Completed Florida Energy Efficiency Code Application

D. Completed Building Permit Application

**4. Fees**

Concurrency determination (minimum)	\$ 25.00
Building Permit:	
Up to and including \$1,000 value	\$ 44.00
For each additional \$1,000 or fraction thereof	\$ 3.50
Transportation impact fee	\$ 1,368.69
Law Enforcement impact fee	\$ 46.10
Fire impact fee	\$ 152.46
School impact fee	
* until Dec. 31, 1994	\$ 1,057.50
* Jan. 1, 1995	\$ 1,410.00
Radon fee (per SF)	\$ 0.01

### **5. Duration**

The applicant may walk the submittal through all of the departments, or once the utility fees have been paid or private well and/or septic tank permits are obtained, the package may be submitted to the **Zoning Department** which will then send the application through the system. If the applicant chooses to "walk" the application through, it is possible to receive the permit in **one day**. Otherwise the process takes about **one week**.

Jurisdiction: Orange County, Florida

**1. What is to be built?**

A. A 10,000 SF two-story commercial building.

**2. Initial office that the contractor must visit:**

Orange County Building Department - Plans Coordination Section

The Plans Coordination Section assists the applicant with the necessary applications and assigns plan tracking numbers and routes the plans to the appropriate departments. Each reviewing department then approves or denies the submitted plans and/or applications according to adopted codes and regulations and enters commentary into the Orange County IBM plans tracking system within 21 calendar days. If the plans have been denied by any reviewing department, the applicant is notified of such and the necessary corrections. The IBM plans tracking system is a information network that allows applicants to check the status of the review process by touch tone phone.

**3. The applicant must prepare and submit the following:**

A. An application for concurrency, either through Concurrency Vested Rights or Concurrency Management System (See Concurrency Management System Information Guide).

B. Applicant submits 9 sets of plans of the following: 1. Site plan which includes:

A complete legal description of the property as identified on the deed or tax receipt.

Project name, date, and north arrow.

Location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structures, including setbacks from all property lines.

2. Construction documents drawn to scale which includes:

a. Structural plans:

1. Foundation plan

2. Floor plan

3. Exterior and interior wall and column sections
4. Exterior elevation
5. Floor and roof framing plans

b. Electrical, Plumbing, and Mechanical layouts.

C. Completed Florida Energy Efficiency Code Application

D. Completed Building Permit Application

#### **4. Fees**

##### **Building Permit**

Up to and including \$1,000 value	\$ 30.00
Each additional \$1,000 or fraction thereof	\$ 4.50
Radon fee (per SF)	\$ 0.01
Concurrency fee	Variable- see information concurrency guide
Impact fees	Variable- see impact information guide

#### **5. Duration**

This process requires 20 to 25 days. However, if the initial review is rejected and the required corrections are submitted, the process begins again.



Jurisdiction: Orange County, Florida

**1. What is to be built?**

A. A residential subdivision consisting of 100-250 homes on a 500 acre tract of land.

**2. Initial office that the contractor must visit:**

Varies

A. If an amendment to the Comprehensive Policy Plan (CPP) is required, application is made to the **Planning Department**.

Fee: \$2, 100

Time: Approximately 9 months

B. If rezoning is required, submit application to the **Zoning Department**.

Fee: \$818

Time: 3 months

C. If the project complies with both the CPP and zoning, the application is submitted to the **Engineering Department** for subdivision approval.

In some cases, all of the above may be necessary. C above is always required.

See the Development Review Process for a detailed description.

**Departments**

**Building Department**

**201 South Rosalind Avenue**

**Post Office Box 2687**

**Orlando, Florida 32802-2687**

Area Code (407)

Building Department

836-5550

Planning Department

836-5600

Zoning Department

836-5525

Engineering Department

836-7920

Public Utilities

836-5515

Recording Department

836-2128

Public Health Unit	836-2630
IBM Plans Tracking (Commercial)	836-5555
Inspection Requests	836-5555

Jurisdiction: City of Apopka Florida

**1. What is to be built?**

A single family home

**2. Initial office that contractor must visit:**

Varies .

If the structure will use a private well and/or a septic tank permits will be required from the Orange County Health Department.

If the structure will utilize public utilities, applicant submits the application package to the Apopka Building Department which routes the package through Zoning to Engineering where the utility hook-up fees are calculated. The application is then returned to the Building department which then collects the fees and issues the permit.

**Additional Steps**

None for the applicant-- This is a "one-stop" procedure.

**3. The applicant must prepare and submit two copies of the following:**

**A. A site plan which includes the following:**

A Complete legal description of the property as it is identified on the deed or tax receipt.

Project name, date, scale and north arrow.

Location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structures, including setbacks form all property lines.

**B. Construction documents drawn to scale including:**

Structural plans

Foundation plan

Floor plan

Exterior and interior wall and column sections

Exterior elevation

Floor and roof framing plans  
Electrical, Plumbing and Mechanical layouts.

C. Completed Florida Energy Efficiency Code Application

D. Completed building Permit Application.

#### 4. Fees

Building Permit: \$5.00 per \$1000 of value or any fraction thereof (\$20.00 minimum)

Plan review and inspection fee \$2.50 per \$1000 of value or any fraction thereof (\$10.00 minimum)

Records retention fee \$2.00 per page of plans.

State radon fee .5 cents per square foot under roof.

Orange County school impact fee \$1057.50

Water, sewer and garbage deposits: Total \$ 87.00

Water impact fee \$ 1502.00

(Water hook-up fee varies with meter size)

3/4" meter	\$100
------------	-------

Sewer impact fee	\$2458.00
------------------	-----------

Sewer hook -up fee	105.00
--------------------	--------

Driveway inspection fee	20.00
-------------------------	-------

Sidewalk inspection fee	25.00
-------------------------	-------

Traffic impact fee	1103.35
--------------------	---------

Recreation impact fee	241.05
-----------------------	--------

#### 5. Duration

The time required is typically 3 to 4 days.

Jurisdiction: City of Apopka, Florida

**1. What is to be built?**

A 10,000 SF two-story commercial building

**2. Initial office that contractor must visit:**

Varies.

A. If the structure will use a private well and or a septic tank permits will be required from the Orange County Health Department.

If the structure will utilize public utilities, applicant submits the application package to the Apopka Building Department which routes the package through Zoning to the Fire department to Engineering where the utility hook-up fees are calculated. The application is then returned to the Building department which then collects the fees and issues the permit.

**Additional Steps**

None for the applicant. This is a "one-stop" procedure.

**The applicant must prepare and submit two copies of the following:**

**A. A site plan which includes the following:**

A complete legal description of the property as it is identified on the deed or tax receipt.

Project name, date, scale and north arrow.

Location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy

line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structure, including setbacks form all property lines.

**B. Construction documents drawn to scale including:**

Structural plans

Foundation plan

Floor plan

Exterior and interior wall and column sections  
Exterior elevation  
Floor and roof framing plans  
Electrical, Plumbing and Mechanical layouts.

C. Completed Florida Energy Efficiency Code Application

D. Completed Building Permit Application.

**4. Fees**

Building Permit: \$5.00 per \$1000 of value or any fraction thereof (\$20.00 minimum)

Plan review and inspection fee \$2.50 per \$1000 of value or any fraction thereof (\$10.00 minimum)

Records retention fee \$2.00 per page of plans.

State radon fee .5 cents per square foot under roof.

Orange County school impact fee 489.75 per unit for multifamily buildings none for commercial buildings.

Water, sewer and garbage deposits: Total \$87.00/unit for multi-family buildings, \$105.00 for commercial buildings.

Water impact fee	\$ 1502.00
Water hook-up fee (varies with meter size)	
2" meter	\$400
Sewer impact fee	\$2458.00
sewer hook -up fee	105.00
Driveway inspection fee	20.00
Sidewalk inspection fee	25.00
Traffic impact fee	varies
Recreation impact fee	varies

**5. Duration**

The time required is typically 4 to 5 days.

Jurisdiction: City of Apopka, Florida

**1. What is to be built?**

Development of a single-family subdivision

**2. Initial office that contractor must visit.**

Apopka Planning and Zoning Department

**3. Additional steps:**

See attached flow chart.

**4. Fees**

Varies, depending upon circumstances. below listed are the minimum fees.

Application for zoning change	\$500.00
-------------------------------	----------

Developers Agreement	250.00
----------------------	--------

Preliminary Development Plan	500.00
------------------------------	--------

Final Development Plan	400.00
------------------------	--------

Plus \$15.00 per lot

City Engineer Review	\$10 . 00
----------------------	-----------

Engineering inspection fees are based costs of public improvements.

1% up to over \$300,000 .8 % for all over \$ 300,000.

right-of-way permit fee	\$100.00
-------------------------	----------

Land clearing Permit: \$20.00 plus \$5.00 per acre up to a maximum of \$250.00.

Concurrence verification letter \$25.00

**5. Duration**

Time required: up to 1 year.

Jurisdiction; Orlando, Florida

**1. What is to be built?**

A single family house -- any size, duplex, or accessory structure

**2. Initial office that contractor must visit:**

Orlando Building Department

**Additional Steps:**

Pay water fees to Orlando Utilities.

The Applicant may "walk" the application through zoning and engineering and back to the Building Department or at his option the Building Department will process the application through the other departments.

**3. The applicant must prepare and submit the following:**

**A. A site plan which includes the following:**

A complete legal description of the property as it is identified on the deed or tax receipt.

Project name, date, scale and north arrow.

Location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structures, including setbacks form all property lines.

**B. Two copies of construction documents drawn to scale including:**

Structural plans Foundation plan Floor plan Exterior and interior wall and column sections Exterior elevation Floor and roof framing plans

Electrical, Plumbing and Mechanical layouts.

**C. Completed Florida Energy Efficiency Code Application**

**D. Completed Building Permit Application.**

**4. Fees**



### Building Permit

\$5.00 for the first \$1000 of value

\$3.50 for each additional \$1000 of value of fraction thereof.

\$20.00 minimum

Radon fee               \$ 0.05/SF.

Inspection fee       \$ 0.005/Sq.Ft.

School impact fee   \$1057.50

traffic impact fee   \$1196.00

Sewer collection system fee \$1.15/gal/day

Water pollution Control Charge \$12.40 gal/day These total 4268.25) (\$13.55 x 315 gal/day)

Sewer connection fee \$125.00

Water connection fee \$23.50

Water deposit       \$20.00

### 5. Duration

Jurisdiction: Orlando Florida

**1. What is to be built?**

A. A commercial or industrial building or multi-family residence (more than two)

**2. Initial office that contractor must visit:**

Orlando Building Department

**Additional Steps:**

Pay water fees to Orlando Utilities .

The Applicant may "walk" the application through zoning and engineering and back to the Building Department or at his option the Building Department will process the application through the other departments.

**3. The applicant must prepare and submit the following:**

A. A site plan which includes the following:

A complete legal description of the property as it is identified on the deed or tax receipt.

Project name, date, scale and north arrow.

location map showing the location of the property in respect to existing roads and landmarks including the boundary of the property indicated by a heavy line and the street name.

Topographic survey showing existing and proposed conditions.

Existing and proposed structures, including setbacks form all property lines.

B. Two copies of construction documents drawn to scale including:

Structural plans Foundation plan Floor plan Exterior and interior wall and column

Sections Exterior elevation Floor and roof framing plans

Electrical, Plumbing and mechanical layouts.

C. Completed Florida energy Efficiency Code Application

D. Completed Building Permit Application.

**4. Fees**

Building Permit

\$5.00 for the first \$1000 of value \$3.50 for each additional \$1000 of value of fraction thereof. \$20.00 minimum

Radon fee \$ 0.05/Sq.Ft.

Inspection fee \$ 0.005/Sq.Ft.

School impact fee: None for commercial building \$489.75/unit for multi-family.  
varies

traffic impact fee      \$ 1196.00

Sewer collection system fee \$1.15/gal/day

Water pollution Control Charge \$12.40 gal/day

Sewer connection fee      \$125.00

Water connection fee      \$ 23.50

Water deposit \$ 20.00

**5. Duration**

Jurisdiction: City of Winter Park, Florida

**1. What is to be built?**

A Single family home

**2. Initial office that contractor must visit:**

Winter Park Planning and Community Development Office  
Code Enforcement Division.

**Additional Steps**

None for the applicant. This is a "one-stop" procedure.

**3. The applicant must prepare and submit the following:**

- A. Completed Building Permit Application
- B. Setback/coverage calculation work sheet
- C. Site plan showing setbacks and dimensions of the new structure, addition or room enclosure.
- D. Energy Code Compliance Form with equipment sizing calculation and air distribution sizing and design shown on plans
- E. Drainage plan showing how storm water will be handled the property
- F. Complete tree removal application (where applicable)
- G. Three sets of Construction drawings including: floor plans, foundation-plan, wall sections, elevations, truss engineering, connector load details, shear wall details, floor framing plans. Show building height from existing grade and curb to roof ridge.  
Site plan and drainage plan  
Plans must be prepared and sealed by a engineer or architect with submission of wind load design criteria method of compliance with shear loads and window details for compliance with wind loads; or submission of work sheet details for compliance with the Hurricane Resistant Residential Standard (SSTD 10-93)

**4. Fees**

Plan Review	(.9% of valuation + \$30.003/2)
Building Permit	.9% of valuation + \$30.00
Inspector Training	.04% of valuation
Radon	\$ 0.005/Sq. Ft.
Building Code	\$ 0.005/Sq. Ft.

Affordable housing	\$ 0.20/SF
School Impact Fee	\$1/057.50 (Orange County)
water connection	Varies -see attached schedule The minimum is \$520 + \$100 for a 3/4" meter.
Sewer Connection	\$2300.00

## **5. Duration**

The time required is typically 5 to 7 days.

Jurisdiction: Winter Park, Florida

**1. What is to be built?**

A commercial, industrial, or multi-family (more than two) building.

**2. Initial office that contractor must visit:**

Winter Park Planning and Community Development Office  
Code Enforcement Division.

**Additional Steps**

None for the applicant-- This is a "one-stop" procedure.

**3. The applicant must prepare and submit the following:**

- A. Completed Building Permit Application
- B. Setback/coverage calculation work sheet
- C. Site plan showing setbacks and dimensions of the new structure, addition or room enclosure.
- D. Energy Code Compliance Form with equipment sizing calculation and air distribution sizing and design shown on plans
- E. Drainage plan showing how storm water will be handled on the property
- G. Complete tree removal application (where applicable)
- H. Landscape plan
- I. Five sets of Construction drawings including: floor plans, foundation plan, wall sections, elevations, truss engineering, connector load details, Shear wall details, floor framing plans. Show building height from existing grade and curb to roof ridge.

Plans must be prepared and sealed by a engineer or architect with submission of wind load design criteria, method of compliance with shear loads and window details for compliance with wind loads; or submission of work sheet details for compliance with the Hurricane Resistant Residential Standard (SSTD 10-93)

**4. Fees**

Plan Review	(.9% of valuation + \$30.00)/2
Building Permit	.9 % of valuation + \$30.00
Inspector Training	.04% of valuation
Radon	\$ 0.005/Sq. Ft.

Building Code	\$ 0.005/Sq. Ft.
Water connection	Varies (see attached schedule) The minimum is \$520 + \$100 for a 3/4" meter.
Sewer connection	\$2300.00 per Equivalent residential Connection or \$6.91/gal/day
Affordable housing	\$ 0.20/Sq. Ft.
Fire Review	varies: Minimum \$15.00 maximum expected \$105.00

### **5. Duration**

The time required is typically 5 to 7 days.

Jurisdiction: Winter Park, Florida

**1. What is to be built?**

A single family subdivision

**2. Initial office that contractor must visit:**

Winter Park Engineering Department

**3. Additional Steps**

Varies with circumstances. Applicant must show compliance with the comprehensive plan, and zoning regulations and must meet all of Florida D.E.P. regulations

**4. Fees**

Varies: The minimum will be 1/3 of the expected utility connection fees and deposits.

**5. Duration**



## Leon County

Jurisdiction: Leon County, Florida

**1. What is to be built?**

A single family home or a duplex

**2. Initial office that the contractor must visit.**

Department of Growth and Environmental Management

3401 West Tharpe Street

Tallahassee FL 32303

**3. The applicant must prepare and submit the following in two complete copies;**

A. Parcel identification number

B. Site Plan

Elevations

Foundation

Floor

Electrical

Plumbing

Mechanical

Wall sections

C. Legal access to the property

D. Developmental review determination

E. Flood letter, signed and sealed by a Florida registered Professional Engineer

F. Soil test, signed and sealed by a Florida registered Professional Engineer

G. Florida energy form

H. Septic system permit application

I. Environmental permit application

J. Driveway and street connection permit application

K. Building permit application

**4. Fees**

A. Development Review \$ 20 - 150

B. Septic system permit \$ 185

C. Driveway and street connection \$ 50

D. Environmental permit fee \$ 75

E. Buildings permit fee \$ 600

F. Transportation Impact fee           \$ 178 - 509

**5. Duration**

12 working days

Jurisdiction: Leon County, Florida

**1. What is to be built?**

A residential subdivision or commercial chopping center

**2. Initial office that the contractor must visit.**

Department of Growth and Environmental Management

3401 West Tharpe Street

Tallahassee FL 32303

**3. The applicant must prepare and submit the following in two complete copies;**

A. Concurrency review

B. Completed development review (determines if development is minor, moderate or major based on thresholds)

C. Pre-application conference (optional for minor development)

D. Planning director approval and decision

E. Planning commission decision if planning director decision is appealed

NOTE: Decision authority rests with planning director for minor developments, planning commission for moderate developments, and county commission for major development.

F. Parcel identification number

G. Site Plan

Elevations

Foundation

Floor

Electrical

Plumbing

Mechanical

Wall sections

H. Legal access to the property

I. Developmental review determination

J. Flood letter, signed and sealed by a Florida registered Professional Engineer

K. Soil test, signed and sealed by a Florida registered Professional Engineer

L. Florida energy form

M. Septic system permit application

N. Environmental permit application

O. Driveway and street connection permit application

P. Building permit application

**4. Fees**

A. Development Review \$ 20 - 150

B. Septic system permit \$ 185

C. Driveway and street connection \$ 50

D. Environmental permit fee \$ 75

E. Buildings permit fee \$ 600

F. Transportation Impact fee \$ 178 - 509

**5. Duration**

90 - 120 days (varies, based on scope)

Jurisdiction: Leon County, Florida

**1. What is to be built?**

A Commercial Office Building

**2. Initial office that the contractor must visit.**

Department of Growth and Environmental Management

3401 West Tharpe Street

Tallahassee FL 32303

**3. The applicant must prepare and submit the following in two complete copies;**

A. A verification certificate (based on a review of the comprehensive plan and landuse regulations)

B. Parcel identification number

C. Site Plan

Elevations

Foundation

Floor

Electrical

Plumbing

Mechanical

Wall sections

D. Legal access to the property

E. Developmental review determination

F. Flood letter, signed and sealed by a Florida registered Professional Engineer

G. Soil test, signed and sealed by a Florida registered Professional Engineer

H. Florida energy form

I. Septic system permit application

J. Environmental permit application

K. Driveway and street connection permit application

L. Building permit application

**4. Fees**

A. Development Review                      \$ 20 - 150

B. Septic system permit                      \$ 185

C. Driveway and street connection	\$ 50
D. Environmental permit fee	\$ 75
E. Buildings permit fee	\$ 600
F. Transportation Impact fee	\$ 178 - 509

#### **5. Duration**

30 - 35 working days

Jurisdiction: City of Tallahassee, Florida

**1. What is to be built?**

A Single family home or duplex

**2. Initial Office that contractor must visit**

Permit Intake Unit

Growth Management Department

201 S. Bronough Street

Tallahassee, FL 32301

**3. The applicant must prepare and submit the following**

A. Legal description of site

B. Residential permit application

C. Site plans

Elevations

Foundation

Floor

Electrical

Plumbing

Mechanical

Wall sections

D. Florida Energy forms

**4. Fees**

Permit	\$ 0.105 /SF. min.\$25
Concurrency management	\$ 55
Water system	\$ 430/657.90
Sewer system	\$ 2520/3855.60
Tap fee	\$ 450
Transportation Impact	\$ 324 - \$ 509 varies by location.

**5. Duration**

12 working days



Jurisdiction: City of Tallahassee, Florida

**1. What is to be built?**

A Single Commercial building, a residential sub division or a commercial shopping center

**2. Initial Office that contractor must visit**

Land Use Administration Division  
4 th Floor City Hall  
300 S. Adams Street  
Tallahassee, FL 32301

**3. The applicant must prepare and submit the following**

A. Request for City Land use Compliance Determination

B. Concurrency application including

1. Land Use compliance certificate
2. A completed ownership affidavit
3. A site plan (Type A, B, C, or D) with checklist
4. A general location map
5. A transportation analysis
6. A storm water analysis

C. Environmental Impact analysis

**4. Fees**

**RESIDENTIAL**

Permit	\$ 0.9 /SF. min.\$25
Concurrency management	\$ 55
Water system	\$ 430/657.90
Sewer system	\$ 2520/3855.60
Tap fee	\$ 450
Transportation Impact	\$ 324 - \$ 509 varies by location
Environmental analysis	\$ 432 + 7.20 acre > 3 acres if Part II required, + \$ 492
Site plan	\$ 100 + \$ 5/unit

**COMMERCIAL**

Permit	\$ 0.115 /SF. min.\$25
Concurrency management	\$ 110 first 1000 SF + \$ 29 additional 1000 SF
Water system	Varies based on meter size
Sewer system	Varies based on meter size
Tap fee	Varies based on meter size
Transportation Impact	\$ 324 - \$ 509 varies by location
Environmental analysis	\$ 432 + 7.20 acre > 3 acres if Part II required, + \$ 492
Site plan	\$ 100 + \$ 0.009/SF

### **5. Duration**

30 - 120 days (varies, based on scope)

## Pinellas County

Jurisdiction: Pinellas County (unincorporated areas)

**1. What is to be built?**

A 3,000 SF single family custom home

**2. Initial office that contractor must visit:**

Pinellas County Building Department. A pre-application conference is highly recommended. At this conference the owner is "walked through the various departments within the Building Department.

**Additional Steps:**

a. The applicant must then obtain the following permits before going back to the Building Department

County Zoning Department to obtain the Zoning permit.

Environmental Management to obtain a Tree Removal permit.

The Utility company- Pinellas County Water and Sewer for the water and/or sewer . For the Municipalities, the Utility company will be the one within each of the

towns or cities. Water Department for paying the impact fees.

**3. The applicant must prepare and submit the following to the Building**

Department for the Site Plan Review:

A. A site plan which includes the following:

**PROJECT IDENTIFICATION**

1. A complete legal description of the property as it is identified on the deed or tax receipt.

2. Project name, address and telephone number of engineer, architect, surveyor and owner.

3. North point, scale, date and local description. It must include section, township and range of proposed site.

4. Location sketch map showing the location of the property in respect to existing roads and landmarks.

**EXISTING CONDITIONS**

1. Boundaries of the property involved, all existing easements, existing buildings, section lines, property lines, existing street paving and areas, existing water mains, sanitary and

storm sewers, overhead and underground power lines and/or power substations, culverts and other underground structures in and adjacent to the property.

2. A one inch equals two hundred feet aerial photograph of sufficient quality to delineate existing vegetation, and a tree survey.

3. Historic and archaeologically significant features shall be shown on the site plans.

#### PROPOSED DEVELOPMENT PLANS

1. Location and dimensions of the proposed uses, setbacks, structure heights, streets, parking and loading areas, signs, docks, surface water areas, retention/detention areas and outlet locations, fire hydrants, all utilities including overhead and underground electric lines, water and sewer, sanitary and storm sewers, culverts, water mains and other underground structures and easements.

B. Completed Florida Energy Efficiency Code Application

C. Building Permit forms Construction permit application (Central Permit)

Owner/builder affidavit

Contractor's tie-in certification

Surveyor's RPD certification - setbacks and lowest floor elevation Certificate of occupancy Building, electric, plumbing, gas and mechanical

D. Simultaneously, permits from the other agencies can be obtained.

#### DEPARTMENT OF ENVIRONMENTAL REGULATION

Dredge and fill

#### SOUTH WEST FLORIDA WATER MANAGEMENT DISTRICT

Surface water management and storage Water use permit

#### DEPARTMENT OF ENVIRONMENTAL REGULATION

Dredging and filling in the waters of Florida

#### PINELLAS COUNTY ENVIRONMENTAL MANAGEMENT

Habitat management and Landscape permits

#### 4. Fees

Building Permit fees \$0.08 per SF Plan review fees \$0.02 per SF

Plumbing permit fees \$0.05 per SF Electric permit fees \$ 0.04 per SF

Mechanical permit fees \$0.03 per SF Gas permit fees \$25 per unit fire permit fees \$25 per unit

### **5. Duration**

The permit process can take anywhere between two days to several weeks depending if the process is understood and all the permits needed by the Building Department are obtained prior to the Central permit.

Jurisdiction: Pinellas county (unincorporated areas)

**1. What is to be built?**

A 10,000 SF commercial office building or a subdivision or a commercial shopping complex

**2. Initial office that contractor must visit:**

Pinellas County Building Department. A pre-application conference is highly recommended. At this conference the owner/owner's representative or the contractor is "walked through" the various departments within the Building Department.

An outline of the steps involves:

**1. Site Plan Review**

Zoning - landuse

Environmental

SWFWMD

Tree removal and green areas (habitat and landscape)

Right-of-way

Road widths

Easements

Engineering - drainage

**2. Building Plan Review**

Standard Building code

Standard Plumbing code

Standard Mechanical code

National Electrical code

NEPA - Gas codes, Sprinklers

Water and Sewer Department

Fire Department

Health Department

**Additional Steps:**

The applicant must then obtain the following permits before going back to the Building Department

1. County Zoning Department to obtain the Zoning permit.

2. Environmental Management to obtain a Tree Removal permit.
3. The Utility company- Pinellas County Water and Sewer for the water and/or sewer . For the Municipalities, the Utility company will be the one within each of the towns or cities.
4. Water Department for paying the impact fees.

A. A site plan which includes the following:

#### PROJECT IDENTIFICATION

1. A complete legal description of the property as it is identified on the deed or tax receipt.
2. Project name, address and telephone number of engineer, architect, surveyor and owner.
3. North point, scale, date and local description. It must include section, township and range of proposed site.
4. Location sketch map showing the location of the property in respect to existing roads and landmarks.

#### EXISTING CONDITIONS

1. Boundaries of the property involved, all existing easements, existing buildings, section lines, property lines, existing street paving and existing and/or proposed rights-of-way (as required by the Pinellas County's Subdivision Regulations), topography, existing surface water areas, existing water mains, sanitary and storm sewers, overhead and underground power lines and/or power substations, culverts and other underground structures in and adjacent to the property.
2. The ownership of the lands abutting and within 150 feet of the subdivisions need to be shown on the subdivision plans.
3. A one inch equals two hundred feet aerial photograph of sufficient quality to delineate existing vegetation, and a tree survey.
4. Historic and archaeologically significant features shall be shown on the site plans.

#### PROPOSED DEVELOPMENT PLANS

1. Location and dimensions of the proposed uses, setbacks, structure heights, streets, parking and loading areas, signs, docks, surface water areas, retention/detention areas and outlet locations, fire hydrants, all utilities including overhead and underground electric lines, water and sewer, sanitary and storm sewers, culverts, water mains and other underground structures and easements.
2. Size of the proposed lots or parcels.



B. Completed Florida Energy Efficiency Code Application

C. Building Permit forms

Owner/builder affidavit

Contractor's tie-in certification

Surveyor's RPD certification - setbacks and lowest floor elevation

Certificate of occupancy

Building, electric, plumbing, gas and mechanical

D. Simultaneously, permits from the other agencies can be obtained.

DEPARTMENT OF ENVIRONMENTAL REGULATION

Dredge and fill

Seawall and docks

Discharge allowances

Waste management

Air pollution management Certificate of completion of construction Permit to  
operate air pollution sources Transfer of permit for a pollution source

SOUTH WEST FLORIDA WATER MANAGEMENT DISTRICT

Surface water management and storage

Conceptual approval Construction permits Operation permits

Mining of materials

Water use permit

Regulation for wells permit

PINELLAS COUNTY ENVIRONMENTAL MANAGEMENT

Habitat management and landscape permits

#### **4. Fees**

The fee schedules are attached in section 5 of this report.

Building Permit fees \$0.05 per SF

Plan review fees \$0.02 per SF

Plumbing permit fees \$15 per fixture

Electric permit fees \$ 0.03 per SF

Mechanical permit fees \$0.03 per SF

Gas permit fees \$15 per appliance

Fire permit fees \$25 per unit

### **5. Duration**

The permit process can take anywhere between two days to several weeks depending if the process is understood and all the permits needed by the Building Department are obtained prior to the Central permit.

Jurisdiction: Pinellas County, Florida

**1. What is to be built?**

A single family home

**2. Initial office that the contractor must visit.**

For unincorporated areas, the applicant proceeds to the Pinellas County Building Department

**Additional Requirements**

1. Tree removal permit from the Environmental Management
2. A paid receipt from the utility which serves the water and sewer

**3. The applicant must prepare and submit the following.**

**A. Two copies of construction documents drawn to scale including**

**1. Plot plan which includes**

- a. A complete legal description of the property as it is identified on the deed or tax receipt
- b. Project name, address and telephone number of engineer, architect, surveyor and owner
- c. North point, scale, date and local description. It must include section, township and range of proposed site.
- d. Location sketch map showing the location of the property in respect to existing roads and landmarks
- e. Existing and proposed structures, including setbacks from all property lines and easements.

**2. Structural plans of the following**

Foundation plan  
Floor plans  
Typical wall section  
Roof framing plans  
Electrical, plumbing and mechanical

**B. Completed Florida Energy Efficiency Code Application**

**C. Completed Central Permit application.**

**4. Fees**

## 5. Duration

## Hillsborough County

Jurisdiction: Tampa City, Florida

**1. What is to be built?**

Construction of a new house (single family) or two unit family structure(duplex).

**2. Initial office that a contractor must visit:**

Building Permits and Service Center

1400 North Boulevard

Tampa, Fl 33607

Ph: 813-259-1770

Contact Person: Benjamin Daniels

**Steps:**

- \* Obtain composite card from Hillsborough County office.
- \* Contractor visits the office at 1400 N. Boulevard
- \* The office checks via computer whether the contractor is certified or not.
- \* If not certified, they are given a certificate no. (License renewal for the city is every year and for the county it is every two years)

**Submission requirements:**

1. Obtain address assignment for the property from Right-of-way Section
2. Complete the Application form
3. Verify Special Conditions with Permit Technician:
  - a. Flood Zone

b. Storm water Management Division

c. Zoning Division

d. Transportation Division

e. Other permits: Roof, Electrical, Plumbing, Mechanical and Site

Clearing tree Removal

4. Make application with Water Dept. for meter.

5. Obtain sewer verification from Sanitary Sewer Dept.

6. Submit the following plans:

- a. Construction Plans and documents: provide two sets containing: 1. Site plan - single line drawing showing location of proposed and existing structures on lot (include streets, A/C pads, paving and driveways), distances to front, rear, and sides of property line, all lot and structure dimensions (include Legal Description on site plan), and distances

between all buildings. 2. Floor plans showing the size and arrangement and functions of all the rooms. 3. Foundation plan showing size and location of perimeter, and all other footings.

4. Framing plan showing all appropriate information such as sizes, spacing, and materials  
5. Typical wall section 6. Front, sides and rear elevations showing windows, trim, and roof line. Window sizes should be clearly shown.

7. Energy calculations prepared on the standard form.

#### **4. Fees**

Building Permit: \$5.00 for the first \$1,000 value + \$3.50 for each additional \$1,000 of value of fraction thereof. \$20.00 mix.

(there is a formula given to calculate a. Value Based Plan Examination and Permit Fees)

Radon fee: \$0.005/SF.

Inspection fee: Free for first inspection and \$ 15.00 for re-inspection

School impact fee:

Single-family detached

2 bedroom \$63.50

3 bedroom \$195.93

4 bedroom \$348.43

5 bedroom \$488.08

Traffic impact fee:

Sewer collection fee:

Water pollution Contra Charge

Sewer connection fee:

Water Connection fee:

Water deposit

#### **5. Duration**

5-7 days.

Note: After submitting plans, contractor can take care of sewer, landscaping, drainage, transportation. The side agencies are involved during the process wherein work goes on simultaneously.

Jurisdiction: Tampa City, Florida

**1. What is to be built?**

Construction of a commercial or multi-family residence

**2. Initial office that a contractor must visit:**

Building Permits and Service Center

1400 North Boulevard

Tampa, Fl 33607

Ph: 813-259-1770

Contact Person: Benjamin Daniels

**Steps:**

- \* Obtain composite card from Hillsborough County office.
- \* Contractor visits the office at 1400 N. Boulevard by appointments only from 8.30 am to 4.00 p.m. (30 to 45 min.)
- \* Commercial desk
- \* Address verification
- \* Site plans ( 7 sets for 7 different agencies) submission and review. It generally takes 10 days to review.
- \* The building plans are reviewed only after the site plan is approved.

**Submission requirements:**

1. Obtain address assignment for the property from Right-of-way Section
2. Complete the Application form
3. Verify Special Conditions with Permit Technician:
  - a. Flood Zone
  - b. Storm water Management Division
  - c. Zoning Division
  - d. Transportation Division
  - e. Other permits: Roof, Electrical, Plumbing, Mechanical and Site
- Clearing tree Removal
4. Make application with Water Dept. for meter.
5. Obtain sewer verification from Sanitary Sewer Dept.
6. Submit the following plans:



a. Construction Plans and documents: provide two sets containing: 1. Site plan - single line drawing showing location of proposed and existing structures on lot (include streets, A/C pads, paving and driveways), distances to front, rear, and sides of property line, all lot and structure dimensions (include Legal Description on site plan), and distances between all buildings. 2. Floor plans showing the size and arrangement and functions of all the rooms.

3. Foundation plan showing size and location of perimeter, and all other footings. 4. Framing plan showing all appropriate information such as sizes, spacing, and materials 5. Typical wall section 6. Front, sides and rear elevations showing windows, trim, and roof line. Window sizes should be clearly shown. 7. Energy calculations prepared on the standard form.

#### **4. Fees**

Building Permit: \$5.00 for the first \$1,000 value + \$3.50 for each additional \$1,000 of value of fraction thereof. \$20.00 mix.

(there is a formula given to calculate a. Value Based Plan Examination and Permit Fees)

Radon fee: \$0.005/SF.. Inspection fee: Free for first inspection and \$15.00 for re-inspection

School impact fee:

Multi-family

1 bedroom \$8.54

2 bedroom \$32.60

3 bedroom \$236.62

Traffic impact fee:

Sewer collection fee:

Water pollution Contra Charge

Sewer connection fee:

Water Connection fee:

Water deposit

#### **5. Duration**

10 days for site and 5 days for building

Note: There can be a preliminary review where all seven agencies involved sit together and sort out the things. This is optional and the fee for this is \$250.00

Jurisdiction: City of Temple Terrace, Florida

**1. What is to be built?**

Construction of a new house (single family) or two unit family structure(duplex).

**2. Initial office that a contractor must visit:**

Dept. of Community Development

11250 North 56th Street

Post Office Box 16930

Temple Terrace, Florida 33687

Ph: 813 989 7132

Contact Person: Ms. Judy Crutcher & Ms. Sharon Prietu

Steps ( Documentation required):

\* Register

\* Complete Building Permit Application, including legal description, address, current ownership information, job description, applicant information, job value and home owners affidavit if applicable. \* Lot Summary sheet

**3. Plans required:**

A. Survey - (1 copy showing existing structures and 3 copies showing existing structures and addition). Dimensions of structures including trees, fire places, porches, mechanical equipment, distances to front, rear, side property lines and location of all streets. Also, lot dimensions, front, side and rear shall be shown. One copy shall include a survey of the species and trunk sizes of trees 5" or greater in diva. at 4.5' above ground, and environmental jurisdiction areas, if applicable.

B. Three (3) complete sets of plan to include:

1. Elevations 2. Electrical plan 3. Floor plan 4. Foundation plan 5. Plumbing 6. Wall section 7. Details - Roof truss layout and profile, framing details, ac units shown on site plan with setbacks. Show compliance with 1205 SBC or Hurricane Resistance Manual. 8. Energy Efficiency

**4. Fees**

Building Permit:

Value of Building and Structure

\$500.00 and under

\$1,001 - \$50,000

\$50,001 - \$250,000

\$250,000 and over

Radon fee: \$0.005/SF..

Inspection fee: Free

School impact fee:

1-2 bedroom \$53.41

3 bedroom \$164.81

4 bedroom \$293.06

Improvement charge for water service:

Single family: \$2,750.00

Improvement charge for sewer service:

Single family: \$800.00

Water pollution Contra Charge

Permit fee

No fee, unless inspection required, in which case \$10 fee per inspection.

\$25.00 for the first \$1,000 plus \$5.00 for each additional thousand

\$270 for the first \$50,000 plus \$4.00 for each additional thousand

\$1,045 for the first \$250,000 plus \$3.00 for each additional thousand

Sewer tap fee: \$75.00

Water meter: \$115.00

Water deposit: \$50.00

**5. Duration**

5 days

Jurisdiction: City of Temple Terrace, Florida

**1. What is to be built?**

Commercial or industrial building or multi-family residence.

**2. Initial office that a contractor must visit:**

Dept. of Community Development

11250 North 56th Street

Post Office Box 16930

Temple Terrace, Florida 33687

Ph: 813 989 7132

Contact Person: Ms. Judy Crutcher & Ms. Sharon Prietu

**3. Steps ( Documentation required):**

\* Register \* Complete Building Permit Application, including legal description, address, current ownership information, job description, applicant information, job value etc. \*

Lot Summary sheet \* For commercial, approval is needed from Zoning Dept.. too.

**4. Plans required:**

A. Survey - (1 copy showing existing structures and 3 copies showing existing structures and addition). Dimensions of structures including trees, fire places, porches, mechanical equipment, distances to front, rear, side property lines and location of all streets. Also, lot dimensions, front, side and rear shall be shown. One copy shall include a survey of the species and trunk sizes of trees 5" or greater in diva. at 4.5' above ground, and environmental jurisdiction areas, if applicable.

**B. Six (6) complete sets of plan to include:**

1. Elevations 2. Electrical plan 3. Floor plan 4. Foundation plan 5. Plumbing 6. Wall section 7. Details - Roof truss layout and profile, framing details, ac units shown on site plan with setbacks. Show compliance with 1205 SBC or Hurricane Resistance Manual. 8. Energy Efficiency

**4. Fees**

Building Permit:

Value of Building and Structure

\$500.00 and under

\$1,001-\$50,000

\$50,001-\$250,000

\$250,000 and over

Permit fee

No fee, unless inspection required. in which case \$10 fee per inspection.

\$25.00 for the first \$1,000 plus \$5.00 for each additional thousand or fraction thereof

\$270 for the first \$50,000 plus \$4.00 for each additional thousand

\$1,045 for the first \$250,000 plus \$3.00 for each additional thousand or fraction thereof

Radon fee: \$0.005/SF..

Inspection fee: Free

School impact fee:

Improvement charge for water service:

Multi-family residential connection per unit: \$1,950.00

Commercial: depends on the meter size e.g. 5/8 inch meter is \$2,750.00

Improvement charge for sewer service:

Multi-family residential connection per unit: \$800.00

Commercial depends on the meter size (inches)

Water pollution Contra Charge

Sewer tap fee:

Winter *meter-*

Water deposit:

**5. Duration**

7-10 days.

Jurisdiction: Plant City, Florida

**1. What is to be built?**

Construction of a new house (single family) or two unit family structure(duplex).

**2. Initial office that a contractor must visit:**

City of Plant City Building Dept.

PO Box C Plant City,

Florida 33564

Ph: 813 752 3125

There are three departments viz. Building, Planning and Engineering located in the same building.

Contact person:

Building Dept.: William H. Bledsoe

Planning & Zoning: Sherry Blanchard

Engineering: Katherine G. Burke

**3. Steps & Documentation required**

1. Complete permit application
2. Residential permit require 2 complete sets (see below) of plans; which must have wind load information, detailed engineered drawings and calculations signed and sealed by an licensed engineer or architect.
3. Contractor's License and Hillsborough County bond required if not owner.
4. Examination of residential plans takes one week.
5. No work is to begin prior to issuance of the permit. If work begins prior to obtaining permit the fees will be doubled.

Complete sets of plan to include:

1. Four elevations
2. Typical wall section
3. Electrical layout
4. Plumbing isometric
5. Mechanical layout
6. Florida energy code form

7. Lot survey

8. Total square footage under roof.

9. Plot diagram showing location of construction on lot.

All setbacks including sides, rear and front yards must be shown, as well as the distance from the building line to the center line of right of way.

#### **4. Fees**

Building Permit: varies (see attached sheet)

Radon fee: \$0.005/SF..

Building inspection fee: Free for first and then \$20.00 and then for each \$25.00

Plumbing, Electrical, Mechanical re-inspection fee \$25.00

School impact fee:

Water pollution Contra Charge

Sewer tap fee: \$

Water meter: \$

Water deposit: \$

#### **5. Duration**

7 days



Jurisdiction: Plant City, Florida

**1. What is to be built?**

Multi-residential or commercial building

**2. Initial office that a contractor must visit:**

City of Plant City Building Dept. PO Box C Plant City, Florida 33564 Ph: 813 752 3125

There are three departments viz. Building, Planning and Engineering located in the same building.

Contact person:

Building Dept...: William H. Bledsoe

Planning & Zoning: Sherry Blanchard

Engineering: Katherine G. Burke

**3. Steps & Documentation required:**

1. Complete permit application
2. Commercial building permit requires 3 complete sealed sets (see below) of plans and one set of landscape, parking, overall site plan, etc.; which must have wind load information, detailed engineered drawings, and calculations signed and sealed by an licensed engineer or architect.
3. Contractor's License and Hillsborough County bond required if not owner.
4. Examination of Commercial plans takes two weeks to include Engg. & Zoning review.
5. No work is to begin prior to issuance of the permit. If work begins prior to obtaining permit the fees will be doubled.
6. Multi-family and non-residential projects on parcels over 1/2 acre will be required to meet landscaping regulations under section 1 1 1.1 9, Plant City Code
7. All permits are required to submit a Parking plan to include:
  - a. Delineation of individual parking spaces.
  - b. Circulation area
  - c. Access to streets, alleys and properties to be served
  - d. Curb cuts.
  - e. Dimensioning, materials and type of materials used for landscaping
  - f. Grading, drainage etc.
  - g. Delineation of all structures
  - h. Specifications as to signs and wheel stops.

Complete sets of plan to include:

1. Four elevations
2. Typical wall section
3. Electrical layout
4. Plumbing isometric
5. Mechanical layout
6. Florida energy code form
7. Lot survey
8. Total square footage under roof.
9. Plot diagram showing location of construction on lot.

All setbacks including sides, rear and front yards must be shown, as well as the distance from the building line to the center line of right of way.

#### **4. Fees**

Building Permit: varies

Radon fee: \$0.005/SF..

Building inspection fee: Free for first and then \$20.00 and then for each \$25.00

Plumbing, Electrical, Mechanical re-inspection fee \$25.00

School impact fee:

Water pollution Control Charge

Sewer tap fee: varies

Water meter: varies

Water deposit: varies

#### **5. Duration**

14 days

Jurisdiction: Unincorporated areas of Hillsborough county, Florida

**1. What is to be built?**

Single family residential new construction

**2. Initial office that a contractor must visit:**

Permit Service Center

601 E. Kennedy Blvd.

PO Box

Tampa, Fl 33601

Ph: 813-272-5330

Contact Person: Ms. Rodgriguez

**Steps:**

- \* Contractor needs a license from the state (obtained from DPR, Tallahassee)
- \* If the contractor is not state certified, he has to have a competency license.

**Submission requirements:**

1. Type of structure
2. Occupancy Classification
3. Application completely filled out.
4. Plan - 2 copies of all documents 3 additional copies of detailed site plans (1) with civil drawings.
5. Plot plan - with legal description.
6. Foundation plan
7. Floor plan
8. Typical wall roof section
9. Building elevations
10. Electrical, plumbing 7 mechanical layout.
11. Truss drawings
12. Energy calculations
13. Architects seal (each page)
14. Flood zone elevations
- 15 Copy of recorded deed
16. Sale lease agreement
17. permit

18. Drainage letter

19. D. O. T. Review

Besides all these there are other agencies such as Health Dept., Fire Marshall, EPC, Water, Sewer, Septic tank permit, etc. could be involved.

#### **4. Fees**

##### **Building Permit**

\$30.00 per sq. ft. of living area and \$19.00 per sq. ft. of work area.

Radon fee: \$0.005/SF..

Inspection fee: Free for first inspection and \$ 30.00 for re-inspection

School impact fee: depends on the zone- for example for a 2 bedroom house it could be anywhere between \$2.00 to \$2,700.00

Traffic impact fee:

Sewer collection fee: Varies

Water pollution Contra Charge: Varies

Sewer connection fee: Varies

Water Connection fee: Varies

Water deposit: Varies

#### **5. Duration**

3-5 days

Note: After submitting plans, contractor can take care of sewer, landscaping, drainage, transportation. The side agencies are involved during the process wherein work goes on simultaneously.

Jurisdiction: Unincorporated areas of Hillsborough county, Florida

**1. What is to be built?**

A Commercial building or multi-family residence.

**2. Initial office that a contractor must visit:**

Permit Service Center

601 E. Kennedy Blvd.

PO Box 1110

Tampa, FL 33601

Ph: 813-272-5330

Contact Person: Ms. Rodgriguez

**3. Steps:**

- \* Contractor needs a license from the state (obtained from DPR, Tallahassee)
- \* If the contractor is not state certified, he has to have a competency license.
- \* The building permit is applied for at the Building Dept..
- \* 2 sets of architectural plans and 3 sets of site plan are left with the building Dept.. All other plans are taken by the applicant to the Dept. of Development Coordination for commercial review and a Land Alteration/Landscaping permit
- \* Both the above departments will review simultaneously.

**Submission requirements:**

1. Copy of recorded (deed) and Tax roll folio no. of the property.
2. Plans broken down as follows a. Three sets of civil drawings including site plans with two complete sets of architectural (including structural ) plans - all plans signed and sealed by a registered Florida architect or Engineer.
3. 2 sets of the current Energy Efficiency Code Calculations.
4. All General Contractors must have their Hillsborough County License (pink card) with them.

**5. Details**

- a. Plot plan: Single line scale drawing shall indicate the location within the dimensioned parcel of the existing proposed structure or addition. Structure shall be dimensioned to all parcel property lines.
- b. Wall Sections: Typical wall section showing all the details
- c. Floor plan

- d. Elevations
- e. Electrical
- f. Plumbing
- g. Mechanical
- h. Stress design & calculations on all metal buildings. All metal buildings require two copies of engineered drawings with details of stress design and calculations for wind loads on plans.

Additional requirements:

- a. Environmental Protection Commission (EPIC)- Approvals required if generated waste water exceeds 5000 gallons per day.
- b. Public Water and Waste water Utilities - Hillsborough County: A clearance letter of paid receipt for water/waste water service must be presented to this department
- c. Health Dept.:
- i. Environmental Engineering: requires the approval from the Director.
- ii Septic Tanks: If septic is required then an exemption certificate is required from the waste water utility agency
- d. The impact fee is collected after due assessment and has to be paid before a Certificate of Occupancy is issued.
- e. D.O.T. Driveway permits: If changes or additions are done on a primary state road.

Note: Prior to issuance of a Certificate of Occupancy or release of electrical power, all sub-permits must be acquired, paid for, and inspections completed.

#### 4. Fees

Building Permit:

\$30.00 per sq. ft. of living area and \$19.00 per sq. ft. of work area.

Radon fee: \$0.005/SF..

Inspection fee: Free for first inspection and \$ 30.00 for re-inspection

School impact fee: depends on the zone- for example for a 2 bedroom house it could be anywhere between \$2.00 to \$2,700.00

Traffic impact fee:

Sewer collection fee: Varies

Water pollution Contra Charge: Varies

Sewer connection fee: Varies

Water Connection fee: Varies

Water deposit: Varies

**5. Duration**

2 weeks approx.

## Bay County



Jurisdiction: Bay County, Florida

**1. What is to be built?**

A. A single family home

**2. Initial office that the contractor must visit:**

The applicant proceeds to the **County Building Division** obtain a Development Order (DO). A copy of the deed with legal description and address is needed to fill out the application.

**\*Exception: Lynn Haven and Panama City Beach**, the contractor proceeds to the Building Division in that jurisdiction. Lynn Haven and Panama City do not utilize the County Office.

**3. The applicant must prepare and submit the following:**

A. Two copies of all plans which includes:

a site Plan which includes:

1. Dimensions of the property; if drawn to scale, the scale utilized should be clearly defined.
2. The road on which the property fronts. If a corner lot, all roads must be shown.
3. Location of the septic tank and water well (if applicable).
4. Location of the structure, drawn to scale or with dimensions clearly identified.
5. The name of the preparer of the site plan.
6. Legal description of the property.

b. Foundation plan & footing details.

c. Floor plan indicating all bearing walls.

d. Wall sections, foundation through roof.

e. Roof framing or truss plan.

f. Connectors - anchor bolts, hold downs, framing anchors & nailing schedule.

g. Electrical, plumbing and HVAC plans.

h. Method of compliance with wind load. Bay County is 100 MPH except within 1500' of Coastal Control Line which is 110 MPH.

B. Septic Tank Permit or Sewer Approval.

1. Evidence of the disposal of sewage by:

a. A valid septic tank permit (no more than one year old) from the Bay County Public Health Unit. If the permit is more than one year old, the applicant must obtain evidence that the septic tank on the site is in working order by presentation of such certification obtained from the Bay County Public Health Unit.

b. Evidence of payment of sewage connection fees from one of the cities in the County.

c. A letter from a private package plant indicating their ability to provide service

2. Evidence of the availability of water by:

a. A valid water permit issued by the Northwest Florida Water Management District.

b. Evidence of payment of water connection fees from one of the cities in the County or Bay County Utilities Dept.

c. A signed statement as to the existence of a working water well on site. These forms are available at the Bay County Building Division.

C. Approval from City Planning Department, (DO).

D. Florida Energy Form.

E. Verification of address:

1. A deed or survey, indicating that the property existed as a parcel of record prior to the date of adoption of the Bay County Comprehensive Plan (May 14, 1990) or a Vested Rights Special Use Permit Number.

2. Street address of the property. If the applicant does not have a street address, one can be obtained from the **Bay County Public Services Department**.

F. Completed Building Permit Application.

#### **4. Fees**

Building ( SF multiplied by 0.021), the product is then found in Appendix B of the STANDARD BUILDING CODE for the dollar amount to be charged. (See enclosure)

Radon 0.01/SF

#### **5. Duration**

Jurisdiction: Bay County, Florida

**1. What is to be built?**

A. A 10,000 SF two-story commercial building. LEVEL 2 (non-residential under 3 acres)

**2. Initial office that the contractor must visit:**

If the property is located in the unincorporated areas of the county, the applicant proceeds to the **Bay County Planning Division** to obtain a Development Order (DO).

If the property is in the incorporated areas of the county, the applicant proceeds to the planning division of that jurisdiction to obtain a Development Order (DO).

The applicant then proceeds to the **Bay County Building Division**.

\*Exception: Lynn Haven and Panama City Beach, the contractor proceeds to the Building Division in that jurisdiction. Lynn Haven and Panama City do not utilize the County Office.

**3. The applicant must prepare and submit the following:**

A. (10) copies of the site plan. The site plan must contain:

1. Address and legal description of the site.
2. Scale of drawing and north arrow. Scale must be no greater than 1"= 40'.
3. Boundary lines and the dimensions of the site.
4. Names or highway numbers of all adjacent streets.
5. Locations of all alleys, easements, or other public ways.
6. Other: (see attached required information for level 2 & 3 site plan requirements)

B. (3) sets of structural plans which includes:

1. Foundation plan
2. Structural Plans (Floor, Walls, Columns, Roof)
3. Floor Plan
4. Electrical Plans, including exit and emergency lighting
5. Plumbing Plans
6. Mechanical Plans
7. Door and Window schedule
8. Elevations
9. Handicap accessibility features

10. Details on fire rated assemblies including penetrations

11. Fire Protection

12. Total area under roof (square feet)

C. Copy of deed to the property (including legal description). Also a copy of the lease if the property is leased.

D. **Department of Environmental Protection (DEL)** storm water permit or stale exemption letter, if issued in lieu of a permit.

E. If the subject property is located on a State or US Highway, a **Florida Department of Transportation (DOT)** permit for:

1. storm water runoff
2. driveway connection, if access to the property will be from the State or US Highway.

F. If the subject Property is located on a County road, a driveway permit from the **Bay County Engineering Division**.

G. Drainage calculations and storm water retention plan for the site based on a 25 year/24 hour storm event.

H. Evidence of sewage disposal by either:

1. a valid septic tank permit from the **Bay County Health Department (BCHD)**

OR

2. a tap fee receipt from an appropriate City showing that the required impact/connection fee has been paid.

I. Evidence of potable water availability by either:

1. a potable water well permit issued by the **NW Florida Water Management District**

OR

2. a tap fee receipt from an appropriate City showing that the required impact/connection fee has been paid.

J. A valid street address for the subject property. If it currently does not have one, it may be obtained from the **County Engineering Division**.

K. A Florida Energy Code survey of the building plans issued by either **Gulf Power** or the Coop.

#### **4. Fees**

Building Variable, dependent upon use and occupancy

Radon     \$ 0.01/SF

#### **5. Duration**

The building permit takes 1-3 weeks to obtain.

The Development order varies (see Growth Management handbook)

## **CHAPTER 3**

### **PROPOSED MODEL FLORIDA COUNTY PERMITTING PROCESS**

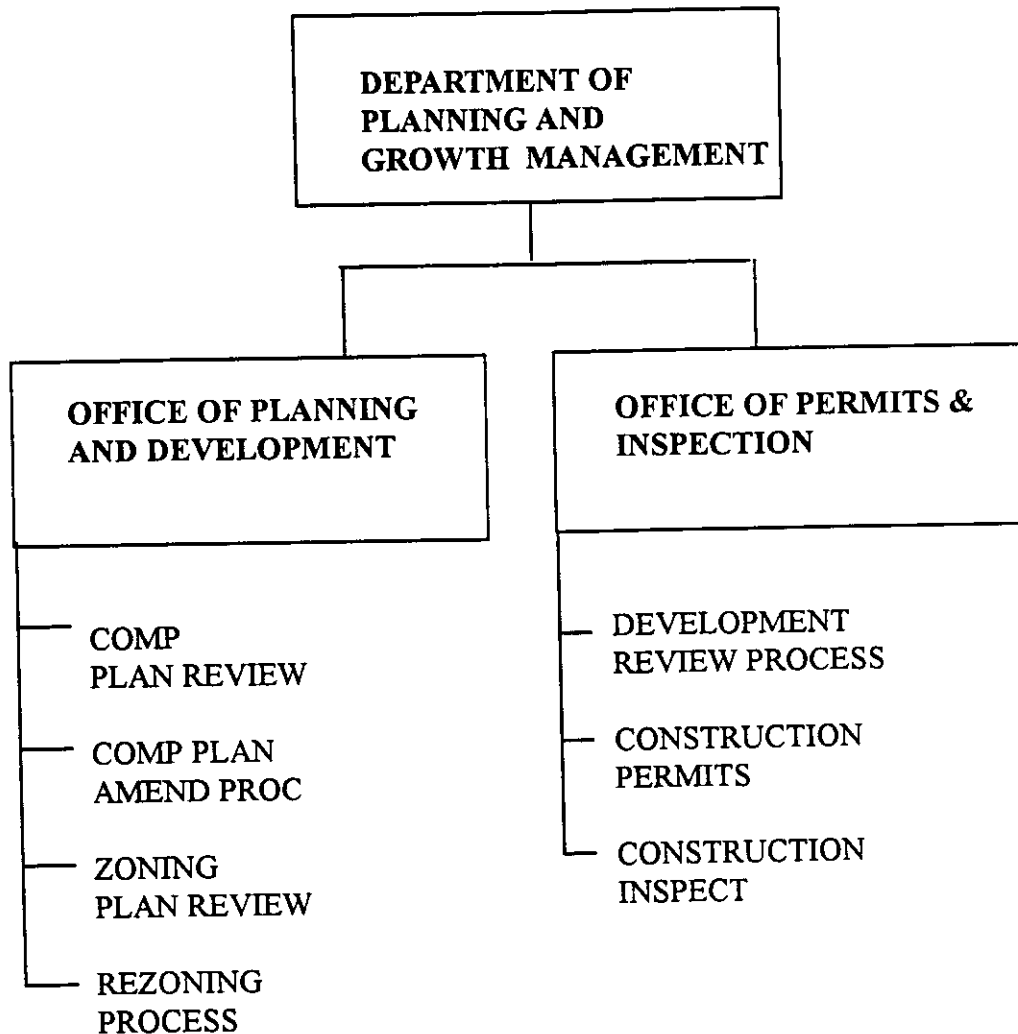
#### **Introduction**

In chapter 2, the permitting process for six Florida counties were compared to determine areas which might be standardized. The results will now be presented as a proposal for a model permitting process for Florida counties. This chapter proposes a "model" process that would eliminate many of the variances and inconsistencies that concurrently exist. When the realities of current local governmental politics are considered, the challenge of reaching a state-wide, one stop permitting system looms very large. However, unless some small in-road is made, future progress will remain listless. Several governmental officials, both in Florida, and as far away as Massachusetts, have been informed of this study and are very very interested in the results since they face similar permitting problems and concerns on a day-to-day basis.

#### **Proposed model organization**

There were several administrative areas of the permitting process that were reviewed for commonalty. First, the counties should standardize the titles of the three main organizations of the permitting process. The overall lead agency should be designated as the Department of Planning and Growth Management. It should have two major offices under it, the Office of Planning and Development (OPD), and the Office of Permits and Inspection (OPI). The OPD would be responsible for reviewing the proposed projects for concurrence with the County Comprehensive Plan and the County Zoning Ordinance. In addition the OPD would be the lead agency in the processing of Comprehensive Plan Amendments and Rezoning requests. The OPI would be responsible for the Development Review Process, permits and inspections related to the actual construction.

# PRIMARY COUNTY PERMITTING AGENCIES and their associated responsibilities



## ABBREVIATIONS

AMEND = AMENDMENT  
COMP = COMPREHENSIVE  
INSPECT = INSPECTION  
PROC = PROCESS

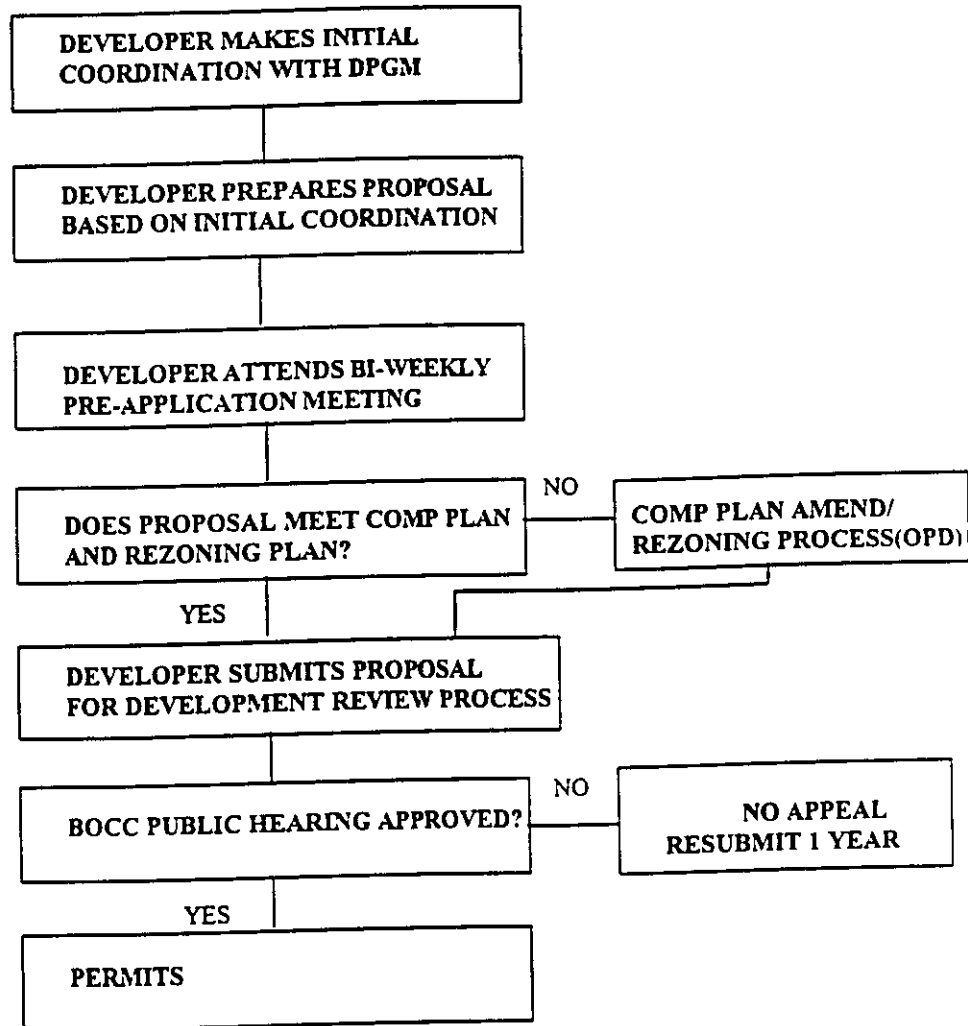
Second, the Department of Planning and Growth Management should compile all applicable regulations and ordinances that might be referred to in the permitting process. After compiling them, the Department of Growth Management should make copies and store them in a central location so that the developer may purchase them during the initial coordination phase. Third, the Department of Planning and Growth Management should prepare a guide or standard operating procedure of the county permitting process. This guide would serve as a reference for the developer, the county, and all outside agencies of the permitting process. As with the regulations/ordinances, this guide should be available for purchase from the Department of Planning and Growth Management. Fourth, the counties should attempt to standardize the zoning district labels and definitions. This may require a thorough study of a number of county zoning district labels and definitions and submission of a proposal to the state for approval. Until this is done, the counties should at least attempt to standardize their procedures within key local cities, thereby reducing confusion at the local level.

#### **Proposed model procedures**

The first step in the permitting process would be for the developer or builder to conduct an initial coordination meeting with the Department of Planning and Growth Management (DPGM) of the county in which he/she wants to build. During this initial coordination, the developer would review his proposal with the DPGM representative. The DPGM representative would then provide the developer with initial input concerning the project and the county permitting process. In addition, the DPGM representative would inform the developer if the DPGM has copies available for sale to the public of all of the regulations and ordinances in effect in the county, as well as a guide to the county permitting process. Armed with this initial information, the developer would then compare his proposed project with the County Permitting guide and the applicable county regulations and ordinances. After reviewing these documents and adjusting the proposal to meet any guidance provided by the DPGM representative in the initial coordination, the developer would then contact the DPGM to request that he be placed on the agenda of the bi-weekly, mandatory, pre-application meeting of his choice. The developer should ensure that he/she contact as many outside agencies that would be a factor in his project as possible and attempt to have them attend the same pre-application meeting. This would reduce confusion and redundancy between the county and the outside agencies. This process is summarized in Figure 2.



## OVERVIEW OF PROPOSED COUNTY PERMITTING PROCESS



### ABBREVIATIONS

AMEND = AMENDMENT  
BOCC = BOARD OF COUNTY COMMISSIONERS  
COMP = COMPREHENSIVE  
DPGM = DEPARTMENT OF PLANNING AND GROWTH MANAGEMENT  
OPD = OFFICE OF PLANNING AND DEVELOPEMTN

Fig. 2

The DPGM would be the lead agency in the coordination and conduct of the pre-application meeting. The DPGM would ensure that representatives from the following county agencies, as a minimum, attend the meeting:

Comprehensive Plan Review  
Zoning Review  
Development Review  
Water Management District(s)  
County Engineer  
County Environmental Office  
Public Works  
Codes Enforcement  
Utilities  
Department of Transportation

The pre-application meeting would consist of three parts: First, the county would present a review of all generic information that pertains to all developers at the meeting. This information should include, but not be limited to:

- (a) Introductions to county points of contact
- (b) Meeting agenda
- (c) Process review
- (d) Updates to county regulations/ordinances
- (e) Present/future county concerns
- (f) Key date changes
- (g) Guide to the process (written instructions)

The second step of the pre-application meeting would be the presentation of the developer's proposal to the county representatives for their initial concerns/comments.

In the third stage of the pre-application meeting, the developer would be directed to coordinate with the applicable agency for the first level of review. If the project needs a revision, an amendment to the comprehensive plan, or a rezoning request, the developer would meet with the representative from the Office of Planning and Development. If the proposed project can go straight to the Development Review Process, the developer would be directed to meet with the representative from the Office of Permits and

The developer would meet with these points of contact while at that pre-application meeting, since the required representatives would be present. The representatives would go over the proposal in more detail and provide the developer with application requirements as well as answer any questions concerning the project proposal or the review process.

The developer would be allowed to attend as many of the pre-application meetings as he feels are needed to get his application in conformance with the standard.

The developer would then be sent an application packet that contains the following contents as a minimum:

- (a) Application form
- (b) Legal description of the property
- (c) Application Fee
- (d) Agent authorization, if needed
- (e) Proof of ownership
- (f) Additional submission requirements as directed

The developer must ensure that the quality of the packet is high. Items to watch include:

- (a) Fill in all forms in a neat, professional manner, typed forms are preferable
- (b) Use simple, concise language
- (c) Provide all of the requested information in the requested format
- (d) Cross check information for consistency
- (e) Make duplicate copies for reference

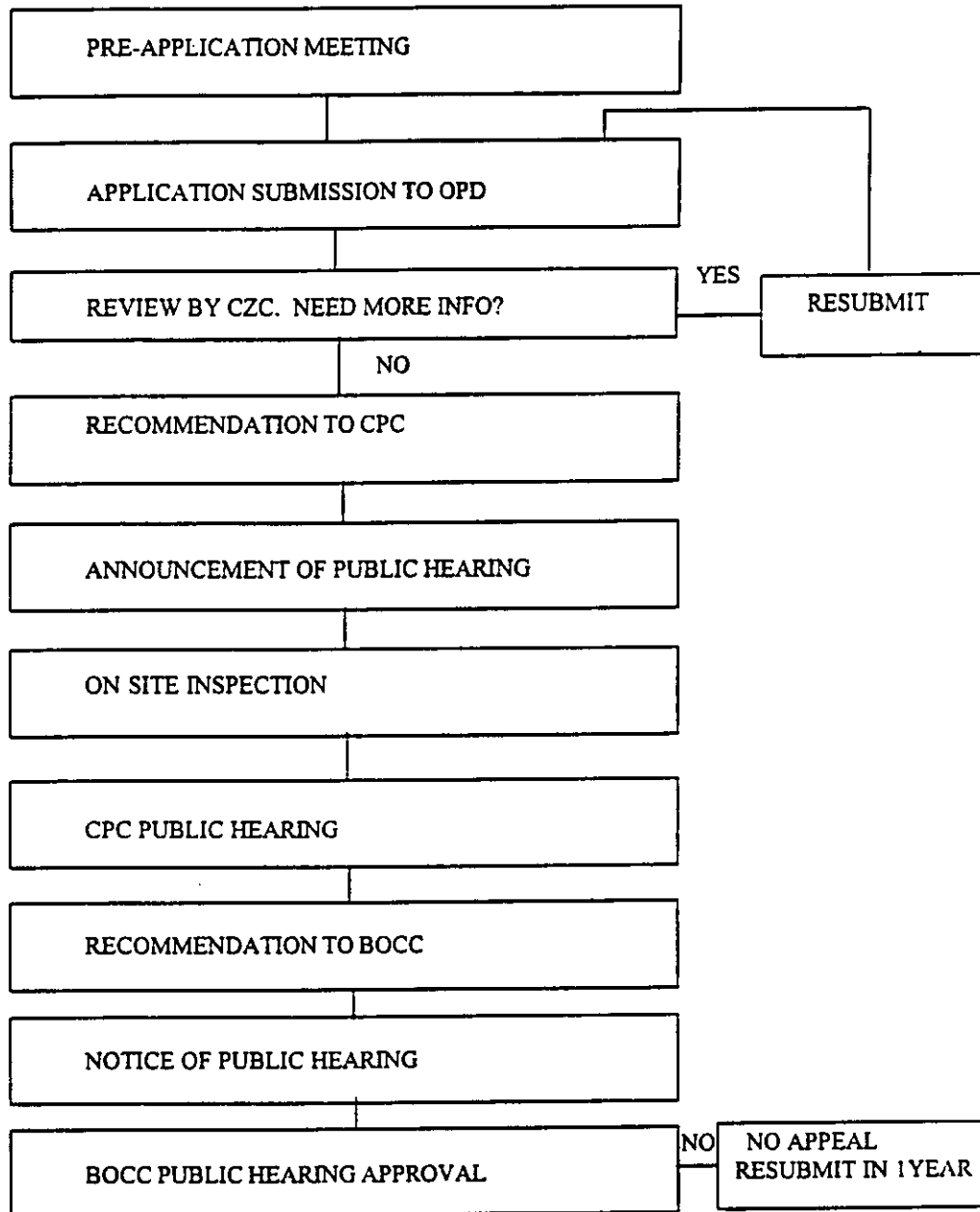
The developer would then determine which strategy to use when submitting the application packet. If it is a small to medium sized project where one expects few changes, the developer would probably submit the packet in its entirety as a "lump-sum." If the project is medium to large scale and/or is subject to numerous changes, the developer may decide to submit the application in stages.

Regardless of which method the developer chooses, the packet must be submitted to the applicable DPGM agency which was coordinated with at the pre-application meeting.

The process for completing an amendment to the comprehensive plan and the process for completing a rezoning have been combined into the same agency and procedure. First, the developer would have an opportunity to set up a pre-application meeting with the Office of Planning and Development (OPD), if needed. This pre-application meeting would not be mandatory. Second, the developer would submit the application packet to the OPD. The OPD would then submit the application packet to the members of the County Zoning Committee who would review the plan for concurrency with the County Comprehensive Plan and the County Zoning plan. If additional information was required, the application packet would be returned to the developer with the list of additional required information. Once all of the information required is obtained, the developer would resubmit the packet. Once the packet is complete, the Zoning Committee would prepare and forward a report, complete with recommendations to the County Planning Committee. The OPD would then arrange for a public hearing on the request, and notify the Planning Committee and the public of its time and place.

The Planning Committee would review the report by the Zoning Committee and conduct an on-site inspection. If additional information was required, the Planning Committee would request that the OPD coordinate with the developer for it. The Planning Committee would then conduct the public hearing and, based on the information on hand and the public input, prepare a recommendation for the Board of County Commissioners. The OPD would then arrange and announce the Board of County Commissioners public hearing. At this hearing, the Board of County Commissioners would review all information provided, including public input, and render a decision. This process is summarized in Figure 3.

# PROPOSED COMPREHENSIVE PLAN AMENDMENT/REZONING PROCESS



## ABBREVIATIONS

BOCC = BOARD OF COUNTY COMMISSIONERS      CZC = COUNTY ZONING COMMITTEE  
 CPC = COUNTY PLANNING COMMISSION      OPD = OFFICE OF PLANNING & DEV.

Fig 3.

Once the proposed project meets all County Comprehensive Plan and zoning requirements, it would be ready for the Development Review Process. The lead agency for this process is the Office of Permits and Inspection (OPI). The first step would be for the developer to attend at least one of the bi-weekly, pre-application meetings held by the Department of Planning and Growth Management. The developer then must prepare the application packet and, upon completion, submit it to the OPI who is the lead county agency of the Development Review Committee (DRC) for conceptual development review. The OPI would then make copies of the application packet and distribute them for review by the applicable county agencies who make up the DRC. These agencies would forward their findings and recommendations, in writing, to the OPI within 15 working days. The OPI would then review these findings and take one of two actions. If more information is required by the developer, the OPI would return the application with the request for additional information to the developer who, upon completion, would resubmit the application, minus fees, to the OPI for another conceptual plan review. If the reports by the agencies find that the application is complete and needs little or no revisions, the application would be returned to the developer for submission to Final Development Review.

When ready, the developer would submit his application for Final Development Review to the OPI. The OPI would then send copies of the final plan proposal to the applicable members of the Development Review Committee which would include at least three members of the Board of County Commissioners.

The OPI would also be responsible for consolidating the responses, coordinating any meetings that may be required or requested, coordinating with the developer, the county agencies the county public and the Board of County Commissioners the upcoming public hearing and preparing the recommendation of the Development Review Committee to the Board of County commissioners. This process should be accomplished within 30 calendar days for single building projects or renovations/additions 60 days for any construction that doesn't fall into the first category but is less than 22 units or 10,000 Square feet and 90 days for projects larger than the second level.

The developer would then have the responsibility of making any additions / corrections and resubmitting for another Final Review until the plan is complete. The last step would be the public hearing(s) and the subsequent decision by the Board of County Commissioners.

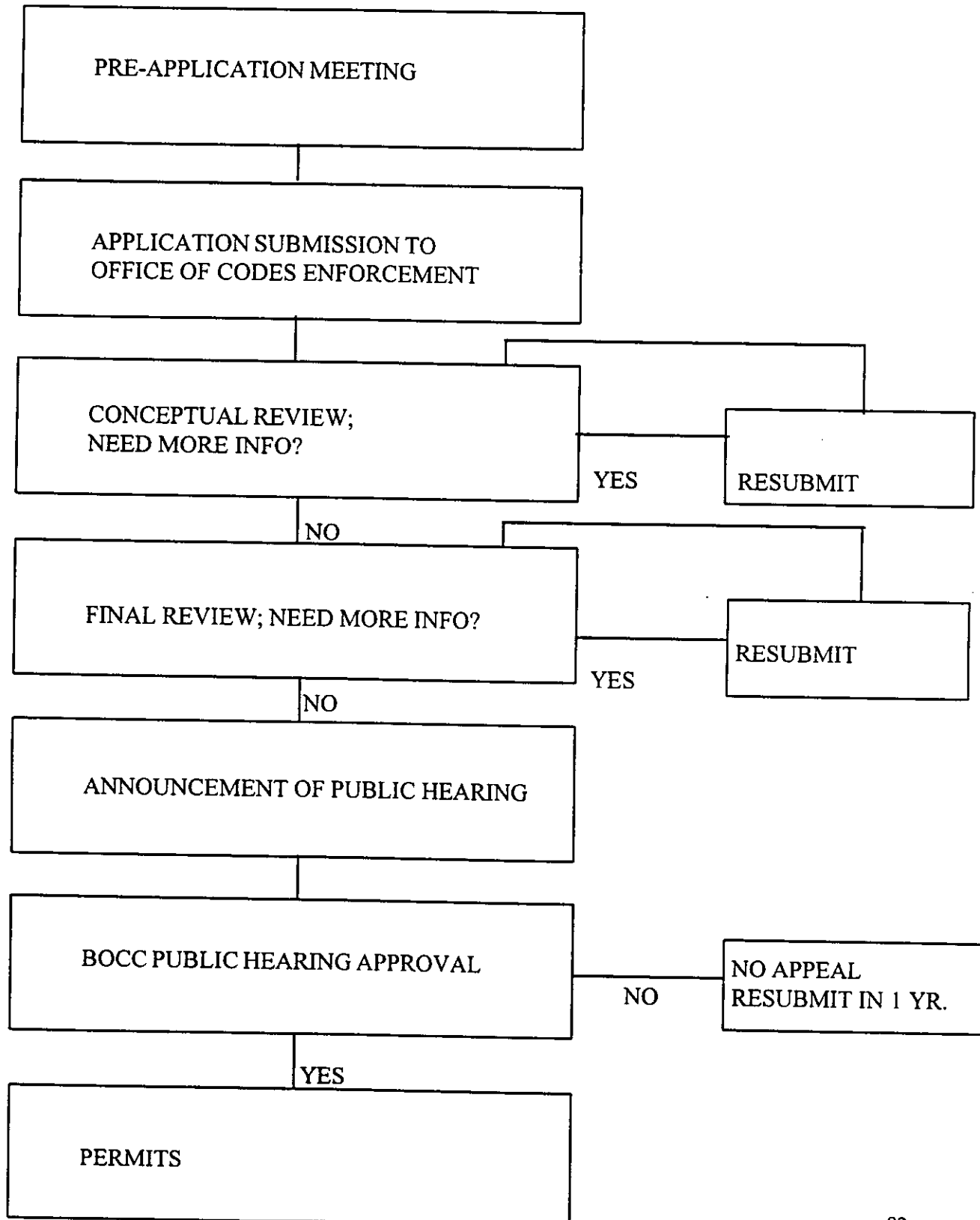
Once the proposal is approved by the Development Review Process, the last step is the actual pulling of the permits. This phase would be reviewed in detail in the applicable county's permitting process guide. The two areas that could be standardized involve the determination of who can pull a permit and the standardization of applicable regulations.

The first step in pulling the permit is determining who can and cannot pull a permit. If a person is the owner/occupant of a piece of property and is going to live on that property upon completion of the construction, he/she can pull a permit to perform the work. Otherwise, the only people that can pull a permit are licensed contractors. These contractors must be registered with the OPI and hold either a current certificate of competency from the Florida Department of Professional Regulation for the trade he wishes to work in or hold a current local certificate of competency or identification card from the County for the trade he wishes to work in and be registered with the Florida Department of Professional Regulation.

The second area that requires standardization is in the area of which regulations apply. The developer, obviously, needs to know which regulations he is going to be inspected by. The following regulations are recommended:

- (a) All County Codes and Ordinances
- (b) The Standard Building Code
- (c) The Standard Plumbing Code
- (d) The Standard Mechanical Code
- (e) The Standard Gas Code
- (f) The National Electric Code
- (g) The Emergency Efficiency Code for Building Construction
- (h) The requirements for accessibility by physically disabled persons, as specified by Chapter 553, Part V, Florida Statutes.

## PROPOSED DEVELOPMENT REVIEW PROCESS





## CHAPTER 4

### CONCLUSIONS

The permitting process can be a costly and time consuming step in the construction process. It is important that the developer be familiar with the process so that he can make educated decisions that will result in the maximum benefit for both the project and the owner. Unfortunately for the developer, the counties in the State of Florida do not follow some type of standardized process when developing their permitting procedures. This forces the developer to attempt to learn the many different processes enforced by permitting jurisdiction that he wants to work in.

This report has been focused on assisting the contractor in navigating his way through the permitting process in six metropolitan Florida Counties.

In Chapter 2, the permitting processes of the six counties were compared. The purpose of the comparison was to identify areas of each county's permitting process that could possibly be standardized, thereby reducing the number of different procedures the developer would need to learn as he moved from county to county.

In Chapter 3, a proposal for a model permitting process for Florida Counties was proposed. The proposal attempted to take the most advantageous portions of the permitting processes of the six-county sample group and combine them into one model process.

The advantages of such a proposal are many. For the developer, the proposal would considerably reduce the problems presently incurred when attempting to acquire permits in more than one county. He/she would automatically know the basic organization and process of the county before he ever conducted initial coordination. He/she would know who to contact and what to ask during any step of the process. By reducing the confusion and providing a definitive guide to the process, the developer would be able to better plan his project and anticipate potential problems.

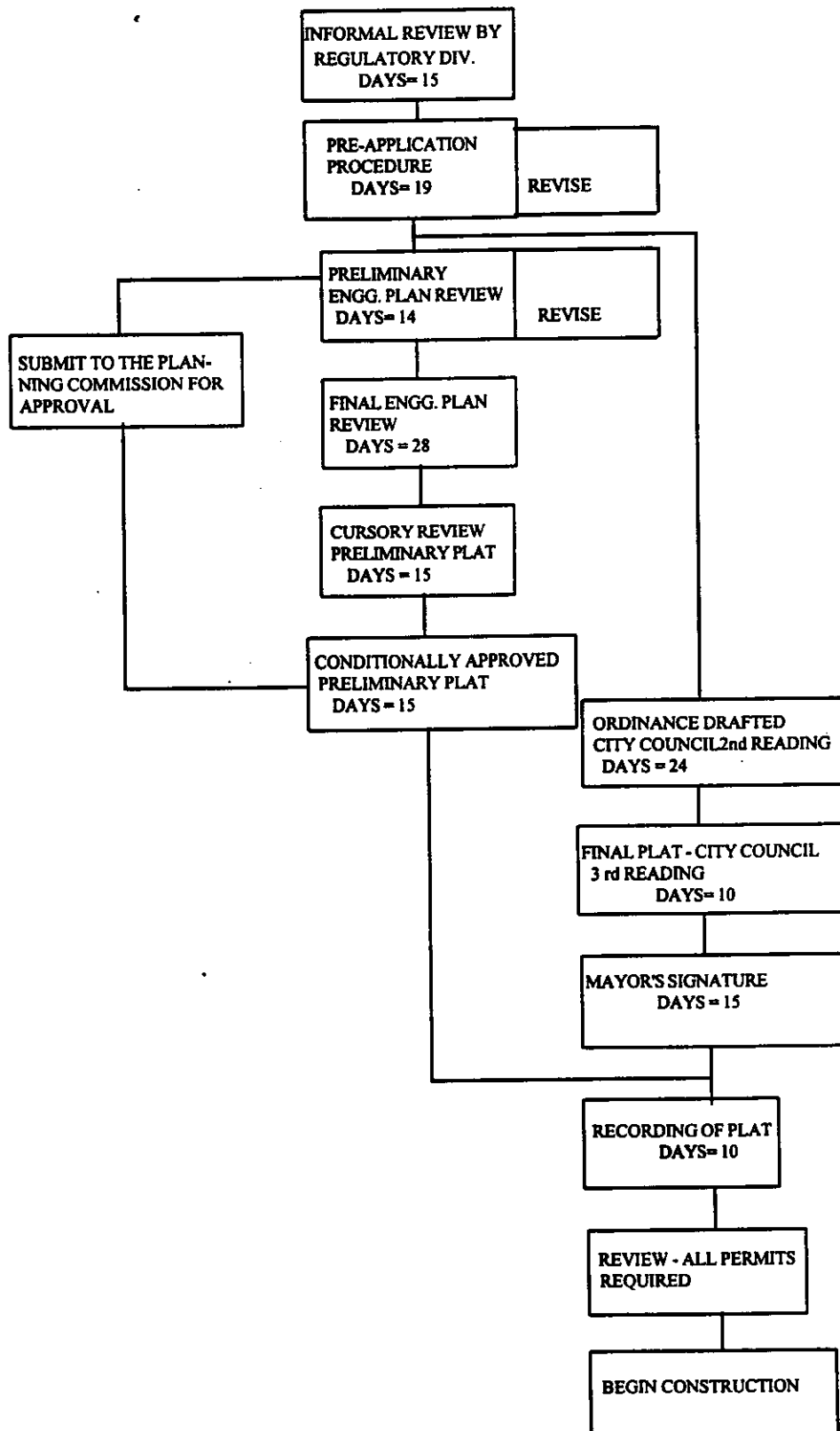
For the counties, the initial response to this proposal may be negative. It is not uncommon for any person or organization, no matter how open-minded, to initially resist change, especially to a process that they themselves developed in the first place. The key is that the adoption of a model permitting process could be an advantage to them, also.

As with the developer, a more standardized process would reduce the amount of confusion that is usually involved when the county and the new developer meet for the first time. Also, the adoption of a more standardized process would assist the county permitting agencies by clearly defining each agency's roles during the process, as well as the roles of the other key players. By doing this, the county can streamline their process, thereby saving time and money by reducing redundancy.

The days of each permitting jurisdiction of each county being a separate and distinct entity are ending. The requirements being demanded from comprehensive plans force the counties to consider the effects of future construction on the levels of service of not only their incorporated area, but also the levels of service of any surrounding cities and counties that might be affected. In addition, the ever-growing requirements of state and federal regulations and the rapid expansion of urban sprawl from the incorporated areas of the counties into the unincorporated areas have also forced the counties to coordinate and plan on a multitude of levels. The counties are finding that they must develop new methods to meet these new requirements, while their budgets are being reduced. The idea of a model permitting process for all of the counties in Florida is one method that could be helpful in meeting these new demands. Hopefully, this report will take this idea at least one step closer to implementation.

**Duval County**

## DUVAL COUNTY PERMITTING PROCESS





CITY OF JACKSONVILLE, FLORIDA  
Building and Zoning Inspection Division  
**BUILDING PERMIT APPLICATION**  
(APPLICATION MUST BE TYPED OR PRINTED IN INK)

TAX NO.:

DATE ISSUED:

PERMIT NO.:

OFFICIAL USE ONLY	HOUSE NUMBER _____ STREET NAME _____
	TYPE _____ DIRECTION _____ APT/UNIT _____ ZONING _____
	INSP. AREA _____ C.T. _____ ZONING APPROVAL _____
	ZONING NOTES: _____
	NOTICE OF COMMENCEMENT: YES. NO DATE _____ FINAL APPROVAL _____ FEE \$ _____

HOUSE NUMBER \_\_\_\_\_ STREET NAME \_\_\_\_\_  
INTERSECTING STREET: BETWEEN \_\_\_\_\_ AND \_\_\_\_\_  
LEGAL LAND DESCRIPTION LOT NO. \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_  
(State portion of lot if less than full lot — Attach legal description per deed in duplicate if metes and bounds)  
ASSOCIATED PERMIT NO. \_\_\_\_\_

PROPERTY OWNER	LICENSED CONTRACTOR	FLA. ARCHITECT OR ENGINEER
COMPANY NAME _____	COMPANY NAME _____	COMPANY NAME _____
NAME _____	LICENSEE NAME _____	LICENSEE NAME _____
TITLE _____	LICENSE NO. _____	LICENSE SIGNATURE _____
ADDRESS _____	CITY ID NO. _____	ADDRESS _____
TELEPHONE NO. _____	ADDRESS _____	TELEPHONE NO. _____
FEE SIMPLE TITLEHOLDER (If Other Than Owner)	TELEPHONE NO. _____	LICENSE NO. _____
	BONDING COMPANY _____	MORTGAGE LENDER _____
NAME _____	NAME _____	NAME _____
ADDRESS _____	ADDRESS _____	ADDRESS _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

OWNER'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning. I will not occupy or use the referenced building or part thereof until all inspections are finalized and prior to obtaining a certificate of handicapped accessibility issued by the building official, as required by law.

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature \_\_\_\_\_ Owner or Agent  
Signature \_\_\_\_\_ Contractor

Date \_\_\_\_\_ Date \_\_\_\_\_

NOTARY as to Owner or Agent

NOTARY as to Contractor

My Commission Expires:

My Commission Expires:

**I. TYPE OF IMPROVEMENT**

- A. New Building  
B. Addition or Accessory Building  
C. Alterations and Repairs  
D. Roofing/Re-roofing and Repairs  
E. Demolition  
F. Moving Building (See Reverse Side)  
G. Foundation only  
H. Swimming pool \_\_\_\_\_ gallons  
J. Mobile home move-on (new)  
K. Mobile home move-on (replacement)  
L. Other \_\_\_\_\_  
M. Address only  
N. Moving outside city  
O. Converting Use  
P. Trailer Parks & Camps  
Q. Site Clearing  
R. Tree Removal

For additions, alterations or other permits, provide brief description:

**NOTE:**

For demolition/renovation projects involving a commercial, institutional or industrial structure or apartment building of more than four dwelling units, the following provisions are applicable:

I. Renovation: Is asbestos present? Yes \_\_\_\_\_ No \_\_\_\_\_  
If asbestos is subsequently discovered, the applicant shall immediately provide notice to the DER and ADO and amend this application.

II. Demolition: All applicants must provide Notice to DER and ADO regardless of whether asbestos is present.

**II. OWNERSHIP**

- A. Private (individual, corporation, nonprofit, institution, etc.)  
B. Public (federal, state or local government)

**III. COST**

(Total costs to include plumbing, electrical and mechanical)  
\$ \_\_\_\_\_

**V. NUMBER OF OFF-STREET PARKING SPACES**

Outdoors \_\_\_\_\_ Enclosed \_\_\_\_\_

**IV. PROPOSED USE**

**RESIDENTIAL**

- A. Single Family  
B. Duplex  
C. Condominiums  
D. Hotel, motel, or dormitory  
E. Garage  
F. Carport  
G. Other \_\_\_\_\_  
H. 3 or 4 Families  
I. Apartments  
J. Mobile Home

**NO. OF UNITS**

- \_\_\_\_\_

**NONRESIDENTIAL**

- A. Amusement, recreational  
B. Church, other religious  
C. Industrial  
D. Parking garage  
E. Service station, repair garage  
F. Hospital, institutional  
G. Office, bank, professional  
H. Utility, towers, tents  
I. School, library, other educational  
J. Stores, mercantile  
L. Other \_\_\_\_\_  
M. Common Residence to Business  
N. Restaurants

**NO. OF UNITS**

- \_\_\_\_\_

**VI. WATER**

- A. Public-city  
B. Private Utility Company  
C. Private well

**VII. SEWAGE**

- A. Public-city  
B. Private Utility Company  
C. Septic tank

IMPORTANT: ALL APPLICANTS TO COMPLETE ALL ITEMS ON THIS SIDE AND ITEMS VIII. THROUGH XI. ON THE BACKSIDE

<b>VIII. DIMENSIONS</b> A. Number of stories _____ B. Total floor area sq. ft. _____ Enclosed _____ Unenclosed _____ C. Total lot area sq. ft. _____ D. Building height ft. _____ E. Attached accessory _____ F. Attached floor area sq. ft. _____ Enclosed _____ Unenclosed _____	<b>IX. MECHANICAL</b> A. HVAC <input type="checkbox"/> Yes <input type="checkbox"/> No B. TYPE OF HEATING FUEL A. Electricity & Oil C. Gas      D. Coal C. FIRE SPRINKLER SYSTEM <input type="checkbox"/> Yes <input type="checkbox"/> No D. ELEVATOR <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>X. PRINCIPAL TYPE OF FRAME</b> A. Masonry (Load bearing) B. Wood frame C. Structural steel D. Reinforced concrete E. Other _____ Standard Building Code _____ Type of Construction _____	<b>XI. RESIDENTIAL</b> SINGLE FAMILY No. Bedrooms _____ Bathrooms _____ Full _____ Partial _____ MULTI-FAMILY Bedrooms No. _____ 1. _____ 2. _____ 3 or More _____
--	--	--	---

MOVING BUILDINGS (Please: This space is to be used for present location. Use space on front of form for new location.)

Building to be moved from \_\_\_\_\_ (Street Address)

Located east of building: Height \_\_\_\_\_ Width \_\_\_\_\_ Length \_\_\_\_\_

Truck Route: \_\_\_\_\_

**SPACE BELOW FOR OFFICIAL USE ONLY. DO NOT WRITE OR CHANGE ANYTHING.**

<b>CHECKING NOTES:</b>	<input type="checkbox"/> Yes <input type="checkbox"/> No Fire Limits <input type="checkbox"/> Yes <input type="checkbox"/> No Roof Covering <input type="checkbox"/> Yes <input type="checkbox"/> No Area Modification <input type="checkbox"/> 30' <input type="checkbox"/> 60' Occupancy Classification <input type="checkbox"/> Yes <input type="checkbox"/> No Seating Capacity <input type="checkbox"/> Yes <input type="checkbox"/> No Occupant Load <input type="checkbox"/> Yes <input type="checkbox"/> No Number of Entrances <input type="checkbox"/> Yes <input type="checkbox"/> No Mezzanine <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No HC Parking Spaces <input type="checkbox"/> Yes <input type="checkbox"/> No HC Code <input type="checkbox"/> 1980 ANSI Restrooms <input type="checkbox"/> Unisex <input type="checkbox"/> Separate Mail Building <input type="checkbox"/> Yes <input type="checkbox"/> No Tenant Separation <input type="checkbox"/> Yes <input type="checkbox"/> No Occupancy Separation <input type="checkbox"/> Yes <input type="checkbox"/> No Rated Corridors <input type="checkbox"/> Yes <input type="checkbox"/> No Rated Assemblies <input type="checkbox"/> Yes <input type="checkbox"/> No Stairway Protection <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Monumental Signs <input type="checkbox"/> Yes <input type="checkbox"/> No Threshold Building <input type="checkbox"/> Yes <input type="checkbox"/> No Dead End Corridor <input type="checkbox"/> Yes <input type="checkbox"/> No Common Path of Travel <input type="checkbox"/> Yes <input type="checkbox"/> No Horizontal Exit <input type="checkbox"/> Yes <input type="checkbox"/> No Parapet Walling <input type="checkbox"/> Yes <input type="checkbox"/> No Energy Panels <input type="checkbox"/> Yes <input type="checkbox"/> No Safety Glazing <input type="checkbox"/> Yes <input type="checkbox"/> No Foam Plastics <input type="checkbox"/> Yes <input type="checkbox"/> No	<input type="checkbox"/> Yes <input type="checkbox"/> No Return Air Plenum <input type="checkbox"/> Yes <input type="checkbox"/> No Residential Insulation <input type="checkbox"/> Yes <input type="checkbox"/> No Atrium <input type="checkbox"/> Yes <input type="checkbox"/> No Secondary Roof Drain <input type="checkbox"/> Yes <input type="checkbox"/> No Exit Signs <input type="checkbox"/> Yes <input type="checkbox"/> No Signs Identification <input type="checkbox"/> Yes <input type="checkbox"/> No Live Loads <input type="checkbox"/> Yes <input type="checkbox"/> No Driftsloping <input type="checkbox"/> Yes <input type="checkbox"/> No Exhaust Fan <input type="checkbox"/> Yes <input type="checkbox"/> No	<b>FEE CALCULATIONS:</b> AREA (SF)      FEE (\$) Enclosed Divided Area: 1st thru 4th Floor _____ Above 4th Floor _____ Enclosed Undivided Area: _____ Unenclosed Area: _____ TOTAL FEE _____ XII. RADON SQ. FOOTAGE _____ (SF) XIII. HANDICAPPED <input type="checkbox"/> Yes <input type="checkbox"/> No
------------------------	---	--	--	--	--

**CHECKING COMMENTS**

\_\_\_\_\_

\_\_\_\_\_

**PERMIT REQUIREMENTS**

- ☐ Submit revised drawings, as indicated on the permit set plans, and secure approval prior to commencing construction.
- ☐ Submit two sets of shop drawings for ☐ structural steel ☐ prestressed/post-tensioned concrete ☐ wood trusses ☐ \_\_\_\_\_ and secure approval prior to erection.
- ☐ Submit three sets of revised ☐ landscape, ☐ irrigation plans within ☐ weeks of permit issue and secure approval prior to installation.
- ☐ Submit three sets of irrigation shop drawings and secure approval prior to installation.
- ☐ Required protected tree replacement is ☐ caliper inches.
- ☐ \_\_\_\_\_

**APPROVAL NOTES**

<b>WATER AND SEWER</b>   <b>UTILITY CERTIFICATE</b>  <b>FIRE OFFICIAL</b>	<b>PUBLIC WORKS</b>  <b>ST. JOHNS RIVER WATER MANAGEMENT DISTRICT PERMIT NO.</b>  <b>HEALTH OFFICIAL</b>	<b>LANDSCAPE</b>   <b>CONCURRENCY MANAGEMENT</b>  CRC/VPC NUMBER _____ PLANNING DEPARTMENT/DDA
--	--	--

<b>PLUMBING</b> <input type="checkbox"/> Fixture Layout      Date _____ <input type="checkbox"/> Inspection of Disposal      Approval _____	<b>MECHANICAL</b> Date _____ Approval _____	<b>ELECTRICAL</b> Date _____ Approval _____
---	---	---

FILING INSTRUCTIONS  
BUILDING PERMIT APPLICATION  
CITY OF JACKSONVILLE  
(904) 630-1100 Telephone  
(904) 630-2767 Facsimile

The Building and Zoning Inspection Division has been using only printed building permit application forms. We encourage all interested persons to pick up a couple of our forms (together with this leaflet) from our building permits counter (Room 100 City Hall). Please take a moment to familiarize yourself with this form and all the requirements of the filing instructions.

It is very important to remember that only printed application forms will be accepted for processing and approval.

All applicants (qualifying contractors and property owners acting as their own contractor) and employees of the Building and Zoning Inspection Division shall strictly follow these instructions. There are two very important requirements that shall be scrutinized by all applicants and reviewing employees:

1. Only an original printed form shall be accepted by the reviewing employees of the Building and Zoning Inspection Division.
2. Application must be typed or printed in ink. Pencil shall not be used to fill out, sign or approve the application.

The property owner, contractor and the project architect or engineer shall sign the application in the spaces provided.

It is important that the property owner and the licensed contractor have the execution of the application acknowledged by a notary public. According to the notary public law of the State of Florida (chapter 117, F.S.) all spaces shall be filled out or marked N/A (not applicable).

If there is a house number assigned to the real property, please indicate it on the application. If it is a vacant property, attach legal description or a survey map of the property under consideration. If it is proposed to develop only a portion of a larger parcel of land, submit two survey maps prepared by a licensed land surveyor.

Following are short descriptions of all spaces to be completed by the applicants:

1. Associated Permit Number  
If there was a building permit issued to construct foundation and you apply for a building permit for the superstructure, provide the building permit number for the foundation in this space.
2. Property Owner  
This space is for the property owner. Do not provide data for the lease or tenant. If there is a management company authorized by the owner, still provide information about the property owner but the officer of the management company may sign the application as the owner's agent.  
  
If there is a fee simple titleholder other than owner, provide the name and address (see s. 689.10, F.S. for fee simple title description).
3. Licensed Contractor  
The qualifying agent shall fill out this space exactly the way as it is on his/her state license; provide the city ID number; if there is a bonding company, provide the name and address. If there is a mortgage lender, provide the name and address.

See our instructions on "How to register as a general, building, or residential contractor".

4. Florida Architect or Engineer  
Either the architect or engineer of record shall fill out and sign the application. The owner shall designate the architect or engineer of record to the project.
5. Owner's and Contractor's Affidavit  
The property owner or his/her authorized agent (the authorization shall be attached to the application) and the licensed contractor (qualifying agent) shall execute the application by signing it in the spaces provided and shall have this execution acknowledged by a notary public.
6. Type of Improvement  
Circle or underline only one item. If there is an addition to and alterations of the existing building, mark item "B" Additions or Accessory Building" and provide brief description in the space below. In this block of information a note on demolition/renovation (alteration and repairs) is very important. Contact the Air Quality Division of the Regulatory and Environmental Services Department for more information. (telephone (904)630-3666).
7. Ownership  
Circle only one appropriate item.
8. Cost  
Provide the total cost for the project based on the fair market prices. The building contractor shall be responsible for including all costs even if the specific plumbing, electrical or mechanical works are excluded from his contract. This is extremely important for alterations and repairs since the building permit fee is directly associated with the construction cost.
9. Proposed Use  
Circle only one item and provide the number of units (tenant spaces, apartments or parking spaces in case of a parking garage (parking structure). If there is a mixed occupancy, circle all appropriate items.
10. Water and Sewage  
Circle appropriate items. If you circled item "B", obtain a certification from the private utility company. If the project will have a private well or a septic tank, obtain required permits from the Health Department (sanitary engineering), 515 W. 6th Street (904)630-3270.
11. Dimensions  
Provide accurate data. The architect or engineer for the project shall be responsible for this block.
12. Mechanical  
This block shall be filled out for new construction as well as for alterations and repairs and converting use. Seek help of the project's mechanical engineer.
13. Principal Type of Frame  
Circle an appropriate item marked A, B, C or D. Provide additional description for item "E" if applicable. Provide also information about foundation, load bearing walls, columns, floor framing and roof framing to classify building to the proper type of construction as specified in chapter 6 of the Standard Building Code.
14. Residential  
For single family residences, provide the number of bedrooms and full or partial bathrooms. For multifamily projects, provide number of units consisting of one, two and/or three or more bedrooms.
15. Moving Buildings  
Provide the exact travel route from the old location to the new location or the city limits if moving building outside the city.
16. Please do not mark or fill out spaces designated for official use. Approval note blocks may be used as a flow chart for preapprovals of the building permit application.

Agencies approving the building permit application shall indicate their approvals only in spaces provided.



**DEPARTMENT OF REGULATORY  
& ENVIRONMENTAL SERVICES**

Building & Zoning Inspection Division  
220 E. Bay Street, Room 100 City Hall  
(904) 630-1100 Telephone  
(904) 630-2767 Facsimile

**DOCUMENTS REQUIRED FOR ISSUANCE**

**OF BUILDING PERMITS**

**(SINGLE OR TWO FAMILY RESIDENTIAL CONSTRUCTION)**

Before a permit can be issued for erecting a new building or adding to an existing building, TWO COMPLETE COPIES of the following information must be submitted and approved with a building permit application. All drawings MUST BE TO SCALE. A scale of 1/4" to the foot, or larger, must be used for all drawings except the plot plan. To make details clearer, it is suggested that a scale of 1/2" to the foot, or larger, be used for all cross-sections and small detail drawings: INDICATE ON YOUR DRAWINGS the scale which is used. Single line drawings are not acceptable, except on plot plans.

1. LEGAL DESCRIPTION of the property where construction will be done. The best source of this information is your deed, or a survey of the property.

2. PLOT PLAN (site plan). A drawing showing all dimensions of the property, the dimensions and locations of all existing buildings on the property, and the dimensions and locations of the new building(s) or additions(s) for which a permit is being requested. Show distances from the property lines to the walls of all buildings at the nearest point. The site plan shall be drawn to scale (1:20 or 1:30 scale is recommended). For additions the most recent survey map is required.

Before starting your drawings, be sure you verify zoning to determine if you can construct what you propose, how far the building must be from your property line and what percentage of your lot may be covered by buildings. This information can be obtained from the Building and Zoning Inspection Division, City Hall, Room 100 - Zoning Section, Telephone 630-1086.

3. FLOOR PLAN. For new buildings, detailed floor plan showing sizes of all rooms, doors and windows. For additions, show only the new construction and those rooms in the existing building which will adjoin the new construction.

4. FOUNDATION PLAN. Show outlines of new construction and the locations and sizes of all footings. Indicate dimensions between piers, if used. Show connections between existing footings and new construction for additions.

5. WALL CROSS-SECTION. Detailed cross-section drawing of a typical exterior wall, and an interior bearing partition (if one is being built), from foundation up through the roof. Show all details of construction. Indicate sizes and spacing of all joists, beams, rafters, sills, studs and other upright supports. If prefabricated roof trusses are to be used, obtain two copies of the truss details and calculations from the company which will furnish the trusses, and submit them with your plans.

6. ELEVATIONS. Outside views of the finished construction as seen from 4 directions for new buildings, and from 2 directions 90 degrees apart for additions.

7. FIREPLACE cross-section and details, if a fireplace will be built.

8. BEAM AND COLUMN connection and bearing details, if beams and columns are to be used in the construction.

9. ENERGY FORMS & CALCULATIONS plus Manual "J" load calculations. For new buildings complete calculations shall be prepared using 600A form. (Two copies of the entire forms plus one copy of the front page shall be submitted).

Also form 600B may be used for showing compliance with the Energy Efficiency Code for building construction. For small additions (up to 600 s.f.) 600C form shall be used.

Cooling and heating design loads shall be determined in accordance with ACCA Manual J, with ASHRAE Cooling and Heating Load Calculations Manual Group 158, or with an equivalent computation procedure.

10. FLOOR/ROOF framing plans.

11. OWNER'S AFFIDAVIT if the owner applies for a building permit. A form is available from the building permits counter in our office.

12. DETAILS of connection between existing and new construction.

DEPARTMENT OF REGULATORY  
& ENVIRONMENTAL SERVICES  
Building and Zoning Inspection Division



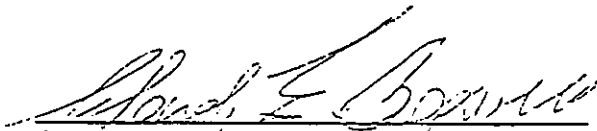
March 14, 1994

M E M O R A N D U M

TO: All Persons Applying for Building Permits for  
Single Family Dwellings

Commencing May 1, 1994 all plans submitted for a building permit for a single family dwelling must show location of shear wall anchorage, and bracing requirements necessary to comply with the 1991 Standard Building Code.

All materials, details, nailing, hurricane clips, and hold-down clips must be shown on the drawings submitted for a building permit.

  
\_\_\_\_\_  
Claude E. Bagwell, P.E., Chief  
Building & Zoning Inspection Division



AREA CODE 904 / 630-1100 / 220 E. BAY STREET / JACKSONVILLE, FLORIDA 32202-3401

# For your information

Volume 5

August 1993

## LAND USE DIVISION

W. Ray Newton, Director

The Land Use Division is organized to handle three (3) major activities concerned with the following:

1. Concurrency Management System Office;
2. Zoning; and
3. DRI (Development of Regional Impact) / Site Plan Reviews.

Each activity has a senior level manager.

**Concurrency Management System Office.** This Office is the newest Division activity and began functioning with the approval by City Council of the Concurrency Management System ordinance in April 1991. Pursuant to Section 163.3202(2)(g), Florida Statutes, the City is required to monitor all proposed new development to assure that public facilities and services needed to adequately serve the development are available at the time the development is occupied. There are seven (7) functional areas tested for concurrency by various City departments including: water, sewer, drainage, solid waste, roads, mass transit, and recreation. A networked computer system coordinates the responses of the various reviewing departments through the Concurrency Management System Office (CMSO). The Office staff is also responsible for coordinating Development Agreements pursuant to Part 2, Chapter 655, Ordinance Code. For a more detailed description of activity functions, please see Information Bulletin No. 2.

**Zoning Activity.** The primary function of the Zoning Activity is the review of zoning applications, and the activity typically reviews more than 500 such applications per year. An increasing percentage of the applications are for Planned Unit Development (PUD) zoning requiring more extensive review time. This activity is also responsible for preparing or reviewing proposed amendments to the Zoning Code and other ordinances. Elaborate reports incorporating these reviews are prepared weekly for either the Planning Commission or the

Community and Economic Development Committee of City Council, and the staff serves as staff to the Planning Commission at its bi-monthly meetings. The staff also reviews all requests for street closures and surplus properties, maintains the Zoning Atlas panels for the City, and attends numerous neighborhood meetings concerned with proposed zoning changes, etc.

**DRI/Site Plan Review Activity.** This activity performs several functions. Coordination of the review and monitoring of developments of regional impact (DRIs) is a major function. The development orders used by City Council in approving the DRIs and amendments thereto are prepared by the Activity. The Activity coordinates the subdivision review process with the Public Works Department and handles site plan reviews of apartments, non-residential developments, mobile home parks, major structures, verifications of compliance with PUDs and DRIs, and other reviews. The staff makes recommendations on same to the Land Development Committee of the Planning Commission for their approval of the required preliminary development orders. The Activity is also responsible for drafting various land development regulations and amendments thereto.



### For more information contact:

#### **Concurrency Management System Office:**

**Fred Atwill, Jr.**  
Rooms 100, City Hall 630-1125

#### **Zoning Activity**

**Greg Kupperman**  
128 E. Forsyth St., Suite 700 630-1902

#### **DRI/Site Plan Review Activity**

**John Cannon, Jim Klement**  
128 E. Forsyth St., Suite 700 630-1902

# For your information

Volume 3

August 1993

## COMPREHENSIVE PLANNING DIVISION

John H. Crofts, AICP, Chief

The Comprehensive Planning Division is primarily responsible for coordinating the preparation, maintenance and implementation of the long range **2010 Comprehensive Plan** for the City pursuant to Chapter 163, Part II, *Florida Statutes*. The Plan includes the following elements and sub-elements; *Housing, Future Land Use, Traffic Circulation, Mass Transit, Ports, Aviation and Related Facilities, Conservation/Coastal Management, Historic Preservation, Potable Water, Sanitary Sewer, Stormwater Drainage, Solid Waste Management, Groundwater Aquifer Recharge, Recreation and Open Space, Capital Improvements, and Intergovernmental Coordination.*

Each element contains goals, objectives and policies for future development which are based on detailed data and analysis of past and current development in the City and the future growth trends in the area. The coordination and review of amendments to the comprehensive plan consumes a considerable amount of the Divisions time and energy. The Division also prepares more detailed plans for various Planning Districts, neighborhoods and other small areas in the City.

The Division is also charged with the responsibility for maintaining socio-economic, housing and other statistical data for the City. This includes monitoring housing, population, employment, income and other growth activities to maintain past data, develop current estimates and projections of future growth. The data is published in an **Annual Statistical Package**, quarterly **Building Permit Activity Report** and **Apartment Market Survey** reports. The Division is in the process of implementing a **Geographic Information System (GIS)** for planning data systems, which when fully operational will increase the efficiency of data monitoring, update, processing and reproduction in statistical or graphic format.

The Division provides staff services to the **Jacksonville Historic Preservation Commission**,

maintains an inventory of sites/structures of historic significance in the City, and makes recommendations on requests for *Certificate of Appropriateness* for any proposed demolition, addition or alteration to a historic structure and for nomination of such landmarks on the National Register of Historic Places.



The Division also maintains environmental data relating to soils, vegetation, wildlife, wetlands and other environmentally sensitive areas in the City. As part of this activity, the Division provides staff services to the **Jacksonville Environmental Land Selection Committee** and makes recommendations for protection, management and acquisition of environmentally sensitive lands.

Annually, the Division prepares a five-year **Capital Improvement Program** for the City. The program lists every City project which is a permanent addition, construction or fixture to real property or structures thereon, has a useful lifespan of five years and an estimated cost of over \$25,000. The projects are listed with cost estimates, possible funding source(s), and construction schedule. Projects assigned priority one by the City Council must be included in the budget for the first year of the Capital Improvement Program.

Finally, the Division reviews all plans for proposed projects in the City prepared by various departments and agencies of the City for compliance with the City's 2010 Comprehensive Plan.

### For more information contact:

John H. Crofts, AICP, Division Chief  
128 East Forsyth Street, Suite 700  
Jacksonville, Florida 32203

830-1904  
FAX 830-2912

Orange County

APPLICATION FOR LAND USE/BUILDING PERMIT  
ORANGE COUNTY, FLORIDA

PERMIT NUMBER \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_ ZIP \_\_\_\_\_  
PROPERTY OWNER \_\_\_\_\_ PHONE ( ) \_\_\_\_\_  
OWNER'S ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_  
CONTRACTOR \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ PHONE ( ) \_\_\_\_\_  
ARCHITECT \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ PHONE ( ) \_\_\_\_\_  
CIVIL ENGINEER \_\_\_\_\_ LICENSE NO. \_\_\_\_\_ PHONE ( ) \_\_\_\_\_

NATURE OF PROPOSED IMPROVEMENTS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR ZONING DEPARTMENT USE ONLY:

TAX ID. NUMBER SEC \_\_\_\_\_ TWP \_\_\_\_\_ (S) RNG \_\_\_\_\_ (E) SUB \_\_\_\_\_ B&L \_\_\_\_\_ COORDINATE \_\_\_\_\_  
LEGAL DESCRIPTION LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ P.B./Pg. \_\_\_\_\_  
ZONING CLASS \_\_\_\_\_ HEIGHT LIMIT \_\_\_\_\_ NO. OF PARKING SPACES \_\_\_\_\_ DATE \_\_\_\_\_  
ZONING TECH. \_\_\_\_\_ FLOOD PERMIT NO. \_\_\_\_\_ N.P.A. NO. \_\_\_\_\_  
F.L.U. DESIGNATION \_\_\_\_\_ SIDEWALKS REQ'D. (y/n) \_\_\_\_\_ PAVED DRIVE REQ'D. (y/n) \_\_\_\_\_  
YARDS - F: \_\_\_\_\_ R: \_\_\_\_\_ S: \_\_\_\_\_ SS: \_\_\_\_\_ MAJOR STS - Bld: \_\_\_\_\_ Prtg: \_\_\_\_\_ C.V.R.C #: \_\_\_\_\_  
SPECIAL CONDITIONS: \_\_\_\_\_  
\_\_\_\_\_

FOR BUILDING DEPARTMENT USE ONLY:

NATURE OF WORK:	CONSTRUCTION TYPE:	TYPE OF STRUCTURE:
DATE OF APPLICATION _____	DATE READY TO ISSUE _____	DATE ISSUED _____ BY _____
OWNER EST. VALUE \$ _____	BLDG. DEPT. VALUE \$ _____	SPRINKLERS REQ'D. _____ YES NO
OCCUPANCY GROUP _____	#BLDS. _____ #UNITS _____ #STORIES _____	CO REQUIRED _____ YES NO
TOTAL SQ. FT. _____	SQUARE FEET/FLOOR _____	GOVT. OWNED _____ YES NO
MAX FLOOR LOAD _____	MAX. OCCPNCY. _____	THRESH INSP. REQ'D. _____ YES NO
MIN. FLOOD ELEV. _____	SEER _____	PLAN (FORMAT ?) _____
SUBMITTAL FEE \$ _____	COP _____	OTHER PERMITS REQ'D.: _____ YES NO
RECEIPT # _____	AUTHORIZATION # _____	ELECTRICAL _____ YES NO
REG. PERMIT FEE \$ _____	LOW. FLOOR ELEV. _____	MECHANICAL _____ YES NO
IMPACT - LAW \$ _____	WATER SERVICE _____	PLUMBING _____ YES NO
IMPACT - FIRE \$ _____	WASTEWTR. SRVC. _____	ROOFING _____ YES NO
IMPACT - ROAD \$ _____	REVIEWER _____	HOLD C/O: _____ YES NO DEP.REV.FEE: _____
IMPACT-SCHOOL \$ _____	_____	ZONING _____ YES NO \$ _____
RADON FEE \$ _____	O. C. WATER & WASTEWATER ACCTG. DEPT. FEES PAID IN FULL	ENGINEERING _____ YES NO \$ _____
VIOLATION \$ _____	AS OF _____ BY _____	FIRE LOSS MGT. _____ YES NO \$ _____
OTHER FEES \$ _____	AUTH. NO. _____	PUBLIC UTILITY _____ YES NO \$ _____
		ENVIRO. PROT. _____ YES NO \$ _____
		PLANNING _____ YES NO \$ _____
		HEALTH _____ YES NO \$ _____
		BUILDING _____ YES NO \$ _____
		FINANCE _____ YES NO \$ _____

I hereby make Application for Permit as outlined above, and if same is granted I agree to conform to all Building Department Regulations and County Ordinances regulating same and in accordance with plans submitted. The issuance of this permit does not grant permission to violate any applicable Orange County and/or State of Florida codes and/or ordinances.

Personally appeared \_\_\_\_\_, who on oath says, that she/he is the applicant for the foregoing, that all the above statements are true to the best of her/his knowledge, and that the work to be done is authorized by the owner and will be done by contract with \_\_\_\_\_ Contractor/Owner.

NAME \_\_\_\_\_ ADDRESS \_\_\_\_\_  
ZIP \_\_\_\_\_

SWORN TO AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_ DAY OF \_\_\_\_\_, 19\_\_\_\_.

NOTARY PUBLIC, ORANGE COUNTY, FLORIDA

## Building Permit Application Information

Owner's Name \_\_\_\_\_

Owner's Address \_\_\_\_\_

Fee Simple Titleholder's Name (If other than owner's) \_\_\_\_\_

Fee Simple Titleholder's Address (If other than owner's) \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Contractor's Name \_\_\_\_\_

Contractor's Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Job Name \_\_\_\_\_

Job Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Bonding Company Name \_\_\_\_\_

Bonding Company Address \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_

Architect/Engineer's Name \_\_\_\_\_

Architect/Engineer's Address \_\_\_\_\_

Mortgage Lender's Name \_\_\_\_\_

Mortgage Lender's Address \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, POOLS, MECHANICAL, ETC.

**OWNER'S AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

**WARNING TO OWNER:** Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend financing, consult with your lender or an attorney before recording your Notice of Commencement.

Signature \_\_\_\_\_

Signature \_\_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ / \_\_\_\_ / \_\_\_\_

The foregoing instrument was acknowledged before me this \_\_\_\_ / \_\_\_\_ / \_\_\_\_

by \_\_\_\_\_ who is personally

by \_\_\_\_\_ who is personally

known to me and who produced \_\_\_\_\_

known to me and who produced \_\_\_\_\_

\_\_\_\_\_ as identification and who

\_\_\_\_\_ as identification and who

did not take an oath.

did not take an oath.

Notary as to Owner \_\_\_\_\_

Notary as to Cont. \_\_\_\_\_

Commission No. \_\_\_\_\_

Commission No. \_\_\_\_\_

State of FL. County of \_\_\_\_\_

State of FL. County of \_\_\_\_\_

My Commission expires: \_\_\_\_\_

My Commission expires: \_\_\_\_\_

SEAL)

(SEAL)

## Certificate of Competency Holder

Contractor's State Certification or Registration No. \_\_\_\_\_ Contractor's Certificate of Competency No. \_\_\_\_\_

Application Approved by \_\_\_\_\_

## GENERAL INFORMATION FOR

### OBTAINING A RESIDENTIAL BUILDING PERMIT

A. Applicant submits a site plan which includes the following:

- (a) A complete legal description of the property as identified on the deed or tax receipt.
- (b) Project name, date, scale and north arrow.
- (c) Location map which shows the location of the property in respect to existing roads and landmarks including boundary of property indicated by a heavy line and street name.
- (d) Topographic survey for existing and proposed conditions.
- (e) Existing and proposed structures (including setbacks from all property lines).
- (f) Landscape plan.

B. Two copies of construction documents drawn to scale including:

- (a) Structural plans:
  1. Foundation Plan
  2. Floor Plan
  3. Exterior and interior wall and column sections
  4. Exterior elevation
  5. Floor and roof framing plans
- (b) Electrical, Plumbing, and Mechanical layouts.

C. Completed Florida Energy Efficiency Code Application.

D. Completion of page three of the building permit application for projects exceeding \$2,500.

## RESIDENTIAL PERMITTING PROCESS

To obtain a residential building permit (which can be issued within one day) for the construction of a single family residence, duplex, or accessory structure, the following steps are involved:

Step 1. If the proposed structure will use a private well or septic tank, or both, permits will be required from the Orange County Health Department.

Step 2. The availability of water and wastewater service is determined by the Orange County Public Utilities Division and which agency will provide the service. The appropriate fees will be determined and must be paid prior to construction taking place.

Step 3. The Orange County Zoning Department reviews and approves the application and site plan.

Step 4. Applicant must obtain a flood plain permit from the Orange County Engineering Department if the property lies within the 100 year flood plain.

Step 5. A final review is performed by the Orange County Building Department when all required information or permits described above are complete. The Building Department reviews the plans for code compliance, calculates and receives payment for applicable permit and impact fees.

*Same day*



Orange  
County

## A GUIDE FOR RESIDENTIAL PLAN APPROVAL

(Developed by the Orange County Building Department in conjunction with  
The Home Builders Association of Mid-Florida.)

### Definitions:

**Specify/specifications** - provide manufacturer, model number and current compliance report numbers (SBCCI or NER) and limitations contained therein.

**Nailing schedule** - Provide nail sizes and spacing. (No staples allowed unless accompanied by current compliance report)

### I. General Requirements:

- A. All drawings shall be dimensioned and to scale. Site plans and building shall correspond.
- B. Under no circumstances shall notes include the phrase "as per (local) code", or "or equal". All notes and details shall be specific.
- C. Submit only drawings and information for the building being permitted. Additional material not clearly marked as "void", "not used," etc., and initialed by the engineer, architect or contractor, will be reason for denial.
- D. Any changes to approved sealed drawings shall be approved by the architect or engineer of record and accepted by the Building Department. Items specified as "or equal" shall be approved by the architect or engineer of record and submitted to the Building Department prior to installation.
- E. Reconfiguration of interior non structural/non loadbearing walls may be done by contractor and are not required to be signed and sealed.

### II. Residential structures may be designed in either of two ways:

- A. Section 1205 of SBC and shall be designed, signed, sealed and dated by an architect or engineer licensed in the State of Florida
- OR**
- B. The Standard for Hurricane Resistant Residential Construction, SSTD 10-93. Accompanying worksheets must be submitted. This standard may be purchased from the construction bookstores or the publisher:

Southern Building Code Congress International, Inc.  
Southeast Regional Office  
5840-C South Semoran Boulevard  
Orlando, Fl. 32822-4812  
Telephone: (407) 380-8691

III. Minimum drawing set shall consist of:

A. Foundation plan:

1. Footing schedule.
2. Column pad size and reinforcement.
3. Interior and exterior footing size and reinforcing, including lapping or crossing of reinforcing.
4. Termite treated soil, vapor barrier, wire mesh OR fiber mesh, minimum slab thickness, clean compacted fill on all slabs (fill must be tested).
5. Crawl space ventilation and access.
6. For concrete block construction, show all vertical reinforcement.

Orange County Minimum footing sizes and reinforcing:

	<u>Stemwall</u>		<u>Monolithic</u>
		<u>CB</u>	<u>WF</u>
1 story	8" X 16" W 2 #5 bars	16"/	18" X 16" W 2 #5 bars
2 story	10" X 20" W 3 #5 bars	16"/	18" X 20" W 3 #5 bars

Any deviation shall be supported by engineered calculations and compaction test.

NOTE: All footings shall be minimum 12" below grade. For wood frame construction, top of slab shall be 6-1/2" above grade minimum.

B. Wall sections: Provide details in accordance with the following.

1. One story: Wood Frame (\* items also apply to concrete block)
  - \* a. Foundation with reinforcement, 12" below grade minimum.
  - b. Pressure treated plate with anchor bolt size, spacing and embedment.
  - c. Denote size, grade and species of all structural lumber.
  - d. Stud size and spacing, specify top and bottom connection for bearing walls.
  - e. Double top plate, show splicing for shear walls.
  - f. Wall and roof sheathing with nailling schedules.
  - \* g. Exterior finish - if stucco show thickness: if siding, show compliance report.
  - \* h. Roof structure (trusses or conventional) specify connection to wall, provide nailling schedule for roof sheathing, show roof covering and sheathing.
  - i. Continuous load path from roof to foundation specifying all connectors and their spacings.
  - \* j. Brick veneer - show additional footing width, tie schedule, and flashing.
  - \* k. Indicate window in wall section.
  - \* l. Detail any special conditions.
  - \* m. Vertical reinforcing and lap/crossing of reinforcing.
  - \* n. Continuous tie beam/top plate around building or alternate reinforcing details.

2. **Two story:** All of the above plus floor structure specifying floor framing. Specify connections to walls above and below and nailing schedules for floor sheathing.
3. **Interior bearing walls:** Foundation, specify connections to foundation and floor and/or roof structure.
4. **Gable ends:** Materials, sheathing, bracing, nailing schedules for sheathing and diaphragms and specify connections to wall below.
5. **Chimneys:** Materials, bracing, nailing schedules for sheathing, tie schedule for brick veneer, and specifications for connections to roof structure below.
6. **Columns:** Material, specify connection to foundation and roof structure.

C. Roof framing plan:

1. Direction, spans and spacing of roof structure.
2. Denote size, grade, and species of lumber for all conventional framing.
3. Specify each roof member connector.
4. Specify connectors, size all headers at wood frame.
5. Sealed truss engineering. Option: Architect or engineer may provide the following in lieu of providing truss engineering drawings: geometry of components (profiles), framing plans or layouts, connection detail specifications. Actual truss engineering shall be presented to inspector at time of framing inspection.
6. Specify connectors at beam locations.

D. Second story floor framing plan:

1. Engineering and specifications for pre-engineered floor systems.
2. Direction, span, and spacing of floor structure.
3. Pre-engineered members or sizes grade and species if conventionally framed.
4. Nailing schedule of floor sheathing if used as a diaphragm.
5. Specify connectors at all beams.

E. Floor plans:

1. Plumbing fixtures.
2. Attic access.
3. Emergency egress windows in bedrooms.
4. 2'-8" handicap bath door.
5. Tempered glass in hazardous locations.

F. Elevations:

Roof pitch, eave height, ceiling heights length of roof overhangs, exterior wall finish, roof ventilation, chimney, guardrails at porches, handrails at steps.

G. Electrical layout:

Including smoke detectors and bath exhaust fans, and light in attic.

H. Mechanical duct layout:

Complete duct design with sizes and R-value complying with 1993 energy efficiency code for building construction 610.1 ABC.1. Sufficient space shall be provided adjacent to mechanical components to assure adequate access for 1). Construction and sealing, and 2). Maintenance 610.1 ABC.3.0.3.

I. Gas riser diagrams:

To be submitted with application for gas permit.

J. Additional details:

1. Two story buildings:

- a. Complete stair section showing:  
Exact headroom (6' 8" minimum)  
Exact tread and riser dimensions
- b. Handrails and guardrails showing height and spacing between balusters, handrail size.
- c. Attic access to all concealed spaces.

2. Fireplaces:

- a. If prefab, show section from roof through chimney, see III. Minimum structural drawing requirements.
- b. If masonry, provide complete section from foundation to top of chimney.
- c. If gas, provide gas riser diagram when applying for gas permit.

3. Door and window schedules or sizes on plans and specifications - windows and exterior doors shall comply with SBC wind load requirements. (Windows must meet R30.)

4. Glass block:

- a. Details showing resistance to wind pressure.

5. Structural steel members:

- a. Size of members and connection details shall be shown.

6. Piping contained within or passing through structural elements.

NOTE: These requirements are not all inclusive of the code requirements for the proposed construction. Additional drawings, specifications, calculations, may be required by the Building Department.

REVISED 12/6/93

(A)

**Planning Department**  
Orange County  
Administration Center  
201 South Rosalind Avenue  
1st Floor  
836-5600

(B)

**Zoning Department**  
Orange County  
Administration Center  
201 South Rosalind Avenue  
1st Floor  
836-5525

(C)

**Recording Department**  
Orange County  
Pine Street Administration  
100 East Pine Street  
1st Floor  
836-2128

*If Notice of Future  
Assessment is*

*Required For An  
Unpaved Road*

(D)

*Proof of  
Opened R/W*

**Engineering Department**  
Orange County  
Public Works Complex  
4200 South John Young Parkway  
1st Floor  
836-7920

**Flood Plain Permit**

(E)

**Public Utilities Division**  
Fiscal and  
Customer Service Office  
145 South Magnolia Avenue  
836-5515

**Septic Tank Permit**

**Well Permit**

(F)

**Orange County  
Public Health Unit**  
Environmental Health Department  
807 West Church Street  
1st Floor  
836-2630

(G)

**Building Department**  
Orange County  
Administration Center  
201 South Rosalind Avenue  
1st Floor  
836-5550

*If No Other Permits Required*

# INSTRUCTIONS

"Connect" is an automated system that allows callers to use a touch tone telephone to inquire about the status of commercial plans in the review process.

"Connect" is available Monday through Friday, 6:00 a.m. to 7:30 p.m.

When calling (407) 836-5555 to use the system, you will be instructed to select one of the following options:

- (1) Request an inspection.
- (2) Speed inspection scheduling.
- (3) Cancel an inspection.
- (4) Check the status of plans in the review process.
- (5) Request "Connect" instructions.
- (6) End this call.
- (7) If you need assistance.

**NOTE:** Always follow entries with a # (pound) sign when requested. The # sign is the bottom right hand key on your telephone key pad.

## CHECK THE STATUS OF PLANS IN THE REVIEW PROCESS

- (1) After the "Connect" system lists the seven options above, touch 4.
- (2) Enter nine digit permit number (starting with the permit prefix letter), followed by # sign.

PERMIT NUMBER \_\_\_\_\_ #

- (3) Enter seven digit verification number, followed by # sign

VERIFICATION NUMBER \_\_\_\_\_ #

- (4) At this point, the "Connect" system will respond with the status of your plans. You will hear one of the following statements:

- (a) **PERMIT HAS BEEN ISSUED.**  
This message will be spoken when the verification number is valid for the permit number and the permit has already been issued.
- (b) **PERMIT READY TO ISSUE.** All departments have approved the plans and the permit is ready to be issued. Please call Plans Coordination at 836-5760 between 8:00 a.m. and 5:00 p.m., Monday through Friday.
- (c) **PERMIT HAS BEEN CANCELLED.**
- (d) **PERMIT NUMBER AND VERIFICATION NUMBER DO NOT AGREE. PLEASE TRY AGAIN.** One or both of the numbers may have been keyed incorrectly.
- (e) **INVALID PERMIT NUMBER.** Unable to locate the permit number. The number may have been keyed incorrectly.

ORANGE COUNTY

BUILDING  
DEPARTMENT

COMMERCIAL, INDUSTRIAL

AND MULTI-FAMILY

PERMITTING PROCESS



201 South Rosalind Avenue

Post Office Box 2687

Orlando, Florida 32802-2687

TELEPHONE (407) 836-5550

## COMMERCIAL, INDUSTRIAL AND

### MULTI-FAMILY PERMITTING PROCESS

To obtain permits for commercial, industrial, institutional, professional and multi-family (three or more dwelling units on a single parcel) structures, including additions and alterations to the above uses the following steps are involved:

Step 1. Applicant submits plans (New construction and additions: 9 sets. Alterations: 6 sets) to the Orange County Building Department, Plans Coordination Section.

Step 2. The Plans Coordination Section assists applicant with applications, assigns plan tracking numbers and routes the specified number of plans to the departments listed in Step 3.

Step 3. Submitted plans are received by the following Orange County Departments:

Department	New Construction	Alterations
Zoning	1 set	1 set
Building (CPR)	1 set	1 set
Health	1 set	1 set
Public Utilities	2 sets	1 set
Engineering	1 set	
Planning	1 set	
Environmental	1 set	1 set
Fire	1 set	1 set

Step 4. Each reviewing department approves or denies the submitted plans according to adopted codes and enters commentary into the Orange County IBM plans tracking system within 21 calendar days for new construction and 7 calendar days for alterations.

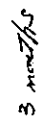
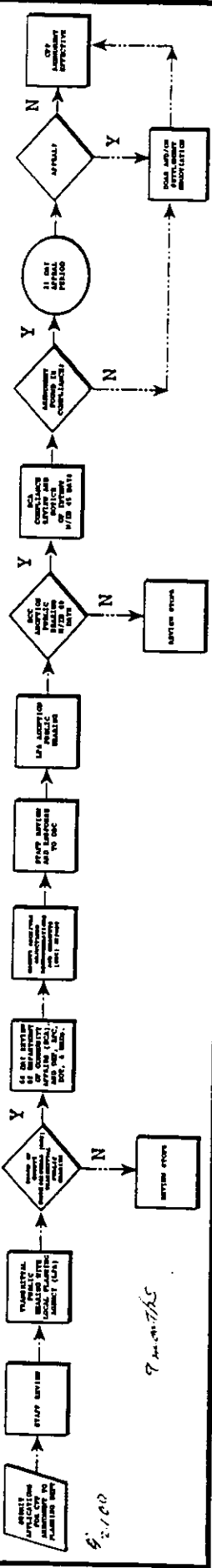
Step 5. The Plans Coordination Section notifies the applicant that all reviewing departments have approved the submitted plans and a permit is ready to be issued. If the plans have been denied by any reviewing department, the applicant is notified of such and corrections are necessary. Upon receipt of the submitted corrections, the process begins again.





**ORANGE COUNTY PLANNING DEPARTMENT**

Y = YES      N = NO



Eng. Dept. 036 7700

*Orange City*

## BUILDING DEPARTMENT

OBJECTIVES: To maintain public health and safety through inspection of installations of fire safety, plumbing, natural gas, solar, electrical, heating, air conditioning, refrigeration and ventilation systems and to inspect the foundation and construction of residential and commercial structures to ensure that proper construction techniques are used.

PHONE: 836-5550

### FEES

#### I. BUILDING PERMIT FEES:\*

##### (A) Total Valuation:

##### One and Two Family Dwelling:

Residential--Up to and including \$1,000.00.....\$ 44.00  
(Includes \$30.00 Building Department cost and  
\$14.00 Zoning Department cost)  
For each additional \$1,000.00 or fraction thereof..... 3.50

Accessory Structures and Uses to One and Two  
Family Dwelling--Up to and including \$1,000..... 36.00  
(Includes \$30.00 Building Department cost and  
\$6.00 Zoning Department cost)  
For each additional \$1,000 or fraction thereof..... 3.50

Roof permit on new dwelling only..... 30.00

##### Other than One and Two Family Dwellings:

New Construction--Up to and including \$1,000.00.....\$ 30.00  
For each additional \$1,000.00 or fraction thereof..... 4.50

Other than new construction--Up to and incl. \$1,000..... 30.00  
For each additional \$1,000 or fraction thereof..... 4.50

Roof Permit--Up to and including \$1,000..... 30.00  
For each additional \$1,000 or fraction thereof..... 4.50

Exception: On new construction, where a licensed general contractor has an active building permit, separate roofing permits are not required.

\*Refer to the Environmental Protection, Fire, Health, Planning, Public Utilities Engineering and Construction, and Zoning sections of this directory for associated plans review and inspection fees, and to the Fire, Highway Construction and Sheriff sections for impact fee information.

The following minimum schedule of valuations shall be applied to the structure(s) for which a permit is filed. However, should the contract valuation be greater it shall be used for determining the fee. The type of structure(s) shall be determined in accordance with Sections 602 through 607 of the Building Code, as now adopted or hereafter amended, to identify the applicable valuation(s) set forth below. The applicable valuation(s) shall be multiplied by the square footage of the structure(s) for the purpose of charging the inspection fee in accordance with the fee schedule.

BUILDING DEPARTMENT, continued

Valuation, Occupancy and Type

(Average Cost/sq.ft.)

1.	Aluminum Structure	
	Aluminum Screen Room or Pool Enclosure.....	\$ 8.00
	Aluminum Vinyl Room.....	10.00
	Aluminum Carport.....	8.00
2.	Apartment House, Condominium, or Townhouse	
	Type I.....	\$ 52.50
	Type II.....	49.00
	Type III.....	46.50
	Type IV-1 Hour.....	46.50
	Type IV.....	43.50
	Type V-1 Hour.....	45.00
	Type V.....	41.50
	Type VI-1 Hour.....	38.50
	Type VI.....	36.00
3.	Automobile Parking Structure	
	Type I.....	\$ 36.00
	Type II.....	32.50
	Type III.....	29.50
	Type IV-1 Hour.....	29.50
	Type IV.....	27.50
	Type V-1 Hour.....	29.00
	Type V.....	26.00
	Type VI-1 Hour.....	28.50
	Type VI.....	26.00
4.	Boat Dock or Boat House.....	\$ 19.00
5.	Church	
	Type I.....	\$ 59.50
	Type II.....	56.00
	Type III.....	50.50
	Type IV-1 Hour.....	48.50
	Type IV.....	45.00
	Type V-1 Hour.....	48.50
	Type V.....	44.00
	Type VI-1 Hour.....	42.00
	Type VI.....	39.50
6.	Concrete Slab (Driveway, Patio, or Sidewalk) or Non-Covered Wood Deck not included on new construction plans.....	\$ 2.50
7.	Convalescent Hospital or Sanitarium	
	Type I.....	\$ 71.00
	Type II.....	67.50
	Type III.....	59.50
	Type IV-1 Hour.....	59.50
	Type IV.....	56.00
	Type V-1 Hour.....	57.50
	Type VI-1 Hour.....	50.50

BUILDING DEPARTMENT, continued

8.	Residential (One & Two Family Dwelling including attached garage).....	\$ 35.00
	For roofed unenclosed areas (carport, porch, etc.).....	\$ 19.00
9.	Educational	
	Type I.....	\$ 58.50
	Type II.....	55.50
	Type III.....	49.50
	Type IV-1 Hour.....	49.50
	Type IV.....	47.00
	Type V-1 Hour.....	50.50
	Type V.....	47.00
	Type VI-1 Hour.....	47.00
	Type VI.....	44.00
10.	Factory-Industrial	
	Type I.....	\$ 36.00
	Type II.....	32.50
	Type III.....	27.50
	Type IV-1 Hour.....	27.50
	Type IV.....	25.00
	Type V-1 Hour.....	27.00
	Type V.....	24.00
	Type VI-1 Hour.....	25.00
	Type VI.....	20.50
11.	Greenhouse	
	Type IV.....	\$ 15.00
	Type VI.....	12.50
	Greenhouse with Polyvinyl wall covering and/or roof covering.....	8.00
	Growers Greenhouse (growing plants for wholesale)..<	5.00
12.	Hazardous	
	Type I.....	\$ 30.50
	Type II.....	27.50
	Type III.....	25.00
	Type IV-1 Hour.....	25.00
	Type IV.....	21.50
	Type V-1 Hour.....	25.00
	Type V.....	21.50
13.	Hospital	
	Type I.....	\$101.50
	Type II.....	98.00
	Type III.....	95.50
	Type IV-1 Hour.....	95.50
	Type IV.....	92.50
	Type V-1 Hour.....	90.00
	Type VI-1 Hour.....	76.00

BUILDING DEPARTMENT, continued

14.	Hotel & Motel	
	Type I.....	\$ 56.50
	Type II.....	54.00
	Type III.....	48.50
	Type IV-1 Hour.....	47.00
	Type IV.....	43.50
	Type V-1 Hour.....	46.50
	Type V.....	43.00
	Type VI-1 Hour.....	46.50
	Type VI.....	43.00
15.	Office	
	Type I.....	\$ 61.50
	Type II.....	58.00
	Type III.....	51.00
	Type IV-1 Hour.....	46.50
	Type IV.....	43.00
	Type V-1 Hour.....	45.50
	Type V.....	43.00
	Type VI-1 Hour.....	45.50
	Type VI.....	43.00
16.	Private Garage And/Or Shed (Detached and/or Unfinished)	
	Type I.....	\$ 28.50
	Type II.....	25.00
	Type III.....	22.00
	Type IV-1 Hour.....	22.00
	Type IV.....	20.50
	Type V-1 Hour.....	22.00
	Type V.....	20.50
	Type VI-1 Hour.....	21.50
	Type VI.....	19.50
17.	Public Garage	
	Type I.....	\$ 36.00
	Type II.....	33.00
	Type III.....	29.50
	Type IV-1 Hour.....	26.00
	Type IV.....	23.50
	Type V-1 Hour.....	26.00
	Type V.....	23.50
	Type VI-1 Hour.....	26.00
	Type VI.....	23.50
18.	Restaurant & Lounge	
	Type I.....	\$ 62.00
	Type II.....	59.50
	Type III.....	54.00
	Type IV-1 Hour.....	52.50
	Type IV.....	49.50
	Type V-1 Hour.....	52.50
	Type V.....	49.50
	Type VI-1 Hour.....	52.50
	Type VI.....	49.00

BUILDING DEPARTMENT, continued

19.	Retail Store	
	Type I.....	\$ 48.50
	Type II.....	45.50
	Type III.....	38.50
	Type IV-1 Hour.....	37.50
	Type IV.....	34.00
	Type V-1 Hour.....	36.50
	Type V.....	33.00
	Type VI-1 Hour.....	36.00
	Type VI.....	32.50
20.	Service Station	
	Type I.....	\$ 57.50
	Type II.....	54.00
	Type III.....	49.00
	Type IV-1 Hour.....	48.50
	Type IV.....	45.50
	Type V-1 Hour.....	47.50
	Type V.....	45.00
	Type VI-1 Hour.....	41.50
	Type VI.....	40.00
21.	Shade House.....	\$ 4.00
22.	Swimming Pool.....	\$ 20.00
23.	Theater	
	Type I.....	\$ 67.00
	Type II.....	63.50
	Type III.....	52.50
	Type IV-1 Hour.....	49.50
	Type IV.....	47.50
	Type V-1 Hour.....	49.50
	Type V.....	47.00
	Type VI-1 Hour.....	49.50
	Type VI.....	47.00
24.	Warehouse	
	Type I.....	\$ 29.00
	Type II.....	26.00
	Type III.....	23.50
	Type IV-1 Hour.....	23.50
	Type IV.....	20.50
	Type V-1 Hour.....	23.50
	Type V.....	20.50
	Type VI-1 Hour.....	23.50
	Type VI.....	20.50
25.	Unenclosed area for commercial buildings of Type IV, V, or VI construction.....	19.00
	(All other types of construction to use the same rate as the building.)	

BUILDING DEPARTMENT, continued

(B) Special event permit fees based on contractor's cost estimate (valuation) based on commercial fee per (A).

(C) Miscellaneous: Fences, foundations, block walls, re-roofing, fire sprinkler systems and other construction not listed to be charged permit fees based on contractor's valuation based on commercial fee per (A) (\$30.00 minimum).

One & Two family residential wood or wire fence shall be charged permit fees based on contractor's valuation using the Accessory Structures to One & Two Family Dwellings rate.

(D) Moving Structures:

Into or within Orange County.....\$ 310.00  
Out of Orange County..... 280.00

(E) Tent.....\$ 56.00  
(Includes \$50 Building and \$6 Zoning Dept. cost)  
More than one tent within 100 ft. of each other,  
per additional tent..... 20.00

(F) Trailer Set Up & Tie Down.....\$ 30.00

(G) Recreational Vehicle (RV) Storage on Site.....\$ 30.00

(H) Demolition Permit:

Seven (\$7.00) dollars base fee (Zoning Department cost), plus seven dollars (\$7.00) for each 25,000 cubic feet or fraction thereof with a minimum of \$37.00 and a maximum fee of \$407.00.

(I) Use Permit with one Inspection.....\$ 30.00

II. ELECTRICAL PERMIT FEES:

(A) Electrical permit fees are based upon the number of fixtures plus the total amperage of the service required to meet the needs of all fixtures, etc., installed. Service is determined by the KVA Load available to the premises as follows: (Refer to chart in Para. C and D for fixture charges).

Normally one Electrical Permit is required for each recording watt-hour meter service. Should circumstances (as determined by the Building Official) make it more practical to issue one permit involving more than one service and/or fixture, the fee shall be calculated using the sum of the fees of all individual services and/or fixtures included in the permit).

Minimum Electrical Permit Fee.....\$ 30.00

BUILDING DEPARTMENT, continued

1. 1 Phase 240 Volt:

<u>AMPERES</u>		
0 to	150.....	\$ 60.00
151 to	200.....	75.00
201 to	400.....	95.00
401 to	600.....	145.00
601 to	800.....	195.00
801 to	1,000.....	245.00
Over 1,000 per ea. add'l. 1,000 amp or fraction..		145.00

2. 3 Phase 208 or 240 Volt:

<u>AMPERES</u>		
0 to	150.....	\$ 104.00
151 to	200.....	130.00
201 to	400.....	165.00
401 to	600.....	251.00
601 to	800.....	338.00
801 to	1,000.....	424.00
Over 1,000 per ea. add'l. 1,000 amp or fraction..		251.00

3. 3 Phase 480 Volt:

<u>AMPERES</u>		
0 to	150.....	\$ 208.00
151 to	200.....	260.00
201 to	400.....	330.00
401 to	600.....	502.00
601 to	800.....	676.00
801 to	1,000.....	848.00
Over 1,000 per ea. add'l. 1,000 amp or fraction..		502.00

4. Over 480 Volt:

The fee will be determined by a proportional increase over the cost for 480V.

Example:

48,000 Volts available from transformer to  
600 AMP Main

600 AMP at 480 Volts.....	\$ 502.00
48,000 divided by 480.....	100
100 x \$502.00.....	\$ 50,200.00

Exception: Temporary construction service for  
1 & 2 family dwelling construction sites  
shall be.....\$ 30.00



BUILDING DEPARTMENT, continued

- (B) Alterations Requiring a Change in Service:  
The fee shall be determined by the difference between the new service amperage and the previous service amperage which is then applied to the previous chart.

- (C) Additions, Alterations and Repairs not Requiring a Change in Service:

Minimum Electrical Permit Fee.....\$ 30.00

Type of Equipment Installed

Each Outlet.....	\$ .25
Each Fixture.....	.25
Flood Light, pole or ground mounted.....	1.10
Outlet for Window Air Conditioner.....	.55
Continuous Receptacle Strip - per outlet.....	.25
Sub-Feed Panel, each.....	2.20
Motors or Generators with automatic controllers as a component part of the equipment:	
Up to and including 5 HP.....	2.20
More than 5 HP but not over 50 HP.....	5.50
Over 50 HP.....	11.00

Disconnect and automatic controller not part of the equipment up to 10 HP.....	\$ 2.20
Sign Outlet - per circuit.....	.55

Heating and Heating Appliances

Up to 10 KW.....	\$ 11.00
Water Heaters.....	1.10
Kitchen Appliance Center.....	1.10
Dryer.....	1.10
Compactor.....	1.10
Dishwasher.....	1.10
Disposal.....	1.10
Electric Range.....	2.20
Microwave Oven.....	1.10
Cooktop.....	1.10
Oven.....	1.10
X-Ray.....	2.20
Dental Unit.....	2.20
Gun Fired Oil Burner.....	2.20
Exhaust Fan under 1/4 HP.....	.25
Exhaust Fan over 1/4 HP up to 1 HP.....	1.10
Exhaust Fan over 1 HP.....	See Motor HP rating
Attic Fan.....	1.10
Electric Elevator.....	8.00
Electric Welder	
Transformer Type up to 50 AMP.....	1.10
Transformer Type over 50 AMP.....	2.20

**CONCURRENCY MANAGEMENT SYSTEM  
INFORMATION GUIDE  
January 1992**

*Good 11-2  
830 555*

**1. BACKGROUND**

The purpose of the Concurrency Management System Information Guide is to summarize how concurrency will affect development in Orange County. The Information Guide does not attempt to address all aspects of concurrency. Therefore, you are encouraged to review the full text of the Concurrency Management System Ordinance (#91-27) and the Concurrency Vested Rights Ordinance (#91-26). In the event of any contradictions between the Information Guide and the above referenced Ordinances, the Ordinances shall control.

The Information Guide will use the following acronyms in the discussion of the concurrency management system.

CMS = Concurrency Management System  
VRC = Vested Rights Certificate  
CIL = Capacity Information Letter  
CEL = Capacity Encumbrance Letter  
CRC = Capacity Reservation Certificate  
CMO = Concurrency Management Official  
BCC = Board of County Commissioners  
PSP = Preliminary Subdivision Plan  
LOS = Level of Service

The term "concurrency" has its roots in the Florida Statutes, which require that public facilities and services needed to support development must be available "concurrent" with the impact of such development. The Florida Statutes require local governments to maintain the adopted standards for roads, stormwater drainage, water, wastewater, solid waste, and parks; and, for local governments with population exceeding 50,000 a mass transit standard is required. The standards for each of these services is listed in the County's Comprehensive Policy Plan. If capacity for each and all of the above listed services and/or facilities is not available, a development permit cannot be issued.

There are two paths which an applicant for a building permit might follow to fulfill the State mandated requirement of concurrency. First, the Concurrency Vested Rights Ordinance (#91-26) explains the criteria which must be met to receive vested rights and therefore be exempt from the concurrency requirements. Second, the CMS Ordinance (#91-27) explains the requirements which must be met in order to reserve capacity for a project which is not entitled to vested rights. The remainder of this Information Guide will provide details regarding the above options.

BUILDING DEPARTMENT, continued

(2)	Trailer air conditioner and residential self-contained wall unit installations, per unit, per ton or any fraction thereof...\$	5.50
	With a minimum fee of.....	30.00
(3)	Mechanical permits or inspections are not required for residential window air conditioner installations in one and two family dwellings.	
(4)	Replacement in single family dwellings of an existing condenser or air handling unit that does not require update of existing wiring may be reconnected by mechanical or air conditioning contractor and inspected by mechanical inspector, fee of.....\$	30.00
(C)	Refrigeration, Ductwork, Hoods, Ventilation, Boilers and Any Other Installation(s) which Require a Mechanical Permit: Valuation based on cost of all units, equipment supplied by owner or contractor, materials & labor Up to and including the first \$1,000.....\$	30.00
	For each additional \$1,000 or fraction thereof to \$25,000.....\$	9.50
	For each additional \$1,000 or fraction thereof above \$25,000.....\$	5.00
(D)	Reinspection fee.....\$	30.00
IV.	<u>PLUMBING PERMIT FEES:</u>	
	Minimum Permit Fee, New Construction or Alteration.....\$	60.00
	Minimum Permit Fee, Replacement.....	30.00
	Each Plumbing Fixture.....	5.00
	Each Plugged or Future Opening.....	5.00
	Residential House Sewer - New or Replaced.....	5.00
	Roof Drain or Area Drain.....	5.00
	Water Heater.....	5.00
	Solar Water Heater.....	5.00
	Commercial Disposal Unit (not to exceed 1-1/2 HP)	5.00
	Residential Disposal Unit.....	5.00
	Process Piping/Specialty Outlet.....	5.00
	Backflow Preventer or Protective Device.....	5.00
	Commercial Icemaker.....	5.00
	Water Softener.....	5.00
	Pool--Single Family Residence.....	30.00
	Pool--Other Than Single Family Residence.....	60.00
	Spa with Permanent Connections.....	30.00
	Sewer Cap.....	30.00

BUILDING DEPARTMENT, continued

Lawn Sprinkler System:

1 - 50 Heads, Minimum Fee.....	\$ 30.00
51 - 100 Heads.....	30.00
plus for each additional head over 50.....	.30
101 - 150 Heads.....	45.00
plus for each additional head over 100.....	.20
151 - 200 Heads.....	55.00
plus for each additional head over 150.....	.10
201 & up.....	60.00
plus for each additional head over 200.....	.05

V. GAS PIPING INSPECTION:

Up to three outlets.....	\$ 30.00
(Each additional outlet add).....	5.00

VI. SIGN PERMIT FEES:

Signs up to 25 sq. ft.....	\$ 40.00
25 to 50 sq. ft.....	45.00
50 to 100 sq. ft.....	50.00
100 to 150 sq. ft.....	55.00
150 to 200 sq. ft.....	60.00
200 to 250 sq. ft.....	65.00
250 to 300 sq. ft.....	70.00
For each additional 100 sq. ft. over 300 sq.ft.....	10.00

Sign fees include \$10.00 Zoning Department cost.

VII. INSPECTION FEES:

- (A) Reinspection Fees.....\$ 30.00
- (B) Power Company Requested Inspection.....\$ 30.00
- (C) Special (After Working Hours) Inspection Fees: Requests for special after-hours (normal working hours, week-end or holiday) inspections must be submitted in writing by the developer/contractor to the Building Department Official forty-eight hours in advance of the requested inspection. The minimum number of hours that will be approved is four hours. No inspection(s) will be performed until the assessed fee has been paid.. Per hour.....\$ 40.00

VIII. OTHER FEES:

- (A) Extension Request: Only one administrative extension (90 day) shall be granted per permit by the Building Official.....\$ 30.00
- (B) Permit Amendment Fee.....\$ 25.00

BUILDING DEPARTMENT, continued

(C) Plan Submittal Fee

All projects (where all building permits are issued simultaneously) for building plan approvals will be accompanied by the appropriate number of copies of drawings and specifications and a non-refundable submittal fee will be collected based upon the following fee schedule:

(1) One and Two Family Dwellings.....	N/C
(2) All Other Building Occupancies:	
Less than \$ 10,000 total valuation.....	\$ 30.00
\$ 10,001 - \$ 25,000.....	50.00
\$ 25,001 - \$ 50,000.....	100.00
\$ 50,001 - \$ 100,000.....	200.00
\$100,001 - \$ 500,000.....	400.00
\$500,001 - \$1,000,000.....	600.00
\$1,000,001 - \$2,000,000.....	800.00
Over \$2,000,000-- \$800 + per add'l \$100,000.....	20.00

Note: Six months after plans have been approved for permit issuance, or notification to applicant that plans require additional information or revisions, plans will be discarded, and applicant shall be required to resubmit plans and pay another submittal fee. No extensions shall be granted.

(D) Informational Letters.....	\$ 15.00
(E) Application for Temporary Commercial Certificates of Occupancy and all Pre-power.....	\$ 100.00
(F) Application for Code Appeal to Advisory Boards:	
Commercial.....	\$ 50.00
One & Two Family Dwelling.....	25.00
(G) Review of Additional Sets of Reviewed Plans per page.....	\$ 2.00

IX. WORK WITHOUT A PERMIT:

If any work is commenced without a permit, the penalty will be double the permit fee or \$100.00, whichever is greater, and this penalty will be in addition to the permit fee which will be assessed.

X. PERMIT REFUNDS:

- (A) No refunds will be given on a plan submittal fee.
- (B) The fee for refunding original permit fees will be a minimum of \$50.00 or 1/3 of the Building Permit fee, whichever is greater, provided however, that no refund shall be made on any permit that was issued six months or more prior to a written request for a refund.

BUILDING DEPARTMENT, continued

- (C) No refunds will be made on Engineering, Environmental Protection, Fire, Health, Planning, Public Utilities Engineering & Construction or Zoning fees. Refer to individual department pages of this directory for refund policy on those fees. No refund shall be made on any permit on which construction was begun.

XI. CONTRACTOR CERTIFICATIONS, RENEWALS, TESTING & TEMPORARY WORK PERMIT

- (A) Block Testing:  
At Orange County, Fl.....\$ 70.00  
At Gainesville, Fl..... 25.00
- (B) Initial Certifications:  
Contractor/Master Certifications.....\$ 65.00  
Journeyman..... 20.00  
Recording of State Certified Contractors..... 20.00
- (C) Renewal Certifications:  
Contractor/Master
- |                                  |          |
|----------------------------------|----------|
| Sept.1 thru Sept.30, Annual..... | \$ 35.00 |
| Bi-Annual.....                   | 70.00    |
| Oct. 1 thru Oct. 31, Annual..... | 50.00    |
| Bi-Annual.....                   | 100.00   |
| Nov. 1 thru Dec. 31, Annual..... | 65.00    |
| Bi-Annual.....                   | 130.00   |
- Journeyman
- |                                  |          |
|----------------------------------|----------|
| Sept.1 thru Sept.30, Annual..... | \$ 20.00 |
| Bi-Annual.....                   | 40.00    |
| Oct. 1 thru Oct. 31, Annual..... | 25.00    |
| Bi-Annual.....                   | 50.00    |
| Nov. 1 thru Dec. 31, Annual..... | 35.00    |
| Bi-Annual.....                   | 70.00    |
- (D) Certification Letters.....\$ 15.00
- (E) Temporary Work Permits (Journeyman).....\$ 15.00

XII. NOTE

The following applies to all types of permits: Permits shall cover only the work as specified on the permit itself. Permits shall be taken out for any additional work prior to commencing same. Permits are not transferable.

**CONCURRENCY MANAGEMENT SYSTEM  
INFORMATION GUIDE  
January 1992**

*Good 11-2  
830 555*

**1. BACKGROUND**

The purpose of the Concurrency Management System Information Guide is to summarize how concurrency will affect development in Orange County. The Information Guide does not attempt to address all aspects of concurrency. Therefore, you are encouraged to review the full text of the Concurrency Management System Ordinance (#91-27) and the Concurrency Vested Rights Ordinance (#91-26). In the event of any contradictions between the Information Guide and the above referenced Ordinances, the Ordinances shall control.

The Information Guide will use the following acronyms in the discussion of the concurrency management system.

CMS = Concurrency Management System  
VRC = Vested Rights Certificate  
CIL = Capacity Information Letter  
CEL = Capacity Encumbrance Letter  
CRC = Capacity Reservation Certificate  
CMO = Concurrency Management Official  
BCC = Board of County Commissioners  
PSP = Preliminary Subdivision Plan  
LOS = Level of Service

The term "concurrency" has its roots in the Florida Statutes, which require that public facilities and services needed to support development must be available "concurrent" with the impact of such development. The Florida Statutes require local governments to maintain the adopted standards for roads, stormwater drainage, water, wastewater, solid waste, and parks; and, for local governments with population exceeding 50,000 a mass transit standard is required. The standards for each of these services is listed in the County's Comprehensive Policy Plan. If capacity for each and all of the above listed services and/or facilities is not available, a development permit cannot be issued.

There are two paths which an applicant for a building permit might follow to fulfill the State mandated requirement of concurrency. First, the Concurrency Vested Rights Ordinance (#91-26) explains the criteria which must be met to receive vested rights and therefore be exempt from the concurrency requirements. Second, the CMS Ordinance (#91-27) explains the requirements which must be met in order to reserve capacity for a project which is not entitled to vested rights. The remainder of this Information Guide will provide details regarding the above options.

## 2. CONCURRENCY MANAGEMENT SYSTEM

### 2.A Exemptions

Unless you are entitled to a VRC (as explained below), you will be required to comply with the requirements of the CMS Ordinance (#91-27). The CMS Ordinance provides for the following types of development order exemptions.

1. De Minimus development, which is defined as a project which generates less than 20 average daily trips per day, 700 gallons of potable water per day, and 600 gallons of wastewater per day.
2. Permits that do not increase the impact on public facilities and services. This includes the following: Boat Dock Permit, Electrical Permit, Fence Permit, Fire Service Permit, Floodplain Permit, Mechanical Permits (A/C, Heating, Ventilation), Moving of Structures (only applies to the permit issued for designating the route of the move), Plumbing Permit, Right-of-Way Utilization Permit, Roofing or Sheetmetal Permit, Shoreline Alteration Permit, Sign Permit, Tree Removal Permit, and Underground Utilities Permit. Other types of permits may also be eligible for exemption on a case-by-case basis if the CMO determines that the proposed development will not create additional impacts on public facilities or services.

### 2.B Capacity Reservation Process

Permits which do not qualify for one of the stated exemptions must reserve capacity through the CMS. There are three main documents involved in the capacity reservation process. They are summarized as follows.

1. Capacity Information Letter: The CIL is an optional, non-binding analysis of existing levels of service for the seven public facilities and services in the vicinity of the parcel identified in the application at the time the CIL is issued. It does not guarantee capacity will be available in the future or encumber/reserve capacity for any period of time. The CMO must issue the CIL within twenty (20) days after receipt of the application.



2. **Capacity Encumbrance Letter:** The CEL identifies whether or not capacity is available for a particular parcel, and a specific proposed development. If the CEL determines capacity is available, the capacity will be encumbered for one hundred twenty (120) days from the date the CEL was issued. Within that one hundred twenty (120) day period, the applicant must either obtain a building permit or reserve capacity by obtaining a CRC. The CMO must approve or deny the CEL within forty-five (45) days after receipt of the application. A CEL and a CRC must be obtained before the residential plat is approved for recording; or before a final commercial site plan is approved.
3. **Capacity Reservation Certificate:** If a building permit cannot be obtained within 120 days of receipt of the CEL, the CRC must be obtained in order to reserve the requested capacity. No CRC shall be issued until and unless the required portion of the capacity reservation fee is paid in full. The capacity reservation fee is equivalent to 100% of the transportation impact fees for the project. The CMO must issue the CRC within twenty (20) working days after receipt of the application.

## 2.C Concurrency Fee Schedule

The Concurrency Management System processing fee schedule is shown below. A check for the appropriate fee, made payable to the Orange County Board of County Commissioners, must be submitted with the application. Please note that a capacity reservation fee, which is equivalent to 100% of the transportation impact fees for the project, must also be paid with the application for the Capacity Reservation Certificate.

Non-binding Capacity Information Letter	=	\$171.00
Capacity Encumbrance Letter	=	584.00
Capacity Reservation Certificate	=	114.00
Appeal Staff Determination to the DRC	=	127.00

### 3. VESTED RIGHTS

#### 3.A Criteria

If an individual is entitled to vested rights, they are exempt from the CMS. It should be noted that no project will automatically possess vested rights; it must be applied for through the process summarized below. The Concurrency Vested Rights Ordinance provides specific criteria which must be met in order to receive a VRC, as well as the expiration date of VRC's. A project may apply for vested rights based on one or more of the criteria listed below. The criteria for vested rights from concurrency are summarized below.

1. A DRI which was approved by the BCC on or before December 2, 1991 (pursuant to Section 380.06, F.S.) and which possesses an unexpired development order may apply.
2. A DRI which received a binding letter of vested rights on or before December 2, 1991, and such rights are still valid and have not expired, may apply.
3. A structure, for which a building permit has been issued on or before December 2, 1991 and the building permit has not expired, may apply.
4. A residential subdivision which was platted after 1965 but before December 2, 1991 may apply.
5. A residential subdivision, which received an approved PSP after 1965 but before December 2, 1991, may apply.
6. A non-residential subdivision, which was platted after 1965 but before December 2, 1991, may apply.
7. A non-residential subdivision, which received an approved PSP after 1965 but before December 2, 1991, may apply.
8. A project, which must comply with the Orange County Site Development Ordinance for which a building permit was issued on or before December 2, 1991, may apply.
9. Any other project which, as of December 2, 1991, meets the four "common law vesting" criteria listed in the Vested Rights Ordinance may apply.

10. A public school, grades kindergarten through twelfth, which, prior to December 2, 1991, met one of the five criteria listed in the Vested Rights Ordinance.

### **3.B Procedures**

A Concurrency Vested Rights Application must be completed and returned to the Director of the Orange County Planning Department with the appropriate processing fee to begin the review process for vested rights. The review process for concurrency vested rights applications is summarized as follows.

1. The Director of the Planning Department either grants or denies the VRC within forty-five (45) days after receipt of a complete application.
2. If the applicant is denied and wishes to challenge the decision, the applicant must notify the Director in writing within thirty (30) days that he/she is appealing the Director's decision.
3. The appeal is assigned to a Hearing Officer for a hearing to be held no later than ninety (90) days after receipt of the notice or at such later date as the applicant may consent to.
4. The Hearing Officer must render a written decision on the application within thirty (30) days after the hearing concludes.
5. If the applicant is denied and wishes to challenge the decision, an appeal to the BCC regarding the Hearing Officer's decision must be filed no later than fifteen (15) days after that decision is filed with the Clerk to the BCC.
6. If the applicant is denied and wishes to challenge the decision, he must file a petition for writ of certiorari with the Clerk to the Circuit Court not later than thirty (30) days after the decision of the BCC is filed with the Clerk to the BCC.

**3.C Concurrency Vested Rights Fee Schedule**

The concurrency vested rights fee schedule is as follows. A check for the appropriate amount, made payable to the Board of County Commissioners, must be submitted with the application.

Concurrency Determination for One Residential Unit	= \$25.00
Concurrency Determination for Other than One Residential Unit	= 200.00
Simultaneous Concurrency & Consistency Determination for One Residential Unit	= 37.50
Simultaneous Concurrency & Consistency Determination for Other than One Residential Unit	= 300.00
Appeal of Staff Concurrency Determination	= 127.00

**ORANGE COUNTY IMPACT FEE INFORMATION GUIDE**  
Planning Department, February 1994

**BACKGROUND**

At the present time, Orange County has four (4) separate impact fees. As new development moves into an area, additional governmental services (i.e., roadways, law enforcement, fire protection, and schools) become necessary. The funds collected from impact fees are used to purchase the capital equipment needed by Orange County to provide such services. The following guide provides a summary of the impact fees, historical data and example calculations.

\*\*\*\*\*  
**TRANSPORTATION IMPACT FEES**

Current Ordinance

Ordinance	:	#90-15 (Amends #87-42)
Date Approved	:	July 2, 1990
Date Effective	:	September 1, 1990
Time of Payment	:	Issuance of Building Permit

Prior Ordinances

Ordinance	:	#87-42 (Amends #85-34)
Date Approved	:	December 14, 1987
Date Effective	:	December 28, 1987

Ordinance	:	#85-34
Date Approved	:	December 9, 1985
Date Effective	:	January 1, 1986

**USES:** The funds collected in accordance with this article are used solely for the purpose of acquisition, expansion and development of the roads, streets, highways, and bridges determined to be needed to serve new development.

**RESTRICTIONS:** (a) All funds collected are used exclusively within the benefit areas (impact fee zones) from which they were collected. Orange County is divided into four impact fee zones as shown on the attached map. (b) Disbursal of such funds require the approval of the Board of County Commissioners, upon recommendation of the County Administrator. (c) Funds that are not immediately necessary for expenditure are invested in interest-bearing accounts. (d) All fees collected must be returned if the fees have not been encumbered or spent after six years from the date the fees were received.

## METHODOLOGY

The transportation impact fee is based on empirical studies conducted by the Institute of Transportation Engineers (ITE). These studies have established that various land use categories generate different numbers of vehicle trips each day. Orange County's transportation impact fees vary by land use category and by trip generation rates. For those land use categories not charged on a per unit or per room basis, the chargeable square footage equals the total gross square footage under roof, less those area(s) exempt in Section 13 of the ordinance, less ten percent (10%).

## SCHEDULE

<u>Land Use</u>	<u>Impact Fee</u>
Single-Family Residential	\$1,368.69/unit
Multi-Family Residential	830.16/unit
Mobile Home	654.82/unit
Office	
less than 100,000 sq.ft.	2,530.63/1,000 sq.ft.
100,001-200,000 sq.ft.	1,669.88/1,000 sq.ft.
over 200,000 sq.ft.	1,270.90/1,000 sq.ft.
Retail	
less than 50,000 sq.ft.	7,896.86/1,000 sq.ft.
50,001-100,000 sq.ft.	4,403.89/1,000 sq.ft.
100,001-200,000 sq.ft.	4,438.27/1,000 sq.ft.
200,001-300,000 sq.ft.	4,413.84/1,000 sq.ft.
300,001-400,000 sq.ft.	3,928.69/1,000 sq.ft.
400,001-500,000 sq.ft.	3,637.24/1,000 sq.ft.
500,001-1,000,000 sq.ft.	3,539.27/1,000 sq.ft.
1,000,001-1,200,000 sq.ft.	3,238.25/1,000 sq.ft.
more than 1,200,000 sq.ft.	3,134.24/1,000 sq.ft.
Hospital	2,327.93/1,000 sq.ft.
Industrial	971.94/1,000 sq.ft.
Manufacturing	536.54/1,000 sq.ft.
Warehouse	681.07/1,000 sq.ft.
Hotel/Motel	1,354.57/room
Restaurant	12,897.95/1,000 sq.ft.
Bank	10,782.60/1,000 sq.ft.
Assembly	1,074.05/1,000 sq.ft.
Mini-Warehouse	363.55/1,000 sq.ft.
Day Care	4,053.40/1,000 sq.ft.
Racquet Ball Club	964.29/1,000 sq.ft.
Library	6,347.50/1,000 sq.ft.
New Car Sales	2,875.07/1,000 sq.ft.
Post Office	5,250.05/1,000 sq.ft.
Private School	1,426.73/1,000 sq.ft.

The following are example calculations:

<u>STRUCTURE</u>	<u>TOTAL</u>	<u>TRANSPORTATION</u>
	<u>IMPACT FEE (\$)</u>	
Single Family	$\frac{\$1,368.69}{\text{unit}}$	1,368.69
Warehouse (10,000 sq.ft.)	$\frac{(10,000 \times .9 \times \$681.07)}{1,000}$	6,129.63
Retail (100,000 sq.ft.)	$\frac{(100,000 \times .9 \times \$4,403.89)}{1,000}$	396,350.10

TRANSPORTATION IMPACT FEE  
HISTORICAL COLLECTIONS

	1990/91	1991/92	1992/93
ZONE 1	\$1,959,367	\$ 978,351	\$1,192,097
ZONE 2	2,329,195	3,187,232	3,879,938
ZONE 3	4,087,853	1,406,267	2,301,794
ZONE 4	5,465,800	2,000,063	2,368,904
TOTAL	\$13,842,215	\$7,571,914	\$9,742,733

\*\*\*\*\*

LAW ENFORCEMENT IMPACT FEES

Current Ordinance

Ordinance : #87-43 (Amends #86-11)  
Date Approved : December 14, 1987  
Date Effective : December 28, 1987  
Time of Payment : Issuance of Building Permit

Prior Ordinances

Ordinance : #86-11 (Amends #83-41)  
Date Approved : May 19, 1986  
Date Effective : May 27, 1986

Ordinance : #83-41  
Date Approved : October 31, 1983  
Date Effective : November 28, 1983

**USES:** The funds collected are used solely for the purpose of purchasing capital equipment as identified in Chapter 23, Article II, Section 23-30, Orange County Code.

**RESTRICTIONS:** (a) All of the funds collected are allocated to the fund for the particular sector (impact fee zone) from which they were collected. (b) Disbursal of such funds require the approval of the Board of County Commissioners, upon recommendation of the county office of capital facilities development. (c) Funds that are not immediately necessary for expenditure are invested in interest-bearing accounts. (d) All fees collected must be returned if the fees have not been encumbered or spent after six years from the date the fees were received.

#### METHODOLOGY

The law enforcement impact fee is based on the number of calls for service generated by each of the above land use categories. The chargeable square footage is equal to 100% of the enclosed area under roof. The under roof area is enclosed if it is contained by any form of permanent barrier, including but not limited to walls and fences.

#### SCHEDULE

<u>Land Use</u>	<u>Impact Fee</u>
Residential	\$ 46.10/unit
Commercial	140.72/1,000 sq.ft.
Factory/Industrial	8.03/1,000 sq.ft.
Institutional	43.27/1,000 sq.ft.
Warehouse	2.06/1,000 sq.ft.

The following are example calculations:

<u>STRUCTURE</u>		<u>TOTAL</u>	<u>LAW</u>	<u>ENFORCEMENT</u>
			<u>IMPACT FEE (\$)</u>	
Single-Family	$\frac{\$46.10}{\text{unit}}$	\$	46.10	
Warehouse (10,000 sq.ft.)	$\frac{10,000 \times \$2.06}{1,000}$		20.60	
Retail (100,000 sq.ft.)	$\frac{100,000 \times \$140.72}{1,000}$		14,072.00	



**LAW ENFORCEMENT IMPACT FEE  
HISTORICAL COLLECTIONS**

	1990/91	1991/92	1992/93
ZONE 1	\$ 69,056	\$ 37,154	\$ 34,061
ZONE 2	97,869	130,275	193,627
ZONE 3	180,941	89,429	131,495
ZONE 4	370,444	186,466	181,853
<b>TOTAL</b>	<b>\$718,309</b>	<b>\$443,324</b>	<b>\$541,036</b>

\*\*\*\*\*

**FIRE IMPACT FEES**

Current Ordinance

Ordinance : #88-2 (Amends #87-41)  
 Date Approved : January 25, 1988  
 Date Effective : February 4, 1988  
 Time of Payment : Issuance of Building Permit

Prior Ordinances

Ordinance : #87-41 (Amends #85-20)  
 Date Approved : December 14, 1987  
 Date Effective : December 28, 1987

Ordinance : #85-20 (Amends #85-2)  
 Date Approved : June 24, 1985  
 Date Effective : July 1, 1985

Ordinance : #85-2  
 Date Approved : January 7, 1985  
 Date Effective : January 21, 1985

**USES:** The funds collected in accordance with this article are restricted to the acquisition, expansion and development of capital equipment and facilities to serve new users within the Battalion District in which such funds are collected.

**RESTRICTIONS:** (a) All of the funds collected are allocated to the fund

for the particular sector from which they were collected. (b) Disbursal of such funds require the approval of the Board of County Commissioners. (c) Funds that are not immediately necessary for expenditure are invested in interest-bearing accounts. (d) All fees collected must be returned if the fees have not been encumbered or spent after six years from the date the fees were received.

#### METHODOLOGY

The fire impact fee is based on five risk levels established by the Orange County Fire Department. Each risk level represents various land use categories and potential fire hazards. Risk Level One is the lowest risk level and the fee is always \$152.46. Risk Level Five is the highest level and is always \$4,061.86. Within Risk Levels Two, Three, and Four, the fee varies from a minimum of \$152.46 to a maximum of \$4,061.86 per building. When calculating these fees, square footage or total cubic footage is used. If the height is greater than ten feet, the impact fee is calculated on the basis of cubic feet; if the height of the structure is ten feet or less, the impact fee is calculated on the basis of square feet. Structure height equals the average distance between the slab and the top of the roof (i.e. the outer decking).

#### SCHEDULE

RISK LEVEL 1:	Residential one and two family dwellings.
RISK LEVEL 2:	Temporary Structures Reviewing Stands Stadiums, grandstands and bleachers Dead Storage (non-combustible) Mini-Warehouses
RISK LEVEL 3:	Assembly (Occupancy less than 1,000) Business Mercantile Residential (Other than one and two family), less than five floors or fifty feet Educational Institutional
RISK LEVEL 4:	Assembly (Occupancy greater than 1,000) Factory-Industrial Storage (Other than Risk Level 2) Covered Malls
RISK LEVEL 5:	Storage or Hazardous Materials Dry Cleaning Grain Elevators Tire Recapping Handling/Storage of Cellulose Nitrate Film Hay Storage Hazardous All occupancy classes where building is over five (5) stories or fifty feet in height

<u>Cubic Feet</u>	<u>Square Feet</u>	<u>Risk</u> <u>Level 2</u>	<u>Risk</u> <u>Level 3</u>	<u>Risk</u> <u>Level 4</u>
0 - 10,000	0 - 1,000	\$ 152.46	\$ 152.46	\$ 152.46
10,001 - 20,000	1,001 - 2,000	152.46	1,055.92	1,055.92
20,001 - 30,000	2,001 - 3,000	152.46	1,055.92	2,752.64
30,001 - 60,000	3,001 - 6,000	1,055.92	2,752.64	2,752.64
60,001 - 80,000	6,001 - 8,000	2,752.64	2,752.64	2,752.64
80,001 -100,000	8,001 -10,000	2,752.64	2,752.64	3,568.56
100,001-150,000	10,001-15,000	2,752.64	3,568.56	3,568.56
150,001-250,000	15,001-25,000	2,752.64	3,568.56	4,061.86
250,001-500,000	25,001-50,000	3,568.56	4,061.86	4,061.86
500,001+	50,001+	4,061.86	4,061.86	4,061.86

Note: Risk Level 1 is the lowest level and always \$152.46  
Risk Level 5 is the highest level and always \$4,061.86

The following are example calculations based on a height of 15 feet:

<u>STRUCTURE</u>	<u>TOTAL FIRE IMPACT FEE (\$)</u>
Single Family/ Risk Level One	\$ 152.46
Warehouse (150,000 cubic feet) Risk Level Four	\$3,568.56
Retail (1,500,000 cubic feet) Risk Level Three	\$4,061.86

#### FIRE IMPACT FEE HISTORICAL COLLECTIONS

	1990/91	1991/92	1992/93
ZONE 1	\$ 96,469	\$ 80,706	\$ 106,888
ZONE 2	260,638	224,325	318,313
ZONE 3	188,487	302,453	377,361
ZONE 4	323,929	208,044	457,825
ZONE 5	550,121	383,976	338,831
ZONE 6	29,742	28,875	4,214
TOTAL	\$1,449,386	\$1,228,381	\$1,603,433

\*\*\*\*\*

## SCHOOL IMPACT FEES

### Current Ordinance

Ordinance : #92-28  
Date Adopted : September 22, 1992  
Date Effective : January 1, 1993  
Time of Payment : Issuance of Building Permit

**USES:** The funds deposited into the school impact fee trust account are used solely for the purpose of providing growth-necessitated capital improvements to educational plants and ancillary plants of the school system. These capital improvements are listed in Chapter 23, Article V, Section 23-143 of the Orange County Code.

**RESTRICTIONS:** (a) The funds deposited into the school impact fee trust account are used solely to provide capital improvements to the school system as necessitated by growth and not for maintenance or repair expense. (b) Any school impact fee funds on deposit which are not immediately necessary for expenditure are invested by the school board and all income is deposited into the school impact fee trust account. (c) All fees collected must be returned if the fees have not been encumbered or spent after six years from the date the fees were received.

### METHODOLOGY

All residential construction (i.e. single family, multi-family and mobile home) which occurs within the county, both within the unincorporated area and within the municipal boundaries of the cities for which a building permit is issued, pay the school impact fee.

### SCHEDULE

(The following rates effective January 1, 1994 to December 31, 1994)

<u>STRUCTURE</u>	<u>TOTAL SCHOOL IMPACT FEE (\$)</u>
Single Family	\$1,057.50/unit
Multi-Family	\$ 489.75/unit
Mobile Home	\$ 743.25/unit

(The following rates effective January 1, 1995 and thereafter)

Single Family	\$1,410.00/unit
Multi-Family	\$ 653.00/unit
Mobile Home	\$ 991.00/unit

**SCHOOL IMPACT FEE  
HISTORICAL COLLECTIONS**

1992/93

TOTAL: \$3,076,232

\*\*\*\*\*  
**EXAMPLE CUMULATIVE IMPACT FEE CALCULATIONS**

The following are example impact fee calculations for a single family dwelling unit, 10,000 square foot warehouse, and a 100,000 square foot retail store.

<u>STRUCTURE</u>	<u>TOTAL IMPACT FEE (\$)</u>
Single Family	\$ 1,368.69 (Transportation)
	46.10 (Law Enforcement)
	152.46 (Fire)
	1,057.50 (School- until 12/31/94)
	<hr/> \$ 2,624.75 TOTAL
Warehouse (10,000 sq.ft.)	\$ 6,129.63 (Transportation)
	20.60 (Law Enforcement)
	3,568.56 (Fire)
	<hr/> \$ 9,718.79 TOTAL
Retail Store (100,000 sq.ft.)	\$396,350.10 (Transportation)
	14,072.00 (Law Enforcement)
	4,061.86 (Fire)
	<hr/> \$414,483.96 TOTAL

**AFFORDABLE HOUSING**

The following affordable housing criteria applies to all of the impact fee categories. Any affordable housing unit to be constructed within a project which has received a certificate of affordability from the Orange County Community Development and Housing Assistance Department shall be eligible for a discount on impact fees according to the following graduated scale:

1. A housing unit which will be affordable to a family with a moderate income - 25% discount.

2. A housing unit which will be affordable to a family with a low income - 50% discount.

3. A housing unit which will be affordable to a family with a very low income - 75% discount.

The terms "affordable," "low-income," "moderate income" and "very low income" shall be defined in Orange County Administrative Regulation 11.02.06.

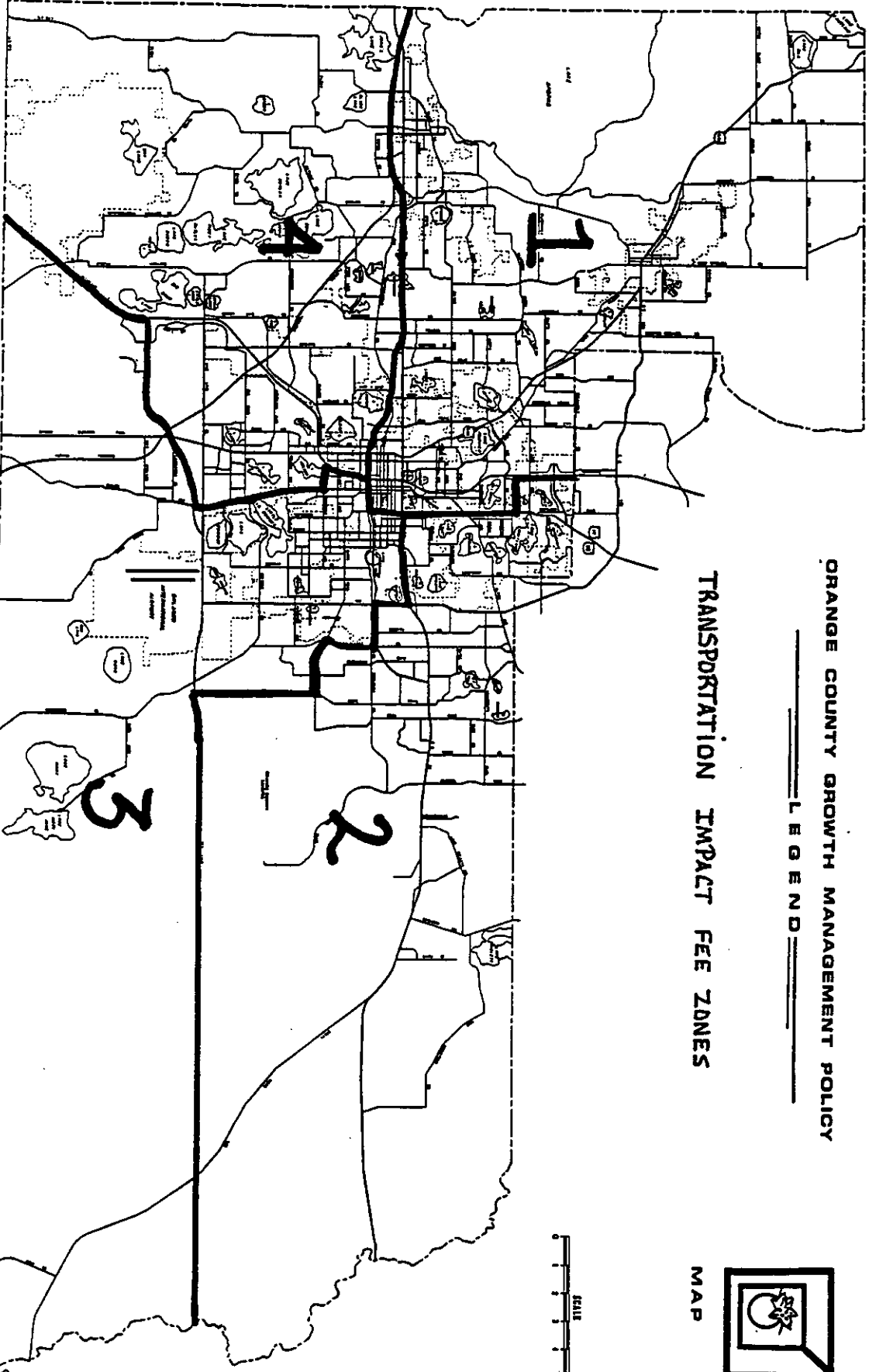
ORANGE COUNTY GROWTH MANAGEMENT POLICY

LEGEND

TRANSPORTATION IMPACT FEE ZONES



MAP



ORANGE COUNTY PLANNING DEPARTMENT

## Orange County School Impact Fee Fact Sheet

Adopted: September 22, 1992  
Effective: January 1, 1993  
Payment Due: At Issuance of Building Permit(s)

### Rates

#### January 1, 1993 (50% of total)

Single Family Detached House	\$705.00 per Dwelling Unit
Multi-Family Dwelling Unit	\$326.50 per Dwelling Unit
Mobile Home	\$495.00 per Dwelling Unit

#### January 1, 1994 (75% of total)

Single Family Detached House	\$1057.50 per Dwelling Unit
Multi-Family Dwelling Unit	\$489.75 per Dwelling Unit
Mobile Home	\$743.25 per Dwelling Unit

#### January 1, 1995 (100% of total)

Single Family Detached House	\$1410.00 per Dwelling Unit
Multi-Family Dwelling Unit	\$653.00 per Dwelling Unit
Mobile Home	\$991.00 per Dwelling Unit

### Affordable Housing Exemptions

<u>Description of Housing</u>	<u>Percent Discount</u>
Moderate Income Affordable Housing	25% Discount
Low Income Affordable Housing	50% Discount
Very Low Income Affordable Housing	75% Discount

### Alternative School Impact Fee Calculations

Non-profit specific Alternative School Impact Fee Calculations are allowed. They must be analyzed for a land use type on a countywide basis and based on data, information and/or assumptions contained in the Ordinance and Impact Fee Study or an acceptable independent local source.

### Letters of Credit

A letter of credit may be posted to defer paying the School Impact Fee until prior to issuing a Certificate of Occupancy. The amount of the letter of credit shall equal or exceed the amount of the non-discounted School Impact Fee (at 1995 rates). Building Permits that are issued based on letters of credit posted within two years of the effective date of the ordinance will be subject to the impact fee in effect when payment is made.

For further information or to receive a copy of the School Impact Fee Ordinance, please contact the City of Orlando Planning and Development Department at (407) 246-2775 or contact:

Ken Thomas  
Orange County Planning Department  
201 S. Orange Ave.  
Orlando, FL 32801  
(407) 836-5600

Lee Ann Lowery  
School Board of Orange County  
445 W. Amelia St  
Orlando, FL 32801  
(407) 849-3368



**Building Department  
201 South Rosalind Avenue  
Post Office Box 2687  
Orlando, Florida 32802-2687**

<b><u>Departments</u></b>	<b><u>Phone</u></b>
	<b>Area Code (407)</b>
Building Department	836-5550
Planning Department	836-5600
Zoning Department	836-5525
Engineering Department	836-7920
Public Utilities	836-5515
Recording Department	836-2128
Public Health Unit	836-2630
IBM Plans Tracking (Commercial)	836-5555
Inspeccion Requests	836-5555

City of Apopka



P. O. BOX 1229 • APOPKA, FLORIDA 32704-1229  
PHONE (407) 889-1700

BUILDING DEPARTMENT  
EFFECTIVE OCTOBER 1, 1984

BUILDING PERMIT FEES

AMOUNT OF FEES

Rate per thousand dollars, estimated value of construction.....	\$ 5.00
Minimum permit fee (construction value \$0 - 4,000.).....	20.00
Minimum inspection fee (one inspection).....	5.00
Mobile Home Tie Down.....	25.00
Temporary Sign.....	20.00
Construction Trailer.....	25.00
House Moving Permit (flat fee).....	50.00
Duplicate Permit Card.....	5.00

PLAN REVIEW AND INSPECTIONS

*Residential Fee*  
Residential: 1/2 of permit fee for plan review and inspections, in addition to permit fee.  
Commercial: 1/2 of one (1%) percent of estimated value of construction for plan review and inspections, in addition to permit fee.

Duplicate Construction Plan Review.....

~~15.00~~ <sup>B</sup> 20.

REINSPECTION FEES:

First Call.....  
Second Call.....  
Third Call.....

~~10.00~~ 15.  
~~15.00~~ 20.  
25.00

BUILDING WITHOUT A PERMIT: One Hundred (\$100.00) dollars or double fee, whichever is greater.

THESE RATES ARE SUBJECT TO CHANGE BY CITY COUNCIL AND IT IS THE PERSON'S RESPONSIBILITY TO OBTAIN THE MOST UP-TO-DATE FIGURES.

*Records Retention Fee*

*2/page of Plans*

Mayor: JOHN H. LAND

Councilmen:

ALONZO WILLIAMS, JR.

GEORGE H. HEISEY

MARK R. HOLMES

RODNEY C. EDWARDS

ORDINANCE NO. 725

AN ORDINANCE OF THE CITY OF APOPKA, FLORIDA PROVIDING THAT THE CODE OF ORDINANCES, CITY OF APOPKA, FLORIDA BE AMENDED SO AS TO REVISE SECTION 2.3 (A) LAND DEVELOPMENT FEES AND (B) PUBLICATION FEES; (C), (D), AND (E); PROVIDING FOR FEES FOR LAND DEVELOPMENT AND MISCELLANEOUS DOCUMENTS AND SERVICES; PROVIDING FOR PENALTY; FOR SEVERABILITY; CONFLICTS AND PROVIDING AN EFFECTIVE DATE.

WHEREAS, it is the objective of the City of Apopka to assure a living environment of the highest quality possible for the general health, safety, and welfare of the public. In order to accomplish this objective, all land development plans are scrutinized by the Development Review Committee to assure that all rules and regulations are complied with and that the principles of good planning and design are applied, and

WHEREAS, due to rising cost, the Finance Department has asked the existing fees be increased and certain new fees be established; and

WHEREAS, development fees are assessed to assure a uniform and equal treatment of plan reviews by the City's Development Review Committee. Fees are also assessed to pay for legal advertising of public hearings and notices which are required by State law.

NOW, THEREFORE, BE IT ORDAINED by the City Council, of the City of Apopka, Florida:

SECTION I. That Section 2.3 of the Code of Ordinances is hereby amended to read as follows:

(A) Land Development Fees:

- (1) Application for annexation of property into city limits (land use and zoning included).....\$700.00
- (2) Application for annexation Planned Unit Development(PUD).....850.00
- (3) Application for annexation single lot owner.....300.00
- (4) Application for zoning change [except Planned Unit Development (PUD)].....500.00
- (5) Application for Planned Unit Development (PUD) Zoning change.....750.00
- (6) Application for Comprehensive Plan change (Land Use).....700.00
- (7) Amendment to Planned Unit Development (PUD)..400.00
- (8) Developer's Agreement.....250.00
- (9) Amendment of Conditions of Approval or Developer's Agreement.....150.00
- (10) Planning Commission:  
Application for Special Exception.....250.00
- (11) Zoning Board of Appeals application for Variance:  
Single Family residential lot.....150.00  
All others.....300.00
- (12) Application for Appeal to City Council.....150.00

ORDINANCE NO. 725  
PAGE 2

(13) Application for abandonment (plat, easement,  
public right-of-way, street, alley, etc).....200.00

(14) Development Plans:

- (a) Concept Plan.....NONE
- (b) Preliminary Development Plan.....500.00
- (c) Final Development Plan and Final  
Plat or Replat.....400.00  
Plus per lot.....15.00
- (d) Revision to approved Development Plan...100.00
- (e) Resubmittal of Development Plans:  
One-half (1/2) original fee per submittal  
after three (3) submittals
- (f) Development Plan - unplatted  
residential.....200.00  
Plus per unit.....15.00
- (g) Minor Development Plan (non-residential  
less than 10,000 square feet).....250.00
- (h) Major Development Plan (non-residential  
10,000 square feet or more).....400.00
- (i) Redevelopment Plan:  
Minor Redevelopment Plan (non-residential  
less than 10,000 sq. ft.).....100.00  
Major Redevelopment Plan (non-residential  
10,000 sq. ft. or more).....200.00
- (j) Resubmittal of Redevelopment Plans:  
One-half (1/2) original fee per submittal  
after three (3) submittals

- NOTE:
- 1. Costs incurred in addition to established fees for advertising, City Attorney, postage or consultant expenses must be paid to the City.
  - 2. Cancellation of public hearing by applicant will necessitate applicant paying all re-advertising costs.
  - 3. Plans which require resubmittal and are not submitted within sixty (60) days of review date will be considered expired.
  - 4. There will be no refund of any fees once the application has been submitted to the City for processing.

(15) City Engineer review of utility plans for County subdivision or site plans:

- (a) Residential, per unit.....10.00
- (b) Commercial, per unit.....100.00

(16) City Engineer review and consultation of specific projects (other than subdivision and site plan review) will be charged to the developer on an hourly basis after the first hour. Costs incurred will be calculated utilizing personnel costs times a multiplier of 2.2 (contact City Engineer).

(17) Engineering inspection fees will be based on the following percentage of the construction costs of public improvements for each subdivision project:

ORDINANCE NO. 725  
PAGE 3

- (a) 0 to \$300,000.00-1%
- (b) \$300,001.00 and over-0.8%

Any and all other projects including commercial-1% of construction costs of work inspected.

Any required oversizing amounts will be subtracted before the above calculation is made.

(18) Residential driveway inspection.....20.00

(19) Residential sidewalk inspection.....25.00

- (a) Costs incurred in addition to established fees for advertising, city attorney, postage or consultant expenses must be paid to the City.
- (b) Cancellation of public hearing by applicant will necessitate applicant paying all readvertising costs.
- (c) Plans which require resubmittal and are not submitted within sixty (60) days of review date will be considered expired.
- (d) There will be no refund of any fees once the application has been submitted to the City for processing.

(20) Right-of-way permit fee. Permit fee in the amount of one hundred dollars (\$100.00) shall accompany the permit application. A check made payable to the City of Apopka shall be the means by which the fee is paid.

(21) Arbor Permit

- (a) Specimen or historic tree removal...\$5.00/tree
- (b) Protected tree removal other than specimen or historic.....Free
- (c) Commercial Specimen or historic tree trimming.....1.00
- (d) Land clearing
  - (1) Single family residence.....5.00
  - (2) All other land clearing.....20.00 plus \$ 5.00 per acre, or fraction thereof, up to a maximum of \$250.00
- (e) Shorelineclearing.....\$15 per 500 lineal feet, or increment thereof, measured at the normal water height up to a maximum of \$250.00

(22) Concurrency Management Fees

- (a) Concurrency Verification Letter.....\$ 25.00 (Certification of de minimus statues)
- (b) Concurrency Encumbrance Letter.....250.00
- (c) Capacity Reservation Certificate.....percentage of impact fee
- (d) Concurrency Resolution Fee.....250.00
- (e) Capacity Waiting List Application Fee..150.00
- (f) Appeal of CMO Determination.....150.00
- (g) Vested Rights Determination Fee.....50.00\* plus attorney's fees

\*City may require an amount be held in escrow

ORDINANCE NO. 725  
PAGE 4

(23) Excavation Permit fee.....10.00

Section 2.3 (B); (C), Fees for Miscellaneous Documents and Services; (D); and (E) shall be revised as follows:

(B) Publication Fees:

- (1) Apopka Municipal Code.....\$ 50.00
- (2) Comprehensive Plan.....125.00
- (3) Land Development Code.....50.00
- (4) Construction Design Standards Manual.....10.00
- (5) Document Retention Fee.....2.00/page

NOTE: Copies of tax appraiser's maps, recorded plats and development plans cannot be reproduced or distributed by the City. Applicable copies must be obtained from Orange County.

(C) Copies of documents not provided for elsewhere in schedule:

Items easily accessible:

- (1) One-sided copies not more than 14 inches by 8 1/2 inches (per one-sided copy).....0.15
- (2) Two-sided copies (for each second side).....0.05
- (3) Certified copies (per copy).....1.00
- (4) All other copies.....Actual cost of duplication

If the nature or volume of public records requested is such as to require extensive use of information technology resources or extensive clerical or supervisory assistance of the City, in addition to the actual cost of duplication a special service charge will be imposed in accordance with Chapter 119.07 of Florida Statutes.

(D) Standard Notary public service

- (1) Notary signature and seal.....\$ 3.00
- (2) Attachment of New Notary Statement.....5.00
- (3) Notarizations requiring extended time and paperwork by Notary.....7.00 to 10.00

NOTE: Fees are per document, additional signers on a document will be charged accordingly based on the above fees.

(E) Illegal Signs Fees:

- (1) Illegal signs removed from right-of-way by City and redeemed by owner will be assessed at a rate of one-dollar (\$1.00) per square feet or portion thereof.
- (2) Signs not redeemed within thirty (30) days of removal will be disposed of at the City's discretion.

SECTION II. PENALTY: Violations of this Ordinance shall be prosecuted in the manner provided by general law and the Apopka Code of Ordinances.

ORDINANCE NO. 725  
PAGE 5

SECTION III. SEVERABILITY: That if any section or portion of a section or subsection of this Ordinance proves to be invalid, unlawful or unconstitutional, it shall not be held to invalidate or impair the validity, force, or effect of any other section or portion of a section of subsection or part of this ordinance.

SECTION IV. That all ordinances or parts of ordinances in conflict herewith are hereby repealed.

SECTION V. This Ordinance shall become effective immediately upon adoption.

READ FIRST TIME 7-15-92

READ SECOND TIME 8-5-92

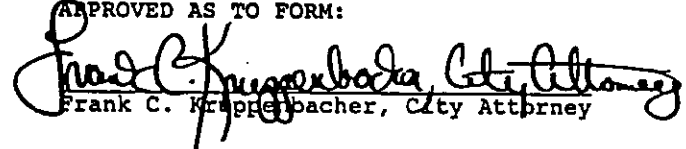
READ THIRD TIME  
& ADOPTED 8-19-92

  
John H. Land, Mayor

ATTEST:

  
Connie Major, City Clerk

APPROVED AS TO FORM:

  
Frank C. Kruppacher, City Attorney

DULY ADVERTISED FOR PUBLIC HEARING: July 24, 1992



CITY OF APOPKA  
WATER AND SEWER CAPITAL FACILITY FEES, ROAD AND RECREATION FEES  
INSIDE CITY LIMITS

NAME \_\_\_\_\_ SUBDIVISION \_\_\_\_\_

ADDRESS \_\_\_\_\_ LOT \_\_\_\_\_ PHONE NO. \_\_\_\_\_

NO. OF DWELLING UNITS OR COMMERCIAL ERU'S \_\_\_\_\_ DATE \_\_\_\_\_

DEPOSIT CARD # \_\_\_\_\_

DEPOSIT

- RESIDENTIAL WATER \$18.00, SEWER \$43.00, GARBAGE \$26.00 ✓  
- COMMERCIAL WATER \$36.00, SEWER \$43.00, GARBAGE \$26.00 \_\_\_\_\_

WATER: \_\_\_\_\_ IMPACT FEES @ \$ 1502.00 ✓

\_\_\_\_\_ 3/4" METER @ 100.00 ✓  
\_\_\_\_\_ 1 " METER @ 125.00  
\_\_\_\_\_ 1 1/2" METER @ 250.00  
\_\_\_\_\_ 2 " METER @ 400.00

\_\_\_\_\_ 1 " TAP @ 350.00  
\_\_\_\_\_ 1 1/2" TAP @ 500.00  
\_\_\_\_\_ 2 " TAP @ 650.00

RE-USE WATER: \_\_\_\_\_ 1 " TAP @ 250.00  
\_\_\_\_\_ 1 1/2" TAP @ 300.00  
\_\_\_\_\_ 2 " TAP @ 375.00

SEWER: \_\_\_\_\_ IMPACT FEES @ 2458.00 ✓  
\_\_\_\_\_ TAP @ 105.00 ✓

DRIVEWAY: \_\_\_\_\_ INSPECTION @ 20.00 ✓

SIDEWALK: \_\_\_\_\_ INSPECTION @ 25.00 ✓

ROAD: \_\_\_\_\_ IMPACT FEES @ \_\_\_\_\_ ✓

RECREATION: \_\_\_\_\_ IMPACT FEES @ \_\_\_\_\_ ✓

\*O.C. SCHOOL \_\_\_\_\_ IMPACT FEES @ \_\_\_\_\_

REGIONAL LIFT STATION PRO-RATA FEE (PER LOT): \_\_\_\_\_

\*TOTAL FEE PAYABLE TO CITY OF APOPKA \$ \_\_\_\_\_

ANNEXATION PETITION NEEDED \_\_\_\_\_ YES \_\_\_\_\_ NO  
CONSENT TO ANNEX NEEDED \_\_\_\_\_ YES \_\_\_\_\_ NO

COMMENTS: \_\_\_\_\_

FEE PAID: \_\_\_\_\_

DATE

RECEIVED BY: \_\_\_\_\_

\*ORANGE COUNTY SCHOOL IMPACT FEE EFFECTIVE: JANUARY 1, 1993

# TRAFFIC IMPACT FEES

EXHIBIT "A"

## GRADUATED IMPACT FEE SCHEDULE (3 Year Schedule)

LAND USE CATEGORY	PER UNIT MEASURE	April 3, 1991	April 3, 1992	April 3, 1993
		IMPACT FEE RATE	IMPACT FEE RATE	IMPACT FEE RATE
Single Family Residential	/Unit	\$979.30	\$1,041.33	\$1,103.35
Condominium	/Unit	\$746.10	\$694.18	\$642.25
Planned Unit Development	/Unit	\$748.89	\$782.31	\$815.73
Multi-Family Residential	/Unit	\$596.10	\$632.66	\$669.23
Retirement Community	/Unit	\$322.42	\$342.14	\$361.86
Mobile Home	/Unit	\$469.49	\$498.68	\$527.88
Hotel/Motel	/Unit	\$982.93	\$990.02	\$997.11
Office < 100,000 SF	/1000 SF	\$1,884.71	\$2,043.03	\$2,201.36
Office 100,000 - 200,000 SF	/1000 SF	\$1,487.43	\$1,580.10	\$1,672.78
Office > 200,000 SF	/1000 SF	\$1,227.62	\$1,392.11	\$1,556.59
Hardware Store	/1000 SF	\$3,167.96	\$3,058.13	\$2,948.30
Retail < 50,000 SF	/1000 SF	\$4,792.25	\$4,662.83	\$4,533.42
Retail 50,000 - 99,999 SF	/1000 SF	\$3,243.21	\$3,133.25	\$3,023.28
Retail 100,000 - 199,999 SF	/1000 SF	\$3,315.64	\$3,165.04	\$3,014.45
Retail 200,000 - 299,999 SF	/1000 SF	\$3,120.21	\$3,050.48	\$2,980.74
Retail 300,000 - 399,999 SF	/1000 SF	\$2,616.91	\$2,592.35	\$2,567.78
Retail 400,000 - 499,999 SF	/1000 SF	\$2,868.26	\$2,603.31	\$2,338.36
Retail 500,000 - 999,999 SF	/1000 SF	\$2,447.34	\$2,327.66	\$2,207.98
Retail 1,000,000 - 1,250,000 SF	/1000 SF	\$2,384.13	\$2,208.15	\$2,032.16
Retail > 1,250,000 SF	/1000 SF	\$2,234.41	\$2,115.71	\$1,997.02
Hospital	/1000 SF	\$1,836.51	\$2,044.17	\$2,251.83
Industrial	/1000 SF	\$666.47	\$803.31	\$940.16
Manufacturing	/1000 SF	\$423.99	\$471.50	\$519.00
Warehousing	/1000 SF	\$536.91	\$597.86	\$658.80
Restaurant	/1000 SF	\$7,524.23	\$7,765.52	\$8,006.81
Bank	/1000 SF	\$5,502.61	\$6,098.12	\$6,693.64
Golf Course	/Acre	\$726.24	\$819.56	\$912.88
Bowling Alley	/1000 SF	\$664.39	\$705.02	\$745.66
Service Station	/Pump	\$4,281.42	\$4,281.42	\$4,281.42
Assembly	/1000 SF	\$1,038.94	\$1,038.94	\$1,038.94
Mini-Warehouse	/1000 SF	\$351.67	\$351.67	\$351.67
Day Care	/1000 SF	\$2,516.27	\$2,516.27	\$2,516.27
New Car Sales	/1000 SF	\$1,784.79	\$1,784.79	\$1,784.79

Source: Transportation Consulting Group, 1991

# RECREATION IMPACT FEES

LAND USE	FACILITY FEE
Single Family Residential/Unit	\$241.05
Condominium/Unit	241.05
Planned Unit Development/Unit	241.05
Multi-Family/Unit	241.05
Retirement Community/Unit	241.05
Mobile Home/Unit	241.05
Hotel/Motel/Unit	50.00

# Orange County School Impact Fee

Effective January 1, 1993, the School Impact Fee imposed shall be:

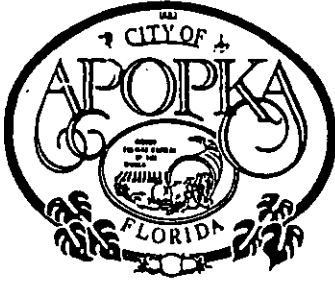
Single Family Detached House	\$705.00 per dwelling unit
Multi-Family Dwelling Unit	326.50 per dwelling unit
Mobile Home	495.50 per dwelling unit

Effective January 1, 1994, the School Impact Fee shall be:

Single Family Detached House	\$1,057.50 per dwelling unit
Multi-Family Dwelling Unit	489.75 per dwelling unit
Mobile Home	743.25 per dwelling unit

Effective January 1, 1995, the School Impact Fee shall be:

Single Family Detached House	\$1,410.00 per dwelling unit
Multi-Family Dwelling Unit	653.00 per dwelling unit
Mobile Home	991.00 per dwelling unit



## ANNEXATION/LAND USE/ZONING

**MAILING ADDRESS:** CITY OF APOPKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
P.O. DRAWER 1229  
APOPKA, FLORIDA 32704-1229

### **GENERAL INFORMATION**

1. This application requires a Public Hearing. Attendance at the Planning Commission meeting is REQUIRED.
2. Public hearing procedures as set forth in adopted Municipal Code, Comprehensive Plan, and Land Development Code shall be followed.
3. This application includes an amendment to the City's Comprehensive Plan--applicants may wish to contact the City's Planning Division to discuss the proper Future Land Use designation. Also, after the Future Land Use has been established, the City will process a change in zoning consistent with the adopted Land Use.
4. After annexation into the City, Occupational License may be obtained at the City Clerk's Office.

### **ITEM REQUIRED FOR SUBMITTAL**

1. Completed typed application and notarized signature of all owners of record.
2. Legal Title opinion or certification as to Fee Simple Title Owner(s) or Warranty Deed.
5. Current Survey of subject property with Legal Description and Vicinity map. (if available)
6. Recent property tax receipt.
6. Any additional information which may be useful or required by the City.
7. If Applicant is not owner of record of subject property, a Notarized Letter of Authorized Representation shall be submitted with Application.

### **CITY DEPARTMENTS AND PHONE NUMBERS:**

City Clerk's Office	(407) 889-1704
Building	889-1713
Engineering	889-1718
Fire	889-1756
Planning	889-1712
Police	889-1771
Public Works (for public roads)	889-1746
Utilities (for water/sewer)	889-1731
Zoning	889-1739

CITY OF APOPKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
PHONE (407) 889-1712 (FAX: 889-1791)

APPLICATION FOR ANNEXATION, ZONING AMENDMENT AND  
COMPREHENSIVE PLAN LAND USE AMENDMENT

REQUEST:

☒ ANNEXATION  
☒ COMP PLAN AMENDMENT  
☒ ZONING AMENDMENT

DATE SUBMITTED \_\_\_\_\_ FEE PAID NONE REQUIRED

OWNER OF RECORD \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: (TAX I.D. #: \_\_\_\_\_)

Identify Abutting Roads \_\_\_\_\_

Address of property being annexed \_\_\_\_\_

SIZE OF PROPERTY: ACREAGE \_\_\_\_\_

-----  
ADJACENT PROPERTY: PREPARED BY CITY

DIRECTION	ZONING	LAND USE	PRESENT USE
NORTH	_____	_____	_____
(city/county)	_____	_____	_____
EAST	_____	_____	_____
(city/county)	_____	_____	_____
SOUTH	_____	_____	_____
(city/county)	_____	_____	_____
WEST	_____	_____	_____
(city/county)	_____	_____	_____

-----

DATE LAST REQUESTED PUBLIC HEARING: \_\_\_\_\_  
(if applicable)

EXISTING USE: \_\_\_\_\_ Size of Building(s) \_\_\_\_\_

PROPOSED USE: \_\_\_\_\_

✓ REQUEST: COMPREHENSIVE PLAN AMENDMENT (LAND USE):  
(contact Planning Division 889-1712)

FROM COUNTY: \_\_\_\_\_ TO CITY: \_\_\_\_\_

✓ ZONING MAP AMENDMENT:  
FROM COUNTY: \_\_\_\_\_ TO CITY: \_\_\_\_\_

HOW MANY PERSONS RESIDE ON SUBJECT PROPERTY IF ANY? \_\_\_\_\_

WHAT IMPROVEMENTS EXIST ON PROPERTY? \_\_\_\_\_

\_\_\_\_\_

Owner

ADDITIONAL CONDITIONS OR REQUIREMENTS REQUESTED BY APPLICANT/  
OWNER: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Are the following public improvements either on or abutting subject property (circle)?

Paved street meeting City standards: YES/NO

Curb and Gutter: YES/NO

Storm water drainage: YES/NO

Water: YES/NO COUNTY/CITY

Sewer: YES/NO WELL/CENTRAL SYSTEM

Street lights: YES/NO

Underwriter Approved Fire Hydrant: YES/NO

Other: \_\_\_\_\_

I (We) hereby appoint (print name) \_\_\_\_\_  
to serve as representative at all public hearings regarding my  
(our) property.

I (We), the undersigned owner(s) for the annexation, land use and/or zoning of the above described property into the City of Apopka, Florida, do hereby agree to indemnify and hold harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorneys fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: \_\_\_\_\_  
Owner(s) of Record (signature)

\_\_\_\_\_  
(Print)  
\_\_\_\_\_  
\_\_\_\_\_

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_  
day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or  
who has produced \_\_\_\_\_ as  
identification and who did (did not) take an oath.

\_\_\_\_\_  
(print)  
Notary Public  
My commission expires:

CITY OF APOPKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
Phone (407)889-1739 (Fax 889-1791)

APPLICATION FOR REDEVELOPMENT SITE PLAN REVIEW

DATE SUBMITTED \_\_\_\_\_ FEE PAID \_\_\_\_\_

PROJECT NAME \_\_\_\_\_

PROJECT ADDRESS \_\_\_\_\_

CURRENT LAND USE \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_  
\_\_\_\_\_ INDUSTRIAL \_\_\_\_\_  
\_\_\_\_\_ OTHER \_\_\_\_\_

SIZE OF PROPERTY \_\_\_\_\_ acres

TOTAL GROSS FLOOR AREA \_\_\_\_\_ sq.ft.

STORAGE FLOOR AREA \_\_\_\_\_ sq.ft.

EXISTING OR LAST USE \_\_\_\_\_

PROPOSED USE \_\_\_\_\_

AGE OF STRUCTURE \_\_\_\_\_

IS THIS BUILDING OCCUPIED? \_\_\_\_\_ FOR HOW LONG? \_\_\_\_\_  
VACANT? \_\_\_\_\_

PROPERTY TAX I.D. NO. \_\_\_\_\_

ENGINEER \_\_\_\_\_

PROJECT REPRESENTATIVE \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_ FAX \_\_\_\_\_

OWNER \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

APPLICANT \_\_\_\_\_ TELEPHONE \_\_\_\_\_

ADDRESS \_\_\_\_\_

ITEMS REQUIRED FOR REDEVELOPMENT PLAN REVIEW SUBMITTAL:

1. Application Fee: Non-Refundable
2. Completed Application (Typed)
3. Survey of property (If required)
4. Seven (7) complete sets of site plans
5. Plans which require resubmittal and are not submitted within sixty (60) days of review date will be considered expired.
6. Submittal Deadline: 4:00 p.m. any Thursday.
7. Representative of project must be present at Planning Commission meeting and City Council meeting when necessary for redevelopment plan approval.
8. Owner's notarized authorization must be submitted with application. (see Page 2)
9. Redevelopment plan in accordance with the Land Development Code - Hardship Waiver (6.07.00):
  - a) Existing structure ten (10) years of age or greater.
  - b) The proposed improvements enhance the economic value and esthetics of the property.
  - c) Proposed improvements are less than fifty percent (50%) of the value of the property improvements.

APPLICATION FEE REQUIRED FOR REDEVELOPMENT PLAN REVIEW:

TYPE OF REDEVELOPMENT PLAN:

- \_\_\_\_\_ MINOR (non-residential less than 10,000 square feet)  
\_\_\_\_\_ MAJOR (non-residential 10,000 square feet or more)
1. Concept Plan.....NONE
  2. Minor Redevelopment Plan .....\$100.00
  3. Major Redevelopment Plan .....200.00
  4. Resubmittal for Redevelopment Plan Approval  
(one half (1/2) original fee per each submittal  
after three (3) submittals)



Application is hereby made for review and approval of the above named project.

I am the owner of the property or an authorized legal representative of the owner.

I understand that further approvals, modifications to the plans, or certain conditions of approval may be required before final approval is granted.

I have read the Land Development Code requirements and procedures and understand the contents and have included all required items in my submittal. If my submittal is not complete, I understand it will not be reviewed.

I understand that Redevelopment plans are subject to the City's Land Development Code and policies of the City Comprehensive Plan, and that all development or property affected by this application must be consistent before approval can be granted.

I understand that all personal financial commitments regarding the sale or development of this project or property are or will be made independent of the approval process and schedules of the City of Apopka, Florida.

I understand that all plan approvals will become null and void after twelve (12) months if no further project activity occurs.

I understand that all application fees are not refundable.

I understand that approval of this plan does not permit any waiver of the City's Codes unless a waiver is specifically requested in writing and approved.

I understand if this project requires a TRAFFIC STUDY it may delay scheduled Redevelopment Plan Approval date.

I (We), the undersigned, have read the above information and have a full understanding of the same.

I (We), the undersigned owner(s) for Redevelopment of the above described property in the City of Apopka, Florida, do hereby agree to indemnify and hold harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: \_\_\_\_\_

Owner(s) of Record  
(If agent, attach Owner's  
Authorization letter)

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_  
day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_  
who is personally known to me or  
who has produced \_\_\_\_\_ as  
identification and who did (did not) take an oath.

\_\_\_\_\_(print)  
Notary Public  
My commission expires:

CITY OF APOKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
Phone 889-1712 (Fax 889-1791)

APPLICATION FOR DEVELOPMENT REVIEW/REVISION  
(S I T E P L A N)

\_\_\_\_ CONCEPT PLAN  
\_\_\_\_ MINOR DEVELOPMENT PLAN  
\_\_\_\_ MAJOR DEVELOPMENT PLAN  
\_\_\_\_ DEVELOPMENT PLAN - UNPLATTED  
    (RESIDENTIAL)  
\_\_\_\_ REVISION TO DEVELOPMENT PLAN

DATE SUBMITTED \_\_\_\_\_ FEE PAID \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

CURRENT LAND USE \_\_\_\_\_ CURRENT ZONING \_\_\_\_\_

SIZE OF PROPERTY: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

ACRES FOR NON-RESIDENTIAL PROJECT: \_\_\_\_\_ ACRES

TOTAL GROSS FLOOR AREA: \_\_\_\_\_ SQ.FT.

ACRES FOR RESIDENTIAL PROJECT: \_\_\_\_\_ ACRES

SINGLE FAMILY UNITS/LOTS: \_\_\_\_\_ MULTIPLE FAMILY UNITS: \_\_\_\_\_

PROPERTY TAX I.D. NO.: \_\_\_\_\_

ENGINEER: \_\_\_\_\_

PROJECT REPRESENTATIVE: \_\_\_\_\_ PHONE: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX: \_\_\_\_\_

OWNER: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

ITEMS REQUIRED FOR DEVELOPMENT PLAN REVIEW SUBMITTAL:

1. Application Fee: Non-Refundable
2. Completed Application (Typed)
3. Seven (7) complete sets of plans, SIGNED AND SEALED by an Engineer.
4. Submittal Deadline: 4:00 p.m. first working day of each month.
5. The owner shall have someone represent the project at the Planning Commission and City Council meeting when scheduled. Owner's notarized authorization must be submitted with application.

ITEMS REQUIRED FOR REVISION TO AN EXISTING DEVELOPMENT PLAN:

1. Application Fee: Non-refundable.
2. Completed Application (Typed)
3. Seven (7) copies of the revised sheets only, SIGNED AND SEALED by an Engineer.
4. Submittal Deadline: 4:00 pm on any Thursday.
5. All REVISIONS shall be highlighted by a colored marker.

APPLICATION FEE REQUIRED FOR DEVELOPMENT PLAN REVIEW:

1. Concept Plan.....NONE
2. Development Plan - Unplatted Residential  
(up to three submittals).....\$200.00  
Plus per unit..... 15.00
3. Minor Development Plan (up to three submittals)  
Non-residential less than 10,000 sq. ft.....250.00
4. Major Development Plan (up to three submittals)  
Non-residential 10,000 sq. ft. or more.....400.00

- FEE'S CONTINUE ON PAGE 2 OF 2 -

5. Minor Redevelopment Plan (up to three submittals) non-residential less than 10,000 sq. ft.....100.00
6. Major Redevelopment Plan (up to three submittals) Non-residential 10,000 sq. ft. or more.....200.00
7. Revision of Development Plan (per submittal).....100.00
8. Resubmittal for Development Plan Approval (One-half (1/2) original fee per each submittal after three (3) submittals).
9. Resubmittal for Redevelopment Plan Approval (One-half (1/2) original fee per each submittal after three (3) submittals).
10. Plans which require resubmittal and are not submitted within sixty (60) days of review date will be considered expired.

Application is hereby made for review and approval of the above named project.

I am the owner of the property or an authorized legal representative of the owner.

I understand that further approvals, modifications to the plans, or certain conditions of approval may be required before final approval is granted.

I understand that abutting or adjacent property owners may be notified of my application and may express their opinions regarding the proposed project by public hearing.

I have read the Land Development Code requirements and procedures, understand the contents and have included all required items in my submittal. If my submittal is not complete, I understand it will not be reviewed.

I understand that Development Plans are subject to the City's Land Development Code and policies of the City Comprehensive Plan, and that all development or property affected by this application must be consistent before approval can be granted.

I understand that all personal, financial commitments regarding the sale or development of this project or property are or will be made independent of the approval process and schedules of the City of Apopka, Florida.

I understand that all plan approvals will become null and void after twelve (12) months if no further project activity occurs.

I understand that all application fees are not refundable.

I understand that approval of this plan does not permit any waiver of the City's Codes unless a waiver is specifically requested in writing and approved.

I understand if this project requires a TRAFFIC STUDY it may delay scheduled Development Plan Approval date.

I, the undersigned, have read the above information and have full understanding of the same.

I (We), the undersigned owners for the Development Plan of the above described property in the City of Apopka, Florida, do hereby agree to indemnify and hold harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: \_\_\_\_\_  
Owner (s) of Record (Type Name)

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
(print)  
Notary Public  
My commission expires:

CITY OF APOPKA  
ENGINEERING DIVISION  
PHONE (407) 889-1718 (FAX 889-1791)

APPLICATION FOR  
CAPACITY RESERVATION CERTIFICATE

DATE SUBMITTED \_\_\_\_\_

FEE PAID 10% of  
FEES FOR  
ITEMS BEING  
RESERVED.

1. APPLICANT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

2. OWNER INFORMATION (Provide information on all owners)

NAME(S) \_\_\_\_\_

ADDRESS(ES) \_\_\_\_\_

PHONE(S) \_\_\_\_\_

3. PROPERTY ADDRESS/LOCATION (Attach legal description and a survey or sketch)

\_\_\_\_\_  
\_\_\_\_\_

4. PROJECT NAME \_\_\_\_\_

5. TAX/PARCEL ID NUMBER(S) OF PROPERTY \_\_\_\_\_

\_\_\_\_\_

6. PROPERTY ACQUISITION DATE OR PURCHASE CONTRACT/OPTION DATE  
(Attach copy of deed or contract) \_\_\_\_\_

7. PROPOSED USE(S) BY LAND USE CATEGORY, SQUARE FEET, AND  
NUMBER OF UNITS, AS APPLICABLE

\_\_\_\_\_  
\_\_\_\_\_

8. EXISTING USE OF PROPERTY \_\_\_\_\_

9. ACREAGE OF PROPERTY \_\_\_\_\_

10. SITE DESIGN INFORMATION, as required \_\_\_\_\_
11. FURNISH COPY OF VALID CONCURRENCY ENCUMBRANCE LETTER
12. THE REQUESTED RESERVATION PERIOD
13. ALLOCATION OF CAPACITY, BY LEGAL DESCRIPTION, IF APPLICABLE

CERTIFICATION AND SIGNATURE

I hereby certify that the information provided in the submitted application is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature(s)

\_\_\_\_\_  
Print Name Legibly

\_\_\_\_\_  
Print Name(s) Legibly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
\_\_\_\_\_  
Notary Public (print)

Commission No.: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

CITY OF APOPKA  
ENGINEERING DIVISION  
PHONE (407) 889-1718 (FAX 889-1791)

APPLICATION FOR  
CONCURRENCY VERIFICATION LETTER

DATE SUBMITTED \_\_\_\_\_ FEE PAID \_\_\_\_\_

1. APPLICANT INFORMATION

NAME \_\_\_\_\_

ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

2. OWNER INFORMATION (Provide information on all owners)

NAME(S) \_\_\_\_\_

ADDRESS(ES) \_\_\_\_\_

PHONE(S) \_\_\_\_\_

3. PROPERTY ADDRESS/LOCATION (Attach legal description and a survey or sketch)

\_\_\_\_\_  
\_\_\_\_\_

4. PROJECT NAME \_\_\_\_\_

5. TAX/PARCEL ID NUMBER(S) OF PROPERTY \_\_\_\_\_

6. PROPERTY ACQUISITION DATE OR PURCHASE CONTRACT/OPTION DATE  
(Attach copy of deed or contract) \_\_\_\_\_

7. PROPOSED USE(S) BY LAND USE CATEGORY, SQUARE FEET, AND  
NUMBER OF UNITS, AS APPLICABLE

\_\_\_\_\_  
\_\_\_\_\_

8. EXISTING USE OF PROPERTY \_\_\_\_\_

9. ACREAGE OF PROPERTY \_\_\_\_\_

10. SITE DESIGN INFORMATION, as required \_\_\_\_\_

11. ANALYSIS OF IMPACT ON EACH SERVICE:

WATER \_\_\_\_\_  
SEWER \_\_\_\_\_  
ROADS \_\_\_\_\_  
SOLID WASTE \_\_\_\_\_  
RECREATION \_\_\_\_\_

**CERTIFICATION AND SIGNATURE**

I hereby certify that the information provided in the submitted application is true and correct.

\_\_\_\_\_  
Applicant's Signature

\_\_\_\_\_  
Owner's Signature(s)

\_\_\_\_\_  
Print Name Legibly

\_\_\_\_\_  
Print Name(s) Legibly

\_\_\_\_\_  
Date

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_  
day of \_\_\_\_\_, 199\_\_, by \_\_\_\_\_  
\_\_\_\_\_ who is personally known to  
me or who has produced \_\_\_\_\_ as  
identification and who did (did not) take an oath.

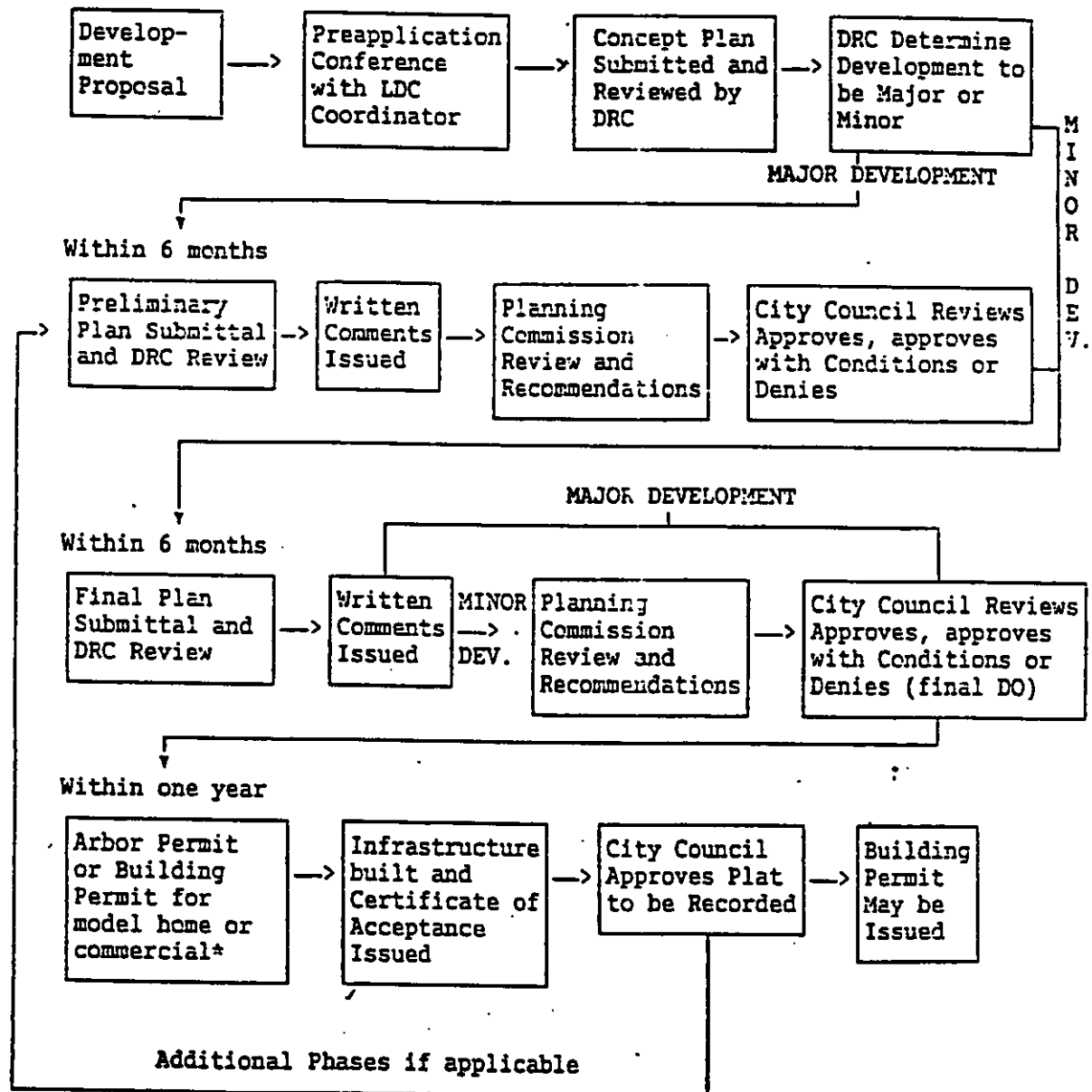
\_\_\_\_\_  
\_\_\_\_\_(print)  
Notary Public

Commission No.: \_\_\_\_\_

My Commission Expires:

A CONCURRENCY VERIFICATION LETTER IS A "SNAPSHOT" OF AVAILABLE  
CAPACITY FOR EACH PUBLIC FACILITY AT THE TIME THE LETTER IS  
ISSUED AND DOES NOT GUARANTEE CAPACITY IN THE FUTURE OR ENCUMBER  
CAPACITY FOR ANY PERIOD OF TIME.

FIGURE XII-1. DEVELOPMENT PROCESS



\*Restrictions may apply



CITY OF APOPKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
PHONE 889-1712 (FAX 889-1791)

APPLICATION FOR DEVELOPMENT PLAN  
(S U B D I V I S I O N)

DATE SUBMITTED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

DATE APPROVED\* \_\_\_\_\_

\_\_\_\_\_  
CONCEPT PLAN  
\_\_\_\_\_  
PRELIMINARY DEVELOPMENT PLAN  
\_\_\_\_\_  
FINAL DEVELOPMENT PLAN AND  
PLAT OR REPLAT  
\_\_\_\_\_  
REVISION TO DEVELOPMENT PLAN  
(\*Approval date shall be indicated for prior reviews.)

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

CURRENT LAND USE: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_

Type Use	Acres	Total Lots/Parcels
Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Recreation	_____	_____
Right-of-way	_____	_____
Common Areas	_____	_____
Other	_____	_____

ENGINEER: \_\_\_\_\_

PROJECT REPRESENTATIVE: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

ITEMS REQUIRED FOR SUBMITTAL:

1. Submittal deadline, first working day of each month.
2. Completed application (Typed)
3. Submittal fee:
  - (a) Preliminary Development Plan \$ \_\_\_\_\_
  - (b) Final Development Plan and Plat or Replat \$ \_\_\_\_\_
  - (c) Revision \$ \_\_\_\_\_
4. Seven (7) complete sets of Plans, Signed and Sealed by an Engineer.
5. The owner shall have someone represent the project at the Planning Commission and City Council meetings when scheduled. Owner's notarized authorized must be submitted with application.

APPLICATION FEE REQUIRED FOR SUBDIVISION REVIEW:

1. Application for Concept Plan.....NONE
2. Application for Preliminary Development Plan.....\$500.00
3. Application for Final Development Plan and Plat  
or Replat.....\$400.00  
plus per lot.....\$ 15.00
4. Revision to Approved Development Plan.....\$100.00
5. Resubmittal for Plan Approval (One half (1/2) original fee per each submittal after three (3) submittals).
6. Plans which require resubmittal and are not submitted within sixty (60) days of review date will be considered expired.

Application is hereby made for review and approval of the above named project.

I am the owner of the property or an authorized legal representative of the owner.

I understand that further approvals, modifications to the plans, or certain conditions of approval may be required before final approval is granted.

I understand that abutting or adjacent property owners may be notified of my application and may express their opinions regarding the proposed project by public hearing.

I have read the Land Development Code requirements and procedures and understand the contents and have included all required items in my submittal. If my submittal is not complete, I understand it will not be reviewed.

I understand that Development plans and plats or replats are subject to the City's Land Development Code and policies of the City Comprehensive Plan, and that all development or property affected by this application must be consistent before approval can be granted.

I understand that all personal financial commitments regarding the sale or development of this project or property are or will be made independent of the approval process and schedules of the City of Apopka, Florida.

I understand that all plan approvals will become null and void after twelve (12) months if no further project activity occurs.

I understand that all application fees are not refundable.

I understand that approval of this plan does not permit any waiver of the City's Codes unless a waiver is specifically requested in writing and approved.

I understand if this project requires a TRAFFIC STUDY it may delay scheduled Development Plan Approval date.

I (We), the undersigned, have read the above information and have a full understanding of the same.

I (We), the undersigned owner(s) for subdivision of the above described property in the City of Apopka, Florida, do hereby agree to indemnify and hold harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: \_\_\_\_\_  
Owner(s) of Record

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
Notary Public (print)  
My commission expires:

CITY OF APOPKA  
COMMUNITY DEVELOPMENT DEPARTMENT  
PHONE 889-1712 (FAX 889-1791)

APPLICATION TO AMEND PLANNED UNIT DEVELOPMENT

DATE SUBMITTED: \_\_\_\_\_ FEE PAID: \_\_\_\_\_

PROJECT NAME: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ORIGINAL DATE SUBMITTED: \_\_\_\_\_ AMENDED DATES: \_\_\_\_\_

CURRENT LAND USE: \_\_\_\_\_ CURRENT ZONING: \_\_\_\_\_

EXISTING USE: \_\_\_\_\_ PROPOSED USE: \_\_\_\_\_

TOTAL ACRES: \_\_\_\_\_

Type Use	Acres	Total Lots/Parcels
Residential	_____	_____
Commercial	_____	_____
Industrial	_____	_____
Recreation	_____	_____
Right-of-way	_____	_____
Other	_____	_____

ENGINEER: \_\_\_\_\_

PROJECT REPRESENTATIVE: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_ FAX \_\_\_\_\_

OWNER: \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: \_\_\_\_\_

DATE LAST REQUESTED PUBLIC HEARING: \_\_\_\_\_

TYPE ACTION REQUESTED: \_\_\_\_\_

ACTION TAKEN: \_\_\_\_\_ DATE: \_\_\_\_\_

REASON FOR REQUEST: \_\_\_\_\_

ITEMS REQUIRED FOR SUBMITTAL:

1. Submittal deadline, first working day of each month.
2. Completed application (Typed)
3. Submittal fee: \$400.00
4. Supporting documents to amend PUD.
5. The owner shall have someone represent the project at the Planning and Zoning Commission and City Council meetings when scheduled.

Application is hereby made for review and approval of the above named project.

I am the owner of the property or an authorized legal representative of the owner and am cognizant of the fact that clear title to the property must be within my possession before plans can be approved.

I understand that further approvals, modifications to the plans, or certain conditions of approval may be required before final approval is granted.

I understand that abutting or adjacent property owners may be notified of my application and may express their opinions regarding the proposed project by public hearing.

I have read the subdivision regulation requirements and procedures and understand the contents and have included all required items in my submittal. If my submittal is not complete, I understand it will not be reviewed.

I understand that Development plans and plats are subject to the State, County, and City's laws, rules, regulations, ordinances, zoning provisions, and policies of the City Comprehensive Plan and that all development or property affected by this application must be consistent before approval can be granted.

I understand that all personal financial commitments regarding the sale or development of this project or property are or will be made independent of the approval process and schedules of the City of Apopka, Florida.

I understand that all plan approvals will become null and void after twelve (12) months if no further project activity occurs.

I understand that all application fees are not refundable.

I understand that approval of this plan does not permit any waiver of the City's Codes unless a waiver is specifically requested and approved.

I understand if this project requires a TRAFFIC STUDY it may delay scheduled Development Plan Approval date.

I (We), the undersigned, have read the above information and have a full understanding of the same.

I (We), the undersigned owner(s) of the above described property in the City of Apopka, Florida, do hereby agree to indemnify and hold harmless the City of Apopka, Florida, its elected officials, officers, agents, and assigns for any and all damages, attorney fees and costs incurred by said City in any instance in which the City must expend funds and/or defend its decisions regarding the granting of the above-referenced application.

By: \_\_\_\_\_  
Owner(s) of Record

STATE OF FLORIDA  
COUNTY OF ORANGE

The foregoing instrument was acknowledged before me on this \_\_\_\_\_ day of \_\_\_\_\_, 199\_\_\_\_, by \_\_\_\_\_ who is personally known to me or who has produced \_\_\_\_\_ as identification and who did (did not) take an oath.

\_\_\_\_\_  
(print)  
Notary Public  
My commission expires:

Orlando



## City of Orlando

PLANNING AND DEVELOPMENT  
DEPARTMENT  
BUILDING CODE ENFORCEMENT BUREAU

400 S. ORANGE AVENUE  
ORLANDO, FLORIDA  
32801

TELEPHONE  
(407) 246-2271  
FAX (407) 246-2882

### BUILDING PERMIT CHECK LIST AND GENERAL INFORMATION NEW COMMERCIAL BUILDINGS AND RESIDENTIAL BUILDINGS WITH THREE OR MORE UNITS

Prior to submittal for permit all projects are subject to review by the Concurrency Management Section. This shall be started at the Concurrency Management counter after which plans are to be submitted to the Central Permitting Plan Room.

Submittal shall include; four (4) sets of plans; signed and sealed by a Florida Registered Architect and/or Engineer AND Approved by the Orange County Health Department (832 W. Central Ave.). In the case of Restaurant, Hotel, Motel and other lodging type occupancies, they shall be reviewed by the Florida Hotel & Restaurant Commission, 400 W. Robinson Street, Suite 509, Orlando. These plans shall include fully dimensioned site plans and legal descriptions as well as complete construction drawings.

The Plans will be routed by the Code Enforcement Bureau to the following:

#### FIRE DEPARTMENT PLANS REVIEW (PHONE (407) 246-2111) for:

Requirements of The Fire Prevention Code (Chapter 24 of The City Code) along with The Life Safety Code (NFPA 101-91) Access, flow, hydrants within 300 ft. of the most remote point of the building, driveway radius and width and underground tanks if applicable. Underground water distribution systems for fire sprinkler/standpipe systems, type of occupancy, floor plans, sections and details, elevations, electrical, mechanical and alarm plans as applicable. Fire sprinkler plans shall be submitted with Building Permit Plans if building is required to be protected and shall be signed & sealed if required by State Law.

#### ZONING PLANS REVIEW (PHONE (407) 246-2277) for:

All requirements of The Land Development Code (Chapter 58-66 of the City Code) and shall include, in addition to the information and plans required above, landscape (landscape plans must be signed and sealed by a Florida registered Landscape Architect or be drawn and signed by the owner), irrigation and floor plans as well as proposed/previous use, adjacent land use, FAR, ISR, elevations and building height. Calculation of Transportation Impact Fees.

#### ENGINEERING PLANS REVIEW (PHONE (407) 246-2261) for:

ALL PLANS MUST COMPLY WITH CITY OF ORLANDO ENGINEERING STANDARDS MANUAL ADOPTED BY ORLANDO CITY COUNCIL 12/4/89.

Platting, Storm Water Drainage as required by: The Orlando Storm Water Management Manual, St. Johns Water Management District and South Florida Water Management District. Sewer capacity ( application, fees and design)(FDER Permit), Cost Estimate for on site improvement Permit, Septic Tank and DOT Permits.

**TRANSPORTATION ENG. PLAN REVIEW (PHONE(407) 246-2281) for:**

Requirements of The City of Orlando Land Development Code, Fla. D.O.T., Manual on Uniform Traffic Control Device Standards and such other city codes and standards as pertain to Driveways, Curbscuts, Parking Lots, Loading Areas and work to be performed over or under the right of way. Copies of Applicable Orange County and Fla. D.O.T. Permits shall be included with The Permit Application.

**CODE ENFORCEMENT PLAN REVIEW (PHONE(407) 246-2271 FOR:**

Compliance with The Standard Building, Mechanical and Plumbing Codes (1991)as adopted and amended by the City of Orlando, The National Electrical Code, (1990) The City of Orlando Building Security and Energy Efficiency Codes, Accessibility for the Handicapped (ANSI A117.1) and such other codes and standards as may be referenced by these codes as and applicable to your building. All sets of plans submitted for review shall include Electrical, Mechanical, Plumbing, Gas and Fire Sprinkler drawings required for the project.

**TRANSPORTATION IMPACT FEE ADMINISTRATION (PHONE (407) 246-2775 FOR:**

All requirements of Chapter 56, Transportation Impact Fee (TIF) agreements, credit agreements, exemptions, appeals and independent calculation procedures. All claims of TIF credits based on prior written agreements require verification before impact fees can be reduced by the credit amount.

**ELECTRIC/WATER SERVICE - ORLANDO UTILITIES (PHONE (407) 236-9625  
OWNER/CONTRACTOR SHALL BE RESPONSIBLE FOR:**

Concurrency Management  
Historical/ Downtown Development Approval  
Platting and/or recording of Plats  
Septic Tank Permits ( City and County )  
Orange County Health Dept. Approval  
Florida D.O.T. Permits  
Federal Dept. of Environmental Regulation Permits  
Energy Code Calculations (2 copies)  
Sewer Benefit Fees  
Site Improvement Cost Estimate Letter  
All applicable Engineering Fees —  
Tree Removal Permits  
Airport Zoning Board, BZA and FAA Permits for Tall Structures  
Transportation Impact Fees  
Transportation Impsct Fee Credits  
Radon Gas Fees

**NOTE: ALL REVISIONS SHALL BE SUBMITTED TO THE BUREAU OF CODE ENFORCEMENT PLAN ROOM FOR ATTACHMENT TO THE ORIGINAL PLANS**

RJ HD 6/93

# CITY OF ORLANDO

## TRANSPORTATION IMPACT FEE RATE SCHEDULE \*

<u>LAND USE CATEGORY</u>	<u>FEE BASIS</u>	<u>CITY (OTHER)**</u>	<u>AC-3A</u>	<u>AC-3</u>
1. SINGLE FAM. RES.	/unit	1249	1196	1196
2. MULTI-FAMILY	/unit	758	725	725
3. MOBILE HOME	/unit	598	572	572
4. HOTEL/MOTEL	/room	1096	693	1050
5. GEN. OFFICE < 100,000 gsf	/1000 sq ft	2152	1776	2065
6. GEN OFFICE 100,000-199,999 gsf	/1000 sq ft	1636	1350	1570
7. GEN OFFICE > 200,000 gsf	/1000 sq ft	1375	1135	1319
8. RETAIL < 50,000 gsf	/1000 sq ft	7973	6330	7607
9. RETAIL 50,000-99,999 gsf	/1000 sq ft	5064	3734	4832
10. RETAIL 100,000-199,999 gsf	/1000 sq ft	4914	3589	4688
11. RETAIL 200,000-299,999 gsf	/1000 sq ft	4696	2889	4481
12. RETAIL 300,000-399,999 gsf	/1000 sq ft	3999	2460	3815
13. RETAIL 400,000-499,999 gsf	/1000 sq ft	3626	2231	3460
14. RETAIL 500,000-999,999 gsf	/1000 sq ft	3503	2092	3343
15. RETAIL 1,000,000-1,249,999 gsf	/1000 sq ft	3090	1845	2948
16. RETAIL 1,250,000 gsf	/1000 sq ft	3024	1806	2886
17. HOSPITAL	/1000 sq ft	2201	2113	2113
18. INDUSTRIAL	/1000 sq ft	919	882	882
19. MANUFACTURING	/1000 sq ft	507	487	487
20. WAREHOUSING	/1000 sq ft	644	618	618
21. EATING AND DRINKING ESTABLISHMENT	/1000 sq ft	12965	5196	12370
22. BANK	/1000 sq ft	12077	10243	11523
23. DAY CARE	/1000 sq ft	3182	3054	3054
24. ELEMENTARY SCHOOL (GRADES K-8)	/1000 sq ft	1701	1633	1633
25. HIGH SCHOOL	/1000 sq ft	2283	2191	2191
26. JUNIOR COMMUNITY COLLEGE	/1000 sq ft	2555	2452	2452
27. UNIVERSITY	/1000 sq ft	3973	3813	3813
28. MOVIE THEATRES (sit down)	/1000 sq ft	8977	6893	6893
29. AMUSEMENT (THEME) PARK	/acre	10554	10130	10130
30. AUTO SERVICE AND GAS STATION	/pump	5264	5052	5052
31. BUS TERMINAL	/1000 sq ft	3297	3166	3166
32. FUNERAL HOME	/1000 sq ft	1015	974	974
33. MINI STORAGE	/1000 sq ft	344	330	330

\* NETWORK ADJUSTMENT FACTOR - 100%

POLICY DISCOUNT FACTOR - 100%

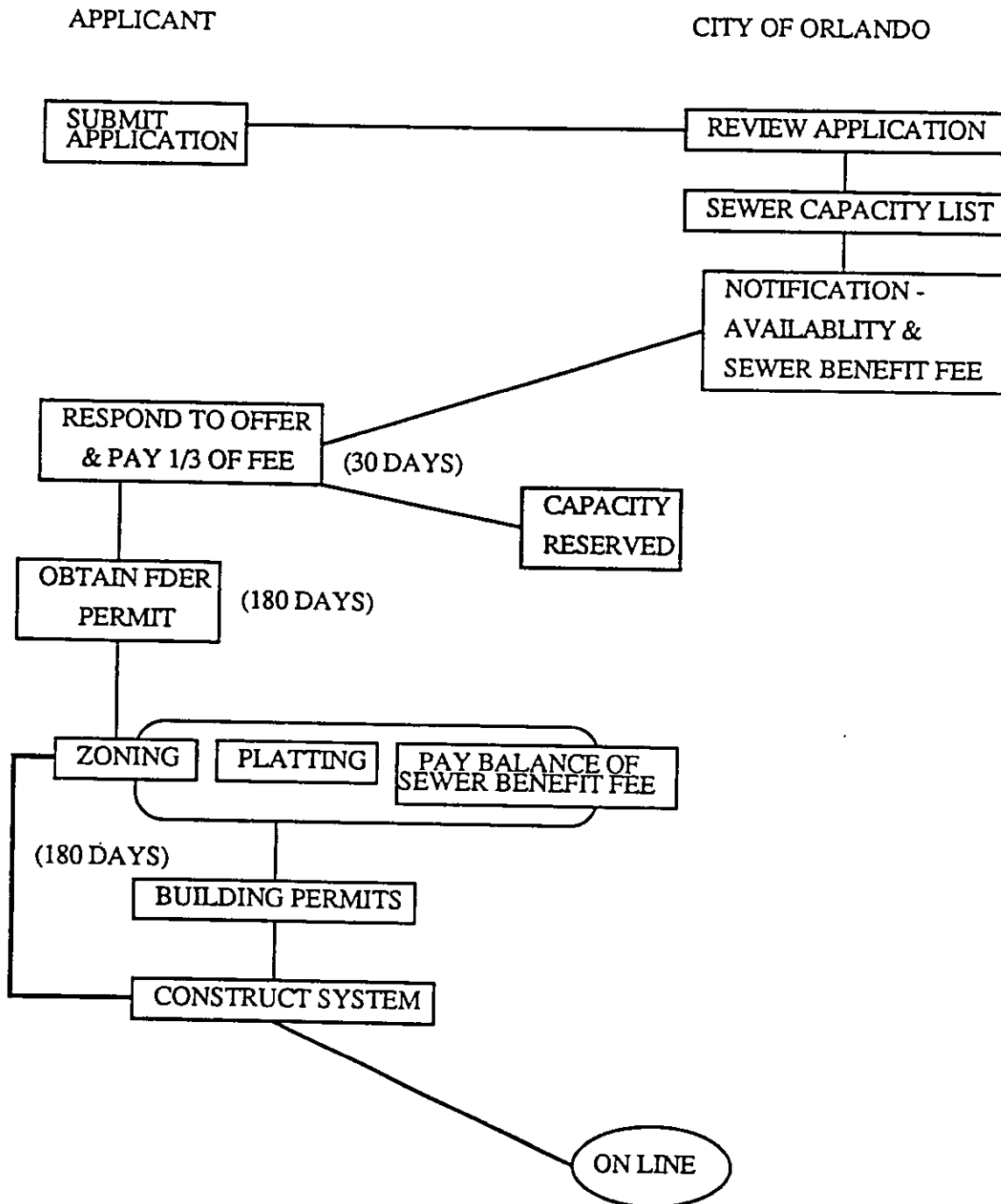
\*\* THE IMPACT FEE RATE SCHEDULE IN THE COLUMN HEADED "CITY (OTHER)" IS TO BE USED FOR DEVELOPMENT SITES OUTSIDE OF METROPOLITAN ACTIVITY CENTER, i.e. DEVELOPMENT SITES NOT ZONED AC-3 OR AC-3A.

reprinted 4/94 from chapter 56 of the City Code.



# City Of Orlando

## SEWER CAPACITY ALLOCATION PROCESS



Winter Park

PERMIT FEE CALCULATIONS

Plan Review	$\{(\frac{\quad}{\text{valuation}} \times 0.9\%) + \$30\} \div 2$	= \$	_____
Bldg Permit	$\{\frac{\quad}{\text{valuation}} \times 0.9\% + \$30$	= \$	_____
Inspector Training	$\frac{\quad}{\text{valuation}} \times 0.04\%$	= \$	_____
Radon Gas	$\frac{\quad}{\text{square footage}} \times \$ 0.005$	= \$	_____
Bldg Code	$\frac{\quad}{\text{square footage}} \times \$ 0.005$	= \$	_____
Affordable Housing	$\frac{\quad}{\text{square footage}} \times \$ 0.20$	= \$	_____
Fire Review	approximately \$15 to \$105 <i>Comm. only</i>	= \$	_____
Orange County School Impact	single family - \$1,057.50 or multi-family - \$ 489.75 (applies to vacant lots only)	\$	_____
TOTAL FEES		\$	_____

**CITY OF WINTER PARK  
CODE ENFORCEMENT DIVISION  
BUILDING PERMIT APPLICANT CHECKLIST**

SINGLE FAMILY DWELLINGS  
MAJOR RESIDENTIAL RENOVATIONS & ADDITIONS

---

As the applicant, I confirm that the following items have been provided as required:

(please check)

- |    |   |       |
|----|---|-------|
| 1  | Completed Building Permit Application   | _____ |
| 2  | Setback/Coverage Calculation Work Sheet   | _____ |
| 3  | Copy of Recent Survey   | _____ |
| 4  | Site Plan showing setbacks and dimensions of new structure, addition or room enclosure  | _____ |
| 5  | Plans meet or exceed average front setback from street  | _____ |
| 6  | Energy Code Compliance Form with equipment sizing calculation and air distribution sizing and design shown on plans   | _____ |
| 7  | Drainage plan showing how stormwater will be handled on property  | _____ |
| 8  | Completed tree removal application (where applicable)   | _____ |
| 9  | Construction drawings including: floor plans, foundation plan, wall sections (from footing to roof), elevations, truss engineering, connector load details, shear wall details, floor framing plan. Show building height from existing grade and from curb to roof ridge. | _____ |
| 10 | Plans prepared and sealed by a engineer or architect with submission of wind load design criteria, method of compliance with shear loads and window details for compliance with wind loads;   |       |
|    | <b>OR</b>   |       |
|    | Submission of work sheet and details for compliance with the Hurricane Resistant Residential Construction Standard (SSTD 10-93)   | _____ |
| 11 | Plans prepared by a structural engineer for all buildings over 5,000 sq. ft. in gross area for wind load design with submission of design criteria, method of compliance with shear loads and window details for compliance with wind loads.                              | _____ |
| 12 | Date and approval conditions by Planning & Zoning Commission for lakefront, canal front properties <u>or</u> subdivision site plan review <u>or</u> by Board of Adjustment for variances (if applicable)  | _____ |

\_\_\_\_\_  
Applicant's Signature

SETBACK/COVERAGE CALCULATIONS  
For Single Family Zoning Districts

Address: \_\_\_\_\_ Lot Width: \_\_\_\_\_

Submitted by: \_\_\_\_\_ Lot Area: \_\_\_\_\_  
\* \* \* \* \*

	EXISTING AREA	PROPOSED AREA	TOTAL	PERMITTED AREA
<u>IMPERVIOUS LOT COVERAGE</u>				
{include all bldg areas at one level plus all drive-ways, sidewalks, patios, swimming pools, etc.}				
MAXIMUM PERMITTED : 45%	_____	_____	_____	_____
<u>FLOOR AREA RATIO (FAR)*</u> For one or two story bldgs				
{include 1st & 2nd floors, garage, carports/porches, stair areas on both floors, areas on 2nd floors which are open to 1st floor#, and accessory bldgs. EXCLUDE pool screen enclosure area.}				
Lot area less than 12,000 sqft - MAXIMUM FAR is 35%				
Lot area of 12,000 sqft to 14,000 sqft - MAX BLDG AREA = 4200 sqft				
Lot area over 14,000 sqft - MAXIMUM FAR is 30%	_____	_____	_____	_____
<u>Screen Pool Enclosure</u>				
MAXIMUM of 8% of lot area@	_____	_____	_____	_____

\*Defined as the total gross building area divided by the total lot area

#Vaulted & cathedral ceiling areas count if the height from the floor to the ceiling is 17.5' or more.

@Any area not already used in the permitted floor area ratio may be added to this 8% amount.

## SETBACKS

### EXISTING

### PROPOSED

#### SIDE SETBACKS

Lot width over 60'		
with <u>one story</u>	-	10.0'
Lot width over 60'		
with <u>two stories</u>	-	12.5'
Lot width 60' or less		
with <u>one story</u>	-	7.5'
Lot width 60' or less		
with <u>two stories</u>	-	10.0'

#### REAR SETBACKS

One Story residence	-	25.0'
Two Story residence	-	35.0'
*Swimming Pool	-	10.0'
Measured from water's edge		

#### FRONT SETBACKS

New Subdivision	-	25'
All Other Areas	-	Average on the Block or Subdivision

#### Corner Lot Setbacks \*

Lot width over 65'		
with one story	-	20.0'
Lot width over 65'		
with two stories	-	22.5'
Lot width 65 or less	-	15.0'

\*Swimming Pool Deck/Patio Setbacks.  
50% of the required setback.

\*Setbacks given are measured on the side yard adjacent to the street.

# WATER SERVICE

## PROJECT ACCEPTANCE REQUIREMENTS

1. 5 final design plans (1-F.D.E.R. approval)
2. Plans approved by Fire Authority
3. Bacteriological and pressure test
4. Final F.D.E.R. clearance
5. Bill of Sale
6. Utility Easement/Copy of recorded plat
7. Warranty of Performance
8. Waiver of Lien
9. Inspector's approval
10. "As-Built" cost data
11. "As-Built" on reproducible material
12. Inspector's fees paid & Bacteriological Fees

## ORANGE COUNTY R/W UTILIZATION PERMIT

(\* AS OF 5-14-90)

Open Paved Street	\$270.00
Open Unpaved Street	\$ 90.00
Jack and Bore	\$135.00
Plus Basic Fee	\$ 90.00

## WATER LINE TAPPING FEES

2"	-	\$145.00
4"	-	\$225.00
6"	-	\$250.00
8"	-	\$285.00
12"	-	\$350.00

Meter Size	Service Line	Irrigation	Potable	Ideal
3/4"	1"	18gpm	24gpm	30gpm
1"	1"	22 "	40"	50"
1-1/2"	2"	60 "	80"	100"
2"	2"	75 "	128"	160"
3"	3"	160 "	240"	300"

## CONNECTION FEES

( \*\* NEED # OF UNITS & METER SIZE )

Meter Size	In-City	Out-City	Meter Cost
3/4"	\$ 520.-ERC	\$ 650.-ERC	\$100.00
1"	1,300.	1,625.	180.00
1-1/2"	2,600.	3,250.	340.00
2"	4,160.	5,200.	420.00
3"	7,800.	9,750.	860.00
4"	13,000.	16,250.	1,984.00
6"	26,000.	32,500.	3,175.00
8"	41,600.	52,000.	6,642.00
10"	**	**	8,949.00

METER RELOCATION -----\$250.00

PRICES SUBJECT TO CHANGE WITHOUT NOTICE.

SANITARY SEWER SERVICE

RESIDENTIAL:

CONNECTION FEE:

City	\$2,300.00 *
County	\$2,875.00

Sewer Inspection of an existing sewer lateral:

City	N/C
County	\$50.00 plus R/W Utilization Permit *

Installation of a sewer lateral:

City	Man Hrs. & Material (Approx. \$600.00)
County	Man Hrs. & Material (Approx. \$600.00) plus R/W Utilization Permit *

COMMERCIAL

Connection Fee:

City	\$2,300.00 per E.R.C. or \$6.91 Gallon
County	\$2,875.00 per E.R.C. or \$8.64 Gallon

E.R.C. = Estimated Sewage Flow (Gal/Month)  
10,000

\*\*E.R.C. = Fixture Units  
*S.P.C.* ( + See Note)

Fixture unit = 21 gallons per day

Sewer Inspection of an existing sewer Lateral:

City	N/C
County	\$60.00 plus R/W Utilization Permit *

Installation of a sewer lateral:

City	Man Hrs. & Material (approx. \$600.00)
County	Man Hrs. & Material (approx. \$600.00) R/W Utilization Permit *

Rate increase effective Feb.01, 1992.

\* R/W UTILIZATION PERMITS are not mandatory for all jobs.

\*\* EQUIVALENT RESIDENTIAL CONNECTION (ERC)



Leon County

**LEON COUNTY**  
**APPLICATION FOR ZONING REVIEW SUBMITTAL REQUIREMENTS**  
**(Applications for Rezoning and Planned Unit Development)**

**1. Rezoning Application Process:**

Except in the case of rezoning to Planned Unit Development (PUD), an amendment to the 2010 Comprehensive Plan Future Land Use Map is required to be filed prior to the initiation of the rezoning process. Prior to initiating an application for rezoning to PUD, an applicant should verify with the Comprehensive Planning Division whether an amendment to the 2010 Comprehensive Plan Future Land Use Map will be required prior to initiation of the rezoning process.

If an amendment to the 2010 Comprehensive Plan Future Land Use Map is required, an application for rezoning can not be filed until the proposed future land use map amendment is transmitted by the County Commission for state review.

An application form to begin a rezoning process is attached and filed with the Land Use Administration Division, Tallahassee-Leon County Planning Department, Fourth Floor, City Hall, 300 South Adams Street, Tallahassee, Florida (904) 891-8629.

**2. Information to be completed on the application for rezoning:**

1. The current and proposed zoning classification of the property to be rezoned.
2. The property owner's name and address; the agent's name and address (if applicable); and the optionee's name and address (if applicable).
3. A notarized signature of the property owner(s). If in multiple ownership, all owners must sign.

**3. Information to accompany application for rezoning:**

1. Application fee as indicated in the attached fee schedule (any check should be made payable to the Leon County Board of County Commissioners).
2. A legal description of the property to be rezoned signed and sealed by a Florida Registered Land Surveyor and a map of the property at a scale of 1" = 200' or other scale required by the Planning Department.
3. An environmental analysis (if applicable) with a release approved by Leon County Growth and Environmental Management Department (488-9300).

*An application for rezoning from a less intensive use to a more intensive use must be accompanied by an environmental analysis which shall be provided in a reproducible form and shall include specific information listed in the Leon County Environmental Management/Article, Section 10-346, Leon County Code of Laws.*

4. A preliminary Certificate of Concurrency issued by Leon County Growth and Environmental Management Department (488-9300), or, if a Preliminary Certificate of Concurrency is determined by the Growth and Environmental Management Department to be optional, a notarized Affidavit rejecting Concurrency Review for a Preliminary Development Order.

5. Thirty-two (32) copies of complete application materials; including the rezoning application and items 1 through 4 above.

**4. PUD Submittal:**

In addition to the information required to accompany an application for rezoning, each application for Planned Unit Development must meet each of the submittal requirements as specified in the Leon County Code of Laws, Chapter 10, Land Development Code, Article X, Zoning, Division 6, Special Regulatory Overlay Districts.

**5. Minimal Submittal Requirements Determination:**

Within ten (10) working days of submittal of an application, the Planning Department will issue a letter of minimal submittal requirements determination. Applications which do not meet minimum submittal requirements will be returned to the applicant.

**6. Amendment Submittals:**

In the event of amendment of a pending rezoning or Planned Unit Development Application submitted at the request of the reviewing body, 32 (thirty-two) copies of complete application materials, as amended, shall be provided.

Amendments shall be filed in writing and bear the signature of the applicant or applicant's representative as provided in the initial application.

Planning Commission Bylaws provide that re-notice and public hearing may be required for substantial changes to initial applications (as determined by the Planning Commission) and require the applicant to pay a charge equal to the initial application fee.

**7. Application Deadline, Technical Staff Review, and Public Hearing Schedule:**

Attached to this handout is a chart establishing the application deadlines and Public Hearing dates for 1993.

**8. Public Notification:**

A letter of notification is mailed by the Planning Department to all registered neighborhood associations and all property owners within 500 feet of the perimeter of the subject property. The purpose of the letter is to notify surrounding property owners of the application and the time, date and place of the Planning Commission and County Commission public hearings. A map ad is prepared by the Planning Department for advertisement in the local newspapers and notification signs are posted by the staff on or near the subject property. The applicant is required by County Commission policy to remove the notification signs within five days following the date of final action on the request.

**9. Technical Coordinating Committee/Applicant Meeting:**

The Technical Coordinating Committee (TCC) is comprised of various governmental agencies from the County and State governments and also Talquin Electric, a private nonprofit corporation providing electric, water and sewer service to portions of Leon County. The TCC advises both applicants and the Planning Commission on applications which are under consideration.

Prior to the Planning Commission Public Hearing, the TCC will advise of technical issues which may arise during review of the application and suggest appropriate mitigative measures. The Director of the Tallahassee-Leon County Planning Department is responsible for providing an overall staff recommendation to the Planning Commission and County Commission based upon Technical Coordinating Committee comments and analysis.

**10. Planning Commission:**

The Planning Commission consists of six members appointed to three year terms. Three members are appointed by the City Commission and three members are appointed by the County Commission. The Planning Commission reviews applications for amendments to land development regulations, rezonings, and Planned Unit Developments for determination of consistency with the 2010 Comprehensive Plan. The Planning Commission will issue a recommendation on each application to the County Commission.

**11. Planning Commission Public Hearing:**

The Planning Commission holds public hearings once a month for the purpose of reviewing applications. This public hearing is held at 6:00 P.M. in the City Commission Chambers, Second Floor, City Hall. A schedule of Public Hearings for 1993 is attached.

Prepared: 12/29/92  
Revised: 02/25/93

**12. Planning Commission Voting Meeting:**

The Planning Commission meets in a voting meeting following the public hearing to consider each application request. Following the discussion of each application, the Planning Commission votes to recommend approval, approval with conditions or denial of the application, or may vote to continue discussion to a future date.

**13. Planning Commission - Technical Coordinating Committee Written Report:**

Within 45 days of the Planning Commission public hearing, a report summarizing the Planning Commission and TCC recommendation is prepared by the Land Use Administration Division, Tallahassee-Leon County Planning Department for consideration by the County Commission. The report includes comments on planning considerations, traffic considerations, availability of sewer and water, drainage considerations, public responses to mailed notices, the Planning Commission recommendation and the reason for the recommendation. This report is forwarded to the County Commission prior to their public hearing and may be obtained from the Planning Department one (1) week prior to the County Commission Public Hearing.

**14. County Commission:**

The County Commission conducts its public hearings for property located in unincorporated Leon County according to the attached schedule. The County Commission Public Hearing is conducted at 6:00 p.m. in the Commission Chambers, Fifth Floor, Leon County Courthouse.

The County Commission may vote at those public hearings to approve, approve with conditions, deny or continue the request to a date and time certain.

**15. Joint Planning Commission and County Commission Meeting:**

The vote of the County Commission is final unless the vote is contrary to the recommendation of the Planning Commission. In such cases, the County Commission will schedule a joint meeting with the Planning Commission to discuss the reasoning of the votes. Following this joint meeting, the County Commission will take final action on the application at a date specified by the County Commission.

**Attachments (3):**

1. Application for Zoning Review
2. Rezoning Fees
3. 1993 - 1994 Application Review Schedule

**LEON COUNTY  
APPLICATION FOR ZONING REVIEW**

---

The undersigned, owner of the hereinafter described property located within unincorporated Leon County, Florida, hereby petitions Leon County for the following zoning review:

Change in Zoning District Classification (Circle appropriate designations)

From: R -Rural	To: R - Rural
UF - Urban Fringe	UF - Urban Fringe
MU-A - Mixed Use A	MU-A - Mixed Use A
MU-B - Mixed Use B	MU-B - Mixed Use B
MU-C - Mixed Use C	MU-C - Mixed Use C
AC - Activity Center	AC - Activity Center
RC - Rural Community	RC - Rural Community
LP - Lake Protection	LP - Lake Protection
RP - Residential Preservation	RP - Residential Preservation
LT - Lake Talquin/Urban Fringe	LT - Lake Talquin/Urban Fringe
PUD - Planned Unit Development	PUD - Planned Unit Development

Of the property designated by the following Leon County Property Tax Identification Number(s):

---

---

---

And as described in the legal description prepared by \_\_\_\_\_  
(being Florida Registered Land Surveyor, No. \_\_\_\_\_) attached and made part of this application.

The applicant assumes responsibility for the accuracy of the legal description and of the property tax identification number.

The applicant certifies that this application, and supporting documentation required by the Leon County Application for Zoning Review Submittal Requirements, for change in zoning district classification is not in conflict with any existing deed covenants and is true and correct.

Prepared: 12/29/92  
Revised: 02/25/93

Leon County Application for Zoning Review  
Page 2

Submitted By:

Owners' Name(s)

Phone #

Address

Agent's Name

Phone #

Address

Optionee's Name

Phone #

Address

STATE OF FLORIDA  
COUNTY OF LEON

Sworn to before me this \_\_\_\_ day of \_\_\_\_\_, 1993,

by \_\_\_\_\_  
(Owner(s)) who is/are personally known to me or who has/have produced \_\_\_\_\_  
\_\_\_\_\_ as identification and who did take an oath.

NOTARY PUBLIC STATE OF FLORIDA

Sign \_\_\_\_\_

Print \_\_\_\_\_

My Commission Expires \_\_\_\_\_

Commission # \_\_\_\_\_

Received by the Tallahassee-Leon County Planning Department at : \_\_\_\_ am/pm on the \_\_\_\_ day  
of \_\_\_\_\_, 1993.

By: \_\_\_\_\_

Prepared: 12/29/92  
Revised: 02/25/93

**LEON COUNTY  
REZONING FEES:**

**A. Planned Unit Development (PUD):**

- |    |   |  |
|----|---|--|
| 1. | Residential Concept Plan  | \$1,500.00<br>plus \$2.00 per<br>dwelling unit             |
|    | Maximum fee   | \$3,500.00   |
| 2. | Nonresidential Concept Plan   | \$2,500.00<br>plus \$10.00 per acre                        |
|    | (NOTE: \$1,500.00 is applicable one time if<br>mixture is residential and nonresidential) |  |
|    | Maximum fee   | \$3,500.00   |
| 3. | Final plan review (PUD)   | Reference Site<br>Plan Review Fees                         |
| 4. | Density or concept revisions to PUD<br>Concept Plan                                       | \$1,200.00   |
| 5. | Other minor revisions (PUD)   | \$ 400.00  |
| 6. | Each Concept Plan and density or<br>concept revision to PUD Concept Plan                  | \$ 300.00<br>direct notice and<br>legal advertising<br>fee |

**B. Application for Development of Regional Impact (DRI):**

- |             |  |
|-------------|--|
|             | \$5,000.00<br>plus \$30.00 for each<br>acre in excess of 100<br>acres and direct notice<br>and legal advertising<br>fee, as applicable |
| Maximum fee | \$15,000.00  |

Prepared: 04/03/92  
Revised: 02/25/93



**C. Application for Determination of Substantial Deviation to DRI:**

\$ 1,000.00  
plus \$30.00 for each  
acre in excess of 100  
acres and direct notice  
and legal advertising  
fee, as applicable

Maximum fee \$10,000.00

**D. Exemptions**

**1. Transitional Residential Facility**

Properties subject to the Transitional Residential Facility requirements of the Zoning Code are exempt from the fees above, with the exception of the direct notice and legal advertising fee(s).

**2. Affordable Housing**

Affordable Housing Units (as defined by the Comprehensive Plan) are exempt from the fees identified above, with the exception of the direct notice and legal advertising fee(s).

Leon County Zoning Review Cycles 1993-1994

CYCLE	Filing Date by 5:00 p.m.	Completeness Determination and Distribution to Staff within 10 Working Days from Filing Date	County Staff Written Findings and Recommendation Due to Planning Department	Distribution of Planning Commission Public Hearing Agendas with Planning Director Recommendation	Planning Commission Public Hearing and Recommendation Date	County Commission Agenda Deadline	County Commission Consideration Date
1	12-8-92	12-22-92	1-26-93	2-11-93	3-1-93	3-30-93	4-13-93
2	1-15-93	2-1-93	3-2-93	3-18-93	4-5-93	4-27-93	5-11-93
3	2-15-93	3-1-93	3-30-93	4-15-93	5-3-93	5-25-93	6-8-93
4	3-19-93	4-2-93	5-3-93	5-19-93	6-7-93	6-29-93	7-13-93
5	4-22-93	5-6-93	6-7-93	6-23-93	7-12-93	7-27-93	8-10-93
6	5-13-93	5-27-93	6-28-93	7-15-93	8-2-93	8-31-93	9-14-93
7	6-24-93	7-9-93	8-9-93	8-25-93	9-13-93	9-28-93	10-12-93
8	7-16-93	7-30-93	8-30-93	9-16-93	10-4-93	10-26-93	11-9-93
9	8-13-93	8-27-93	9-28-93	10-14-93	11-1-93	11-30-93	12-14-93
10	9-15-93	9-29-93	10-28-93	11-16-93	12-6-93	12-28-93	1-11-94
11	10-12-93	10-26-93	11-29-93	12-15-93	1-3-94	1-25-94	2-8-94
12	11-15-93	12-1-93	1-3-94	1-20-94	2-7-94	2-22-94	3-8-94

CALMAJ93.doc

Prepared: 12/29/92  
Revised: 02/25/93

**DEPARTMENT OF GROWTH AND ENVIRONMENTAL MANAGEMENT**



**3401 WEST THARPE STREET  
TALLAHASSEE, FLORIDA 32303**

---

**Development Review, Septic System, Environmental Management,  
Driveway and Street Connection, and Building  
Permit Application Requirements**

**SINGLE FAMILY HOMES**

Leon County staff are committed to processing permit applications in the shortest time possible. In order to prevent delays in processing, applicants must furnish *all* of the required documents before processing of the permit application can begin. Staff are available to answer any questions regarding application requirements.

This handout provides a detailed explanation of permit application requirements for Septic System, Environmental Management, Driveway and Street Connection, and Building Permits. For your convenience, all permit applications, fees, and inspections required for your single family home, with the exception of water and/or sewer system charges, are administered at 3401 West Tharpe Street, Tallahassee, Florida 32303.

**TELEPHONE NUMBERS**

<b>BUILDING INSPECTION</b>	<b>488-4707</b>
<b>TO SCHEDULE BUILDING AND DRIVEWAY INSPECTIONS</b>	<b>488-4704</b>
<b>DEVELOPMENT REVIEW</b>	<b>488-9300</b>
<b>ENVIRONMENTAL MANAGEMENT</b>	<b>488-9300</b>
<b>HRS/LEON COUNTY HEALTH UNIT</b>	<b>488-3003</b>
<b>PROPERTY APPRAISER</b>	<b>488-6102</b>
<b>PUBLIC WORKS</b>	<b>488-8003</b>

## **SINGLE FAMILY HOMES**

---

The following pages contain valuable information on permitting a single family home. Becoming familiar with this material will save you time and money.

### **TABLE OF CONTENTS**

	<b>PAGE</b>
<b>CHECKLIST</b>	<b>3</b>
<b>FEES</b>	<b>3</b>
<b>ZONING SETBACK TABLE</b>	<b>4</b>
<b>STEP 1: COLLECT AND PREPARE REQUIRED INFORMATION AND DOCUMENTS.</b>	<b>5</b>
<b>STEP 2: PERMIT PROCESSOR - ZONING AND OTHER QUESTIONS</b>	<b>7</b>
<b>STEP 3: DEVELOPMENT REVIEW</b>	<b>7</b>
<b>STEP 4: SEPTIC SYSTEM PERMIT REQUIREMENTS.</b>	<b>8</b>
<b>STEP 5: DRIVEWAY AND STREET CONNECTION PERMIT REQUIREMENTS.</b>	<b>8</b>
<b>STEP 6: ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION AND/OR BUILDING PERMIT APPLICATION.</b>	<b>9</b>
<b>STEP 7: INSPECTIONS</b>	<b>10</b>
<b>STEP 8: CERTIFICATE OF OCCUPANCY</b>	<b>13</b>

## SINGLE FAMILY HOMES

### APPLICATION PACKAGE CHECKLIST

A COMPLETE APPLICATION PACKAGE MUST INCLUDE THE FOLLOWING DOCUMENTATION AND INFORMATION:

- \_\_\_\_\_ 1. Parcel Identification Number. (Tax ID Number)
- \_\_\_\_\_ 2. Site Plan.
- \_\_\_\_\_ 3. Legal Access to the property.
- \_\_\_\_\_ 4. Development Review determination to include *one or more* of the following:
  - \_\_\_\_\_ A. Project Status Determination; or
  - \_\_\_\_\_ B. Permitted Use Verification; or
  - \_\_\_\_\_ C. Certificate of Concurrency.
- \_\_\_\_\_ 5. Flood Letter. Must be signed and sealed by a Florida Registered Professional Engineer. A duplicate will be accepted if initialed by HRS staff.
- \_\_\_\_\_ 6. Soil Test. Must be an original signed and sealed by a Florida Registered Professional Engineer.
- \_\_\_\_\_ 7. Florida Energy Form.
- \_\_\_\_\_ 8. Septic System Permit Application or Waiver Letter from HRS.
- \_\_\_\_\_ 9. Environmental Permit Application.
- \_\_\_\_\_ 10. Driveway and Street Connection Permit Application. (If necessary)
- \_\_\_\_\_ 11. Building Permit Application.
- \_\_\_\_\_ 12. Application Fees.
- \_\_\_\_\_ 13. Impact Fees.

### FEES\*

Development Review*	\$ 20 - 150 and up.
Septic System Permit	\$ 185
Driveway and Street Connection	\$ 50
Environmental Permit Fee	\$ 75
Building Permit Fee	\$ 600 and up.
Transportation Impact Fee*	\$ 178 - 509
Water/Sewer Impact Fees**	

\* NOTE: Property must comply with Zoning and Subdivision Regulations. If not, additional application reviews and fees may be necessary. Also, certain fees will sometimes vary according to the location and characteristics of your site and will have to be calculated when specific information is provided.

\*\* These are City of Tallahassee impact fees which are due if your single family home is located in a water and/or sewer service area.

## **SINGLE FAMILY HOMES**

### **ZONING**

- A. Your property must be zoned Rural, Urban Fringe, Mixed Use "A", Mixed Use "B", Mixed Use "C", Rural Community, Lake Protection, Residential Preservation, or Lake Talquin Recreation/Urban Fringe in order to construct a single family home.
- B. Buildings must be set back from each property line a specific distance. Listed below are the building setbacks for each zoning district.

### **ZONING SETBACKS MEASURED IN FEET**

DISTRICT	FRONT	REAR	SIDE INTERIOR	SIDE CORNER
Rural	30	50	20	30
Urban Fringe	30	50	20	30
Mixed Use "A"	20	20	7.5	15
Mixed Use "B"	15	15	5	10
Mixed Use "C"	15	15	5	15
Rural Community	25	25	10	20
Lake Protection	25	25	15	25
Residential Preservation	*	*	*	*
Lake Talquin Recreation/ Urban Fringe	30	50	20	30

NOTE: Above table is for low density residential, non-cluster standards. Standards for cluster options are different in most districts. Check with Development Review staff for details.

\* Standards must be consistent with existing requirements within developed areas.

- C. **BUFFERS:** Under certain conditions, such as building next to a different type of land use, buffers such as shrubs, trees or fences are required. If you are required to install or preserve a buffer, staff will notify you prior to issuing a permit.

## **SINGLE FAMILY HOMES**

---

### **EIGHT STEPS TO OBTAINING PERMITS AND COMPLETING CONSTRUCTION OF A SINGLE FAMILY HOME**

#### **STEP 1: COLLECT AND PREPARE REQUIRED INFORMATION AND DOCUMENTS**

- \_\_\_\_\_ 1. **Parcel Identification Number.** Must be current tax ID number for your parcel of land and can be obtained from the Property Appraiser's Office or from your most recent ad valorem (property) tax notice.
- \_\_\_\_\_ 2. **Flood Letter.** Signed and sealed copy by a Florida Registered Professional Engineer.
- \_\_\_\_\_ 3. **Site Plan.** A site plan is a scaled drawing of your property. The site plan must include the following information:

  - \_\_\_\_\_ A. North arrow.
  - \_\_\_\_\_ B. Location of *all* existing and proposed structures and their distances from the property line and each other. See Zoning Table, page 4.
  - \_\_\_\_\_ C. Location of driveways, streets and utility easements.
  - \_\_\_\_\_ D. Location of septic system, if required.
  - \_\_\_\_\_ E. Location of any wells within 200 feet of the septic system, even if wells are located on adjacent property.
  - \_\_\_\_\_ F. An arrow indicating the direction of any slopes.
  - \_\_\_\_\_ G. Location of any ditches, swales, ponds, streams, lakes, rivers, sinkholes, wetlands, and drainage or conservation easements.
  - \_\_\_\_\_ H. If the Flood Letter indicates property is in a flood zone, include location of benchmark and the required height of the finished floor.
  - \_\_\_\_\_ I. Indicate whether the property is a corner or interior lot.
  - \_\_\_\_\_ J. Location of any trees 18 inches or greater in diameter.
  - \_\_\_\_\_ L. Type and location of water system: well or public system.
- \_\_\_\_\_ 4. **Required Plans:**

  - \_\_\_\_\_ A. **Elevations.** Elevations are drawings showing what the outside walls of your house will look like when finished. Show exterior wall finish (ie. wood siding, stucco, etc.) window and door locations, porches, decks, stairs, guard rails, hand rails, roof design, chimney heights, roof ventilation, etc. drawn to scale.

## SINGLE FAMILY HOMES

---

- \_\_\_\_\_B. **Foundation Plan.** This is a scale drawing of exactly how the foundation of your home will be constructed. It must show the type of foundation, i.e. concrete slab or off grade wood floor system. It must show details of all footers, slabs, piers, and reinforcing steel. If your soil test indicated pipe clay, you must have this plan prepared by a registered professional engineer.
  - \_\_\_\_\_C. **Floor Plan.** A floor plan is a scaled drawing of the room layout in your home. The floor plan must include the following information:
    - \_\_\_\_\_1. Number, type and location of all rooms.
    - \_\_\_\_\_2. Total square feet of heated and cooled area.
    - \_\_\_\_\_3. Number of heavy loading devices on septic system, such as washing machines, dishwashers and garbage disposals.
  - \_\_\_\_\_D. **Electrical Plan.** This plan is usually drawn on a copy of the floor plan described above and shows the location of all interior and exterior electrical features.
  - \_\_\_\_\_E. **Plumbing Plan.** This plan too is usually drawn on a copy of the floor plan. Show the location of all plumbing fixtures including toilets, tubs, showers, sinks, washer hook ups, and hose outlets.
  - \_\_\_\_\_F. **Mechanical Plan.** This plan shows the location and type of all air conditioning and heating equipment and ducts. It is usually drawn on a blank floor plan.
  - \_\_\_\_\_G. **Wall Section Detail.** This is a detailed drawing that shows the cross section of a typical exterior wall. Show wall detail from the foundation through the ceiling. If your house is two or more stories, the wall section must show the details of all stories.
  - \_\_\_\_\_H. **Stair Detail.** This is a detailed drawing of how the stairs in a multiple story house are to be constructed. It must show the height and width of the steps and the location and height of the hand rail.
- 
- \_\_\_\_\_5. **Florida Energy Form.**
  - \_\_\_\_\_6. **Soil Test.**
  - \_\_\_\_\_7. **Legal Access.** This is your right to enter and exit your property to a public or private street. These rights are created by deed or easements recorded in the public records. If you cannot prove this right, you must obtain and record the proper documents *before* your permit can be approved.
  - \_\_\_\_\_8. **Complete directions to job site.**



## SINGLE FAMILY HOMES

---

- \_\_\_\_ 9.     **Completed applications and payment of fees:**
- \_\_\_\_ A.     On Site Sewage Disposal System Construction Permit Application Form.
  - \_\_\_\_ B.     Driveway and Street Connection Permit Application Form. (If required)
  - \_\_\_\_ C.     Environmental Management Permit Application Form: Single Family/Mobile Home.
  - \_\_\_\_ D.     Building Permit Application Form.

### STEP 2:     **PERMIT PROCESSOR - ZONING AND OTHER QUESTIONS**

- \_\_\_\_ 1.     The Permit Processor will answer any questions on permit application requirements. The Permit Processor will need your Parcel Identification Number to determine your zoning and whether or not your property is exempt from certain requirements of the Local Comprehensive Plan.
- \_\_\_\_ A.     If your property *is not* exempt, GO TO STEP 3.
  - \_\_\_\_ B.     If your property *is* exempt, obtain a memorandum from Development Review then GO TO STEP 4.

### STEP 3:     **DEVELOPMENT REVIEW**

NOTE: Florida law requires that each county and municipality have a Local Comprehensive Plan. These plans must describe how communities will grow over the next twenty years. All development must either be exempt from the Plan, or consistent with the Plan's allowable land uses and within a community's ability to provide infrastructure and services. Leon County and the City of Tallahassee jointly adopted a Local Comprehensive Plan on July 16, 1990. Development Review staff or the Tallahassee-Leon County Planning Department staff will answer questions regarding how your property is affected by our Local Comprehensive Plan.

- \_\_\_\_ 1.     If your property *is not* exempt from the requirements of the Local Comprehensive Plan, take all information and documents to the office of Development Review.
- \_\_\_\_ A.     Staff will determine if placing a home on your property is consistent with the Zoning Code.
    - a.     If property is zoned for a single family home, then staff will determine if your development is concurrent with the Local Comprehensive Plan;

## SINGLE FAMILY HOMES

---

- b. If your development *is* determined to be concurrent, obtain Certificate of Concurrency, then proceed to STEP 4.
- c. If a single family home *is not* allowed under your property's zoning classification, then staff will advise you on alternative and allowable uses. A concurrency determination will not be necessary at this time.

### STEP 4: SEPTIC SYSTEM PERMIT REQUIREMENTS

- \_\_\_\_ 1. If you need to install a septic system *and* if your property is either exempt from the requirements of the Local Comprehensive Plan or both consistent and concurrent with Plan requirements, then take all information and documents to the HRS/ Leon County Health Unit.
  - \_\_\_\_ A. HRS/Leon County Health Unit staff will visit your site and conduct a soil test to ensure the proper septic system is installed.
    - a. If septic system permit *is* issued, GO TO STEP 5.
    - b. If septic system permit *is not* issued, consult with staff for alternatives.
    - c. If a mounded septic system is required, an Environmental Management Permit is required prior to installation.
  - \_\_\_\_ B. If a septic system is not required, then ask Health Unit staff for a Waiver Letter and GO TO STEP 5.

### STEP 5: DRIVEWAY AND STREET CONNECTION PERMIT REQUIREMENTS

- \_\_\_\_ 1. A driveway and street connection permit shall be required for the following:
  - \_\_\_\_ A. All new driveways onto the *public* street system, regardless of whether the development served by the driveway is new or existed previously.

## **SINGLE FAMILY HOMES**

---

- \_\_\_\_\_B. All modifications to existing driveways, desired by the property owner, that will result in a change in the driveway dimensions, location, profile, the movement of vehicular or pedestrian traffic or in the way stormwater is handled at the driveway(s) site.
- \_\_\_\_\_C. All modifications to the driveway(s) required by the Leon County Department of Public Works due to changes made by the property owner on the site that affect the safe and efficient operation of the driveway(s).
- \_\_\_\_\_D. All new *public* or *private* roads that intersect with a public road, or modifications to private roads desired by the property owner. For new development under the subdivision regulations of the County, approval of the final construction plans by the Leon County Department of Public Works shall serve as approval of the new connection(s) and no separate permit will be required.
- \_\_\_\_\_E. All sidewalk or bikeway connections to the public street system that will cross a drainage ditch and will, therefore, require the installation of a pipe.
- \_\_\_\_\_F. A temporary driveway which would accommodate access to parcels of land that are vacant or on which a building is under construction and that are not served by a permanent driveway.
- \_\_\_\_\_2. Design and application requirements are attached to the permit application form.

### **STEP 6: ENVIRONMENTAL MANAGEMENT PERMIT APPLICATION AND/OR BUILDING PERMIT APPLICATION**

- \_\_\_\_\_1. Take all information, documents, affidavits, and filled out application forms and fees to a permit processor.
  - \_\_\_\_\_A. The Permit Processor will review your applications for completeness and will advise you if any additional materials are required.
  - \_\_\_\_\_B. If application is complete, you will be notified when your permits are ready.

## **SINGLE FAMILY HOMES**

---

**STEP 7: INSPECTIONS:** Certificates of Occupancy cannot be issued until all final inspections are completed and approved.

### **SEPTIC SYSTEM INSPECTIONS**

- \_\_\_\_\_1. In most cases the company that installs your system will arrange all inspections by contacting the HRS/Leon County Health Unit.
- \_\_\_\_\_2. However, if you are installing your own system, you will have to call for an inspection before covering the system.
- \_\_\_\_\_3. To schedule an inspection, please call 488-3003 or 487-3166.

### **ENVIRONMENTAL INSPECTIONS**

- \_\_\_\_\_1. If you paid \$75 for an environmental management permit, Environmental Inspectors will inspect your home site during construction at regular intervals. **You do not need to request an environmental inspection.**
- \_\_\_\_\_2. If you paid *over* \$75 for an environmental management permit, then you are required to have a pre-construction conference with an Environmental Inspector on the site prior to any clearing, grading or other site development. **Call 488-9300 and ask for "Environmental Inspection" to schedule this important on-site conference.** Staff will discuss additional inspection requirements with you at that time.

### **DRIVEWAY AND STREET CONNECTION INSPECTIONS**

- \_\_\_\_\_1. Two inspections are required for the driveway and street connection permits.
  - A. The first inspection is the rough inspection. It is scheduled prior to pouring concrete when the forms, re-bar, etc. for the driveway are in place.
  - B. The final inspection is scheduled after pouring concrete.
- \_\_\_\_\_2. **To schedule a driveway inspection, please call 488-4704 and leave the following information on the recorder:**
  - \_\_\_\_\_A. Your Name.
  - \_\_\_\_\_B. Location of job site.
  - \_\_\_\_\_C. Building Permit #.
  - \_\_\_\_\_D. Specify "(Rough or Final) Driveway Inspection."

## SINGLE FAMILY HOMES

---

### BUILDING INSPECTIONS

\_\_\_\_\_1. Building inspections are required to ensure that your home complies with the County's Building codes. A key to understanding the inspection process is to remember that nothing may be permanently covered without an inspection being completed and passed. **Approved building plans must be on the job site at all times.** The following describes the different inspections that are required.

- \_\_\_\_\_A. **Footer Inspection.** The first inspection required is the footer inspection. The footer is the lowest part of the foundation and must be inspected before pouring concrete.
- \_\_\_\_\_B. **Plumbing Slab Inspection.** If building a home on a slab, or "monolithic" foundation, the first plumbing inspection to schedule is the rough plumbing inspection. This inspection must be scheduled before concrete is poured, as it is of all the plumbing that will be enclosed in the slab. All water lines will be tested for pressure and leaks. At the time of inspection, all drain lines must be full of water.
- \_\_\_\_\_C. **Slab Inspection.** The slab or foundation is inspected before concrete is poured. Before requesting a foundation inspection, the soil under the foundation must be pretreated for termite protection. This inspection may be of either an off grade home, with compacted fill, or of a monolithic slab.

All reinforcing steel must be in place and the slab design must be verified against the approved foundation plans.

- \_\_\_\_\_1. Again, the approved plans must be on the site at the time of inspection.
- \_\_\_\_\_2. If the building is to be built in a flood zone, a *certificate of elevation* must be complete and available to the inspector to verify that the slab is at the minimum elevation required in the flood letter.
- \_\_\_\_\_D. **Lintel Inspection.** Off-grade foundations that use block foundation walls 4' or higher with "lintel block" on the top course may be required in the foundation design. It is inspected to ensure that it has the required reinforcing steel.

## SINGLE FAMILY HOMES

---

- \_\_\_\_\_E. **Rough Inspections.** The next group of inspections are called the "rough" inspections. "Rough" is defined as incomplete or unfinished. Again, this rule of thumb applies: Do not permanently cover anything until the internal components have been inspected. The rough inspections are as follows:
- \_\_\_\_\_1. **Rough Electrical.** Schedule when all of the required wiring for the electrical service has been installed to the rough stage.
  - \_\_\_\_\_2. **Rough Plumbing/Tub Set.** Schedule when all water and drain pipes have been installed. If building has a wood flooring system, the rough plumbing/tub set is scheduled at the frame stage instead of at the foundation stage and all drain piping is inspected at this time. The tub set inspection requires that all tubs and all shower pans be installed and full of water.
  - \_\_\_\_\_3. **Rough Frame Inspection.** All structural components are reviewed for code compliance during the rough frame inspection. This inspection must be scheduled after the rough plumbing and electrical inspections. All wall insulation, not ceiling insulation, must be installed before this inspection can be completed. The heating and air conditioning system will be inspected as well, so the rough-in installation of these units must be complete prior to this inspection.
- \_\_\_\_\_F. **Final Inspections.** A final inspection is required before a certificate of occupancy may be issued.
- \_\_\_\_\_1. **Final Electrical.** This inspection is required before the electricity can be turned on. Complete an application for electrical power with the City of Tallahassee Utilities or Talquin Electric Cooperative, depending on your location, before scheduling this inspection. Label the electrical panel and have all switches, lights and receptacles installed with cover plates.

## **SINGLE FAMILY HOMES**

---

NOTE: After the electrical components have passed the final electrical inspection, County staff will contact the appropriate utility provider and release a work order to have power connected.

- \_\_\_\_\_2. **Final Plumbing.** The entire plumbing system, as well as the connection to the septic tank, if not on a sewer system, is inspected at this time. Leave the pipe leading to the septic tank exposed at the point of connection to the tank to allow the inspector to check for proper installation.
- \_\_\_\_\_3. **Final Building.** All plumbing, heating and air conditioning, and electrical systems must be complete and operational before scheduling this inspection.

### **STEP 8: CERTIFICATE OF OCCUPANCY**

- \_\_\_\_\_1. After all of the inspections listed are complete and the permit card on site has been signed by the inspectors, you may receive a Certificate of Occupancy (CO). The building code requires that you receive this prior to moving into your new home. Pick up your CO at our office or make arrangements with our staff to have it mailed to you.

---

## **STATE CONSTRUCTION LAWS**

The law allows you to get a permit to build your own residence. However, you may build no more than one home for your own occupancy every two years. We require that you sign an affidavit during the permit application process that states you have not built another home within the last two years for personal use. Any Contractors that you employ must be licensed.

Or, a Contractor may get a permit to build a home for you. You may not get a permit in your name so that a Contractor can build your home. To do so may violate Contractor licensing laws. Also, according to Chapter 455.228 of the Florida Statutes, consumers who hire unlicensed construction contractors could face a fine of up to \$5,000.

Any changes to the site plan or building plans after issuance of a building permit must be approved by the Building Plans Examiner before making the changes on the site. Failure to do so may result in an enforcement action.

# DRIVEWAY & STREET CONNECTION PERMIT APPLICATION



## CLASS I

---

- STEP 1:** Collect all required information - See Page 3 for Site Plan Requirements Checklist.
- STEP 2:** Complete application, location map and attach Site Plan - See pages 2, 3, 4 and 5.
- STEP 3:** Submit completed application to Intake Staff at 3401 West Tharpe Street and pay fee.
- STEP 4:** Call for Rough Inspection when driveway is formed before pouring concrete or spreading asphalt.
- STEP 5:** Call for Final Inspection when project is complete.

### TO SCHEDULE AN INSPECTION:

Dial 488-4704 and leave the following information on the recorder:

- ☐ A. Your Name.
- ☐ B. Location of job site.
- ☐ C. Driveway Permit # and Building Permit #.
- ☐ D. Specify "(Rough or Final) Driveway Inspection."



Department of Growth and  
Environmental Management  
488-9300  
Department of Public Works  
488-8003



DRIVEWAY  
PERMIT # \_\_\_\_\_

BUILDING  
PERMIT # \_\_\_\_\_

## DRIVEWAY CONNECTION PERMIT APPLICATION CLASS I

### CLASS I DRIVEWAY

Fee: \$50.00

DATE STAMP \_\_\_\_\_

- ☐ Single Family  
☐ Mobile Home  
☐ Multi-Family (4 Units or Less)

- ☐ Local Street  
☐ Major Collector  
☐ Minor Collector  
☐ Arterial Street

### PROPERTY INFORMATION

Parcel Tax I.D. # \_\_\_\_\_ Number of Connections to Public Streets: \_\_\_\_\_

Location/Address \_\_\_\_\_

Subdivision Name \_\_\_\_\_

### OWNERSHIP INFORMATION

Owner \_\_\_\_\_ Telephone #/hm \_\_\_\_\_ wk \_\_\_\_\_

Mailing Address \_\_\_\_\_

Owner's Agent/Contact \_\_\_\_\_ Telephone # \_\_\_\_\_

The applicant shall submit a completed copy of this application along with a site plan drawing that includes all the information described in the following pages. Examples of drawings are included for the applicant to use as a guide in preparing a complete application. All driveway street connections shall be constructed in accordance with regulations and standards issued by Leon County and covered in its *Driveway and Street Connection Regulations: Policies and Procedures Manual*, adopted May 28, 1991, which is available at 3401 West Tharpe Street.

The applicant/owner for self, heirs, assigns and successors in interest, binds and obligates self to save and hold Leon County harmless from any and all damages, claims or injuries caused in whole or in part by applicant that may occur by reason of this construction, said facility design, maintenance or continuing existence of connection.

The applicant/owner binds and obligates by way of the approved permit to construct the driveway connection in accordance with the approved permit. Failure to do so shall result in a code enforcement action.

Applicant's Signature: \_\_\_\_\_

### DETERMINATION

\_\_\_\_\_ PERMIT APPROVED.

\_\_\_\_\_ PERMIT DENIED.

Signature Authorized Staff: \_\_\_\_\_ Date: \_\_\_\_\_

Title: \_\_\_\_\_

## DRIVEWAY CONNECTION PERMIT APPLICATION CLASS I

**APPLICANT:** The following is a checklist of site plan requirements. It will be used by staff to determine whether or not the design proposed for development is in accordance with County regulations. *Applications will not be processed without the following information.*

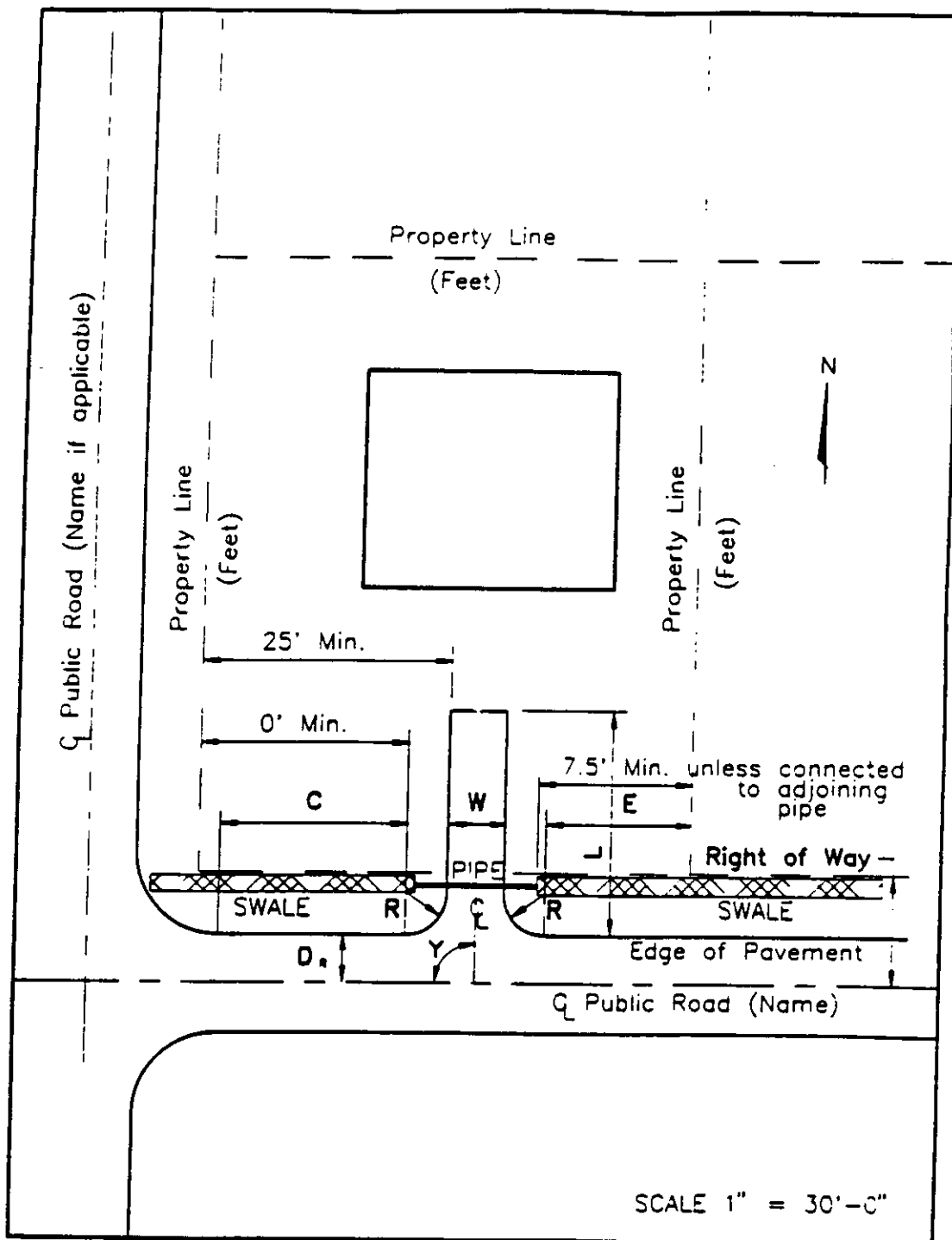
Use this as a checklist. Check each item that you provide and use N/A if requirement is non-applicable to your site. Letters in parenthesis, (ROW), (W), etc., correspond to the letters in bold type on the example site plan on page 4.

### SITE PLAN REQUIREMENTS CHECKLIST:

1. The Site Plan must be accurately drawn to scale. (No smaller than 1 inch = 50 feet) Indicate direction with north arrow. The following items and measurements must be on the Site Plan: (Refer to example Site Plan)
  - \_\_\_\_\_ A. Shape of lot or parcel of land.
  - \_\_\_\_\_ B. Driveway Information: (Refer to example drawings on following pages)
    - \_\_\_\_\_ a. Distance from centerline of road to right-of-way line. (ROW)
    - \_\_\_\_\_ b. Width of driveway pavement. (W)
    - \_\_\_\_\_ c. Length of driveway from edge of road to house/apt./mobile home. (L)
    - \_\_\_\_\_ d. Length of radius of driveway turnout. (R)
    - \_\_\_\_\_ e. Utilities in Right-of-Way within 50 feet of driveway. (Water, Sewer, Gas, Electricity., Cable, etc.)
  - \_\_\_\_\_ C. Culvert Information: (Refer to example drawings on following pages)
    - \_\_\_\_\_ a. Length, opening size, and type of material of drain pipe.
    - \_\_\_\_\_ b. Type of endwall.
    - \_\_\_\_\_ c. Arrow showing direction of water flow in drainage ditch.
    - \_\_\_\_\_ d. Pipe size and material of nearest upstream culvert.
    - \_\_\_\_\_ e. Pipe size and material of nearest downstream culvert.
    - \_\_\_\_\_ f. No culvert necessary.
  - \_\_\_\_\_ D. Surface and base materials.
    - \_\_\_\_\_ a. Type of surface material.
    - \_\_\_\_\_ b. Thickness of surface material in inches.
    - \_\_\_\_\_ c. Type of base material.
      - \_\_\_\_\_ 1. Compacted or stabilized existing soils.
        - \_\_\_\_\_ a. Thickness in inches.
      - \_\_\_\_\_ 2. Other type of base material.
        - \_\_\_\_\_ b. Thickness in inches.

DRIVEWAY CONNECTION PERMIT APPLICATION  
CLASS I

EXAMPLE SITE PLAN

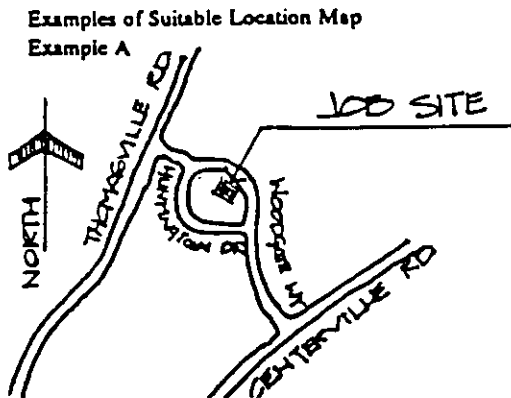


# DRIVEWAY CONNECTION PERMIT APPLICATION CLASS I

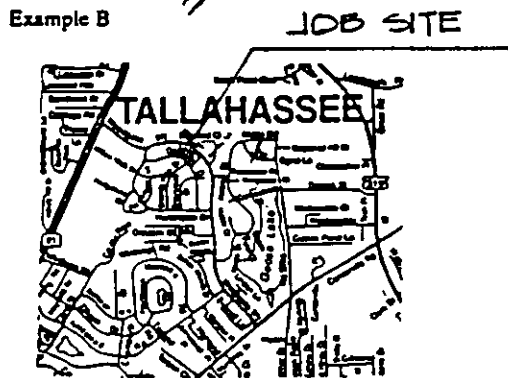
APPLICANT: DRAW LOCATION MAP IN THIS SPACE SIMILAR TO EXAMPLE A, OR ATTACH A MARKED DOCUMENT SIMILAR TO EXAMPLE B.

Examples of suitable Location Map:

Example A:



Example B:



Large empty box for drawing the location map.

WRITE CLEAR DIRECTIONS TO SITE:

Five horizontal lines for writing directions.

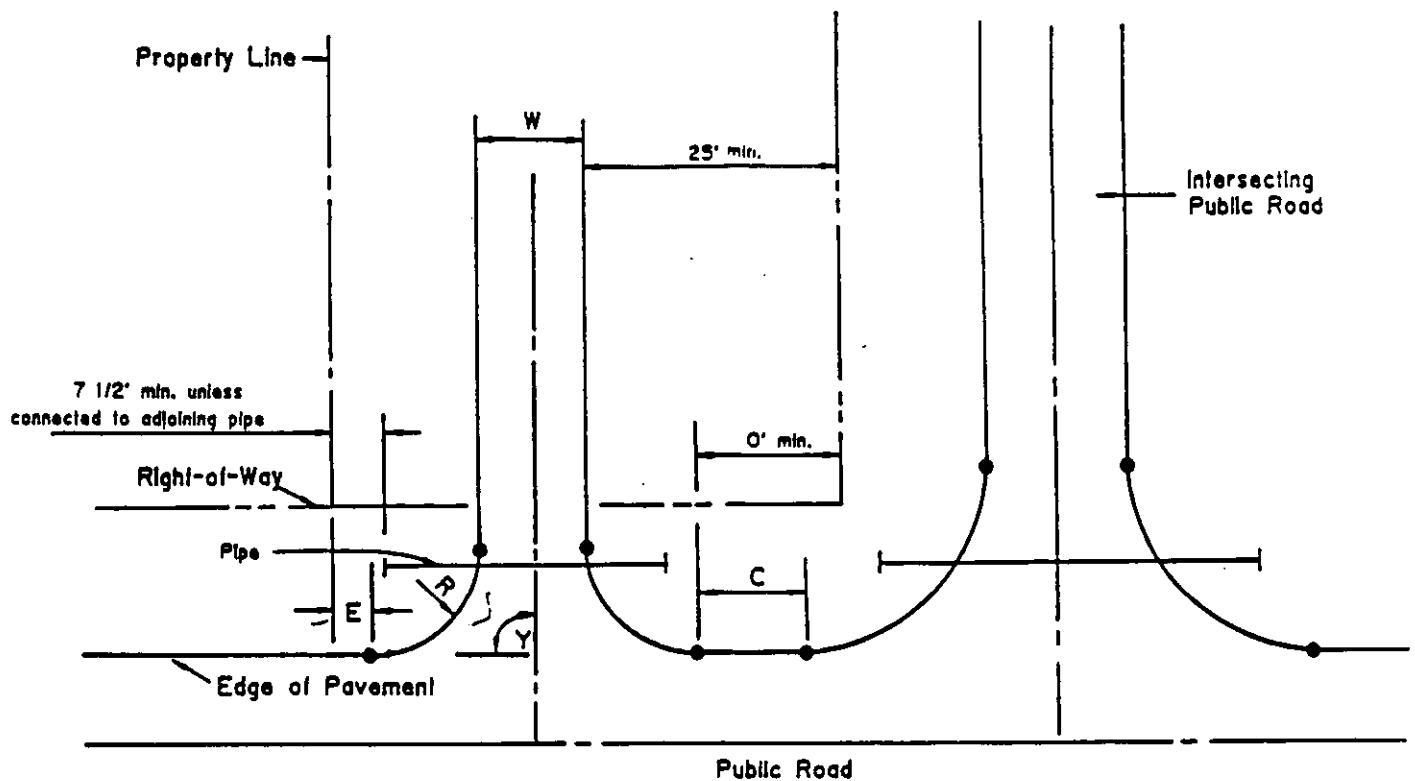
**DRIVEWAY CONNECTION PERMIT APPLICATION  
CLASS I**

**ROADWAY CONNECTION LAYOUT REQUIREMENTS**

URBAN - CURB & GUTTER RURAL - HIGHWAY		CLASS I (NON-COMMERCIAL)	
		URBAN	RURAL
DRIVEWAY WIDTH (W)		9' Minimum 24' Maximum	
FLARE: RETURN RADII (R) or DROP CURB	Local Street	Drop Curb	Return Radii
	Minor Collector	10' Min. See Manual*	5' Min. 15' Max.
	Major Collector Arterial Street	N/A	10' Min. 25' Max.
ANGLE OF DRIVE (Y)	75 - 90 Degrees	75 - 90 Degrees	
EDGE CLEARANCE (E)	0' Minimum	0' Minimum	
CORNER CLEARANCE (C)	Local Street	0' Min.	10' Min.
	Minor Collector	0' Min.	10' Min.
	Major Collector	10' Min.	25' Min.
	Arterial Street	10' Min.	25' Min.
RIGHT-OF-WAY CLEARANCE AT INTERSECTION (RC)	Local Street	25' Min.	25' Min.
	Minor Collector	25' Min.	25' Min.
	Major Collector	50' Min.	50' Min.
	Arterial Street	50' Min.	50' Min.
DISTANCE BETWEEN DRIVES	Local Street	40' Min.	40' Min.
	Minor Collector	40' Min.	40' Min.
	Major Collector	100' Min.	100' Min.
	Arterial Street	100' Min.	100' Min.
ISLAND		NOT PERMITTED	

\*Figure 11 (XI), page 55 of Manual.

## DRIVEWAY CONNECTION PERMIT APPLICATION CLASS I



Adjacent pipe shall be a min. distance of 15' apart, unless connected to adjoining pipe.

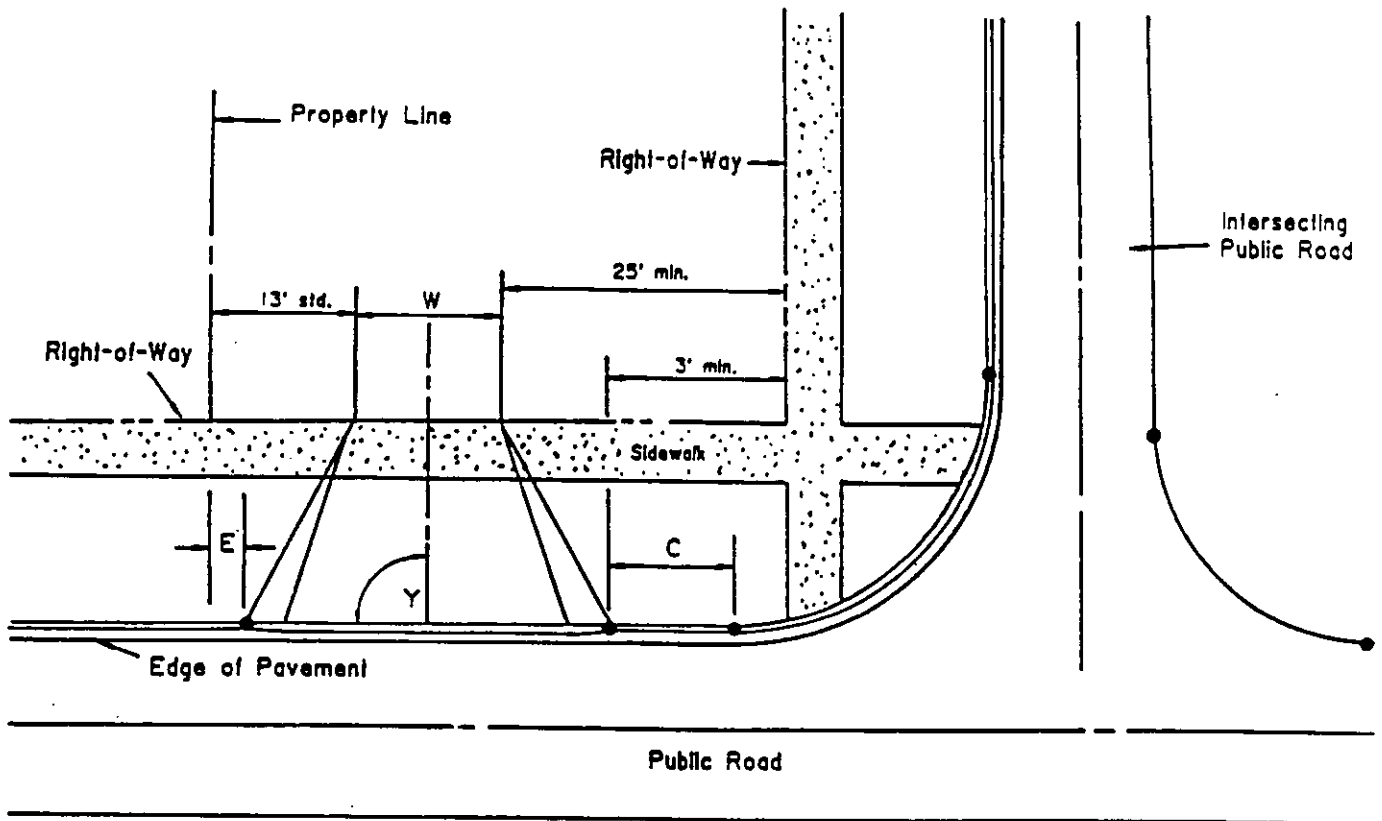
## CLASS I RURAL

For sidedrain pipe and mitered end section requirements, see F.D.O.T. standard index 515, 273 or 274.

●-- Driveway and Street Radius Points.

**DRIVEWAY CONNECTION PERMIT APPLICATION  
CLASS I**

---



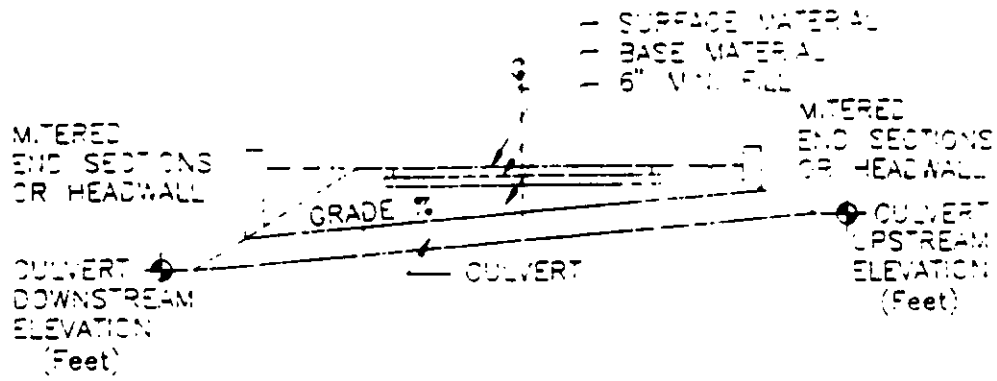
**CLASS I URBAN**

For details to drop curb flare turnout to driveway, see figure II.

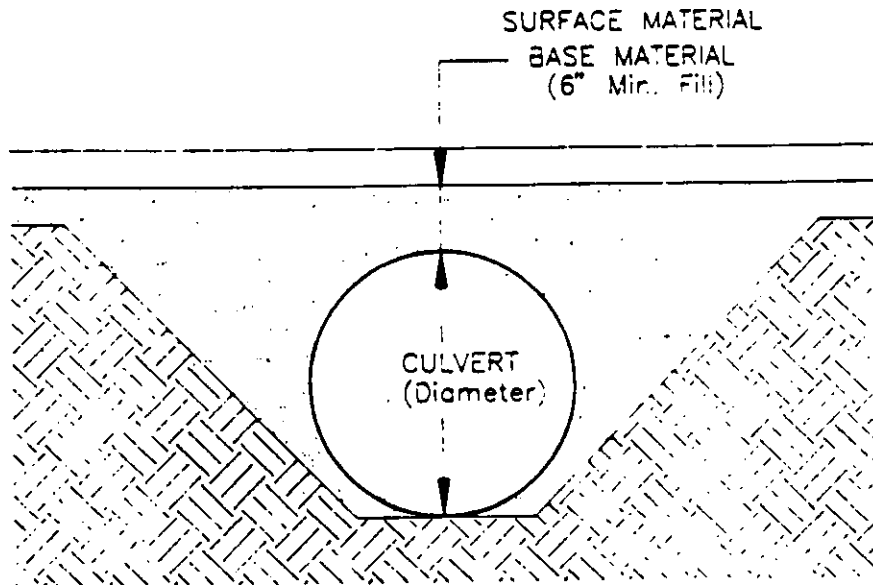
● -- Driveway Flare or Radius Point

**DRIVEWAY CONNECTION PERMIT APPLICATION  
CLASS I**

---



**LONGITUDINAL SECTION AT CULVERT**



**TRANSVERSE SECTION AT CULVERT**



City of Tallahassee

**CITY OF TALLAHASSEE  
APPLICATION FOR SITE PLAN REVIEW**

---

The undersigned, owner of the hereinafter described property located within the corporate limits of the City of Tallahassee, hereby petitions the City of Tallahassee for the following type of site plan review:

(check one)

_____ Type A Site Plan	_____ Type C Site Plan
_____ Type B Site Plan	_____ Type D Site Plan

1.   Applicant's Name                    \_\_\_\_\_  
     Mailing Address                   \_\_\_\_\_  
     Telephone Number                  \_\_\_\_\_
  
2.   Agent's Name                      \_\_\_\_\_  
     Mailing Address                   \_\_\_\_\_  
     Telephone Number                  \_\_\_\_\_
  
3.   Property Owner's Name            \_\_\_\_\_  
     Mailing Address                   \_\_\_\_\_  
     Telephone Number                  \_\_\_\_\_
  
4.   Nature of Request: (check one)  

a.   New Construction on Vacant Site                    \_\_\_\_\_

b.   Addition to an Existing Structure/Site                \_\_\_\_\_

c.   New Use in an Existing Structure/Site                \_\_\_\_\_
  
5.   Property Tax I.D. Number        \_\_\_\_\_
  
6.   Future Land Use Classification    \_\_\_\_\_
  
7.   Current Zoning District           \_\_\_\_\_
  
8.   Acreage of Property (hundredth) \_\_\_\_\_
  
9.   Number of Residential Dwelling Units Existing        \_\_\_\_\_
  
10.  Number of Residential Dwelling Units Proposed        \_\_\_\_\_

11. Existing Residential Density \_\_\_\_\_
12. Proposed Residential Density \_\_\_\_\_
13. Type of Non-Residential Use(s) Existing \_\_\_\_\_
14. Type of Non-Residential Use(s) Proposed \_\_\_\_\_
15. Square Feet of Non-Residential Use(s) Existing \_\_\_\_\_
16. Square Feet of Non-Residential Use(s) Proposed \_\_\_\_\_
17. Existing Impervious Surface Area (Parking and Building) \_\_\_\_\_
18. Impervious Surface Area Added (Parking and Building) \_\_\_\_\_
19. Signature of Owner(s) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

---

STATE OF FLORIDA  
COUNTY OF LEON

The foregoing instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_ by \_\_\_\_\_ who is personally known to me and who did take an oath and has acknowledged that they executed the foregoing application freely and voluntarily for the uses and purposes therein stated.

NOTARY PUBLIC- STATE OF FLORIDA

Sign \_\_\_\_\_

Print \_\_\_\_\_

My Commission Expires:

Commission Number: \_\_\_\_\_

(Seal)

---

RECEIVED BY:

The Tallahassee-Leon County Planning Department  
on the \_\_\_\_\_ day of \_\_\_\_\_, 19\_\_.

Prepared: June 23, 1992

Revised: \_\_\_\_\_



# REQUEST FOR CITY LAND USE COMPLIANCE DETERMINATION

Please return completed form to:

Tallahassee-Leon County Planning Department  
Land Use Administration Division  
4th Floor City Hall, 300 South Adams Street, Tallahassee, Florida 32301

DATE: \_\_\_\_\_ TAX PARCEL ID#: \_\_\_\_\_  
PARCEL STREET ADDRESS: \_\_\_\_\_  
PARCEL SIZE: \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_ EST. BLDG. SQUARE FOOTAGE: \_\_\_\_\_  
OR  
NUMBER OF DWELLING UNITS: \_\_\_\_\_

## WILL THIS SITE BE SERVED BY:

☐ SEWER SYSTEM  
OR  
☐ SEPTIC TANK

CHECK ONE

☐ WATER SYSTEM  
OR  
☐ PRIVATE WELL

CHECK ONE

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

WEST \_\_\_\_\_

EAST \_\_\_\_\_

IN THE BOX ABOVE (OR ATTACH A SEPARATE SHEET) PLEASE SKETCH THE APPROXIMATE SHAPE OF THE SITE, AND LIST ON THE LINES PROVIDED THE CURRENT LAND USES ON THOSE PROPERTIES ADJACENT TO THE SITE OR DIRECTLY ACROSS THE STREET. IF THE SITE IS ADJACENT TO MORE THAN ONE OTHER PROPERTY IN ANY DIRECTION, PLEASE LIST THE USES ON ALL THE ADJACENT PROPERTIES.

NOTE: ANY ENVIRONMENTAL CONSTRAINTS FOUND ON THE SITE MAY LIMIT THE EXTENT AND/OR LOCATION OF POTENTIAL DEVELOPMENT.

APPLICANT \_\_\_\_\_  
(Please Print) (Signature)

I ATTEST THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

MAILING ADDRESS: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
DAY PHONE# \_\_\_\_\_

THE APPLICANT ASSUMES RESPONSIBILITY FOR THE ACCURACY OF ALL INFORMATION PROVIDED, AND MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION BEFORE A COMPREHENSIVE PLAN CONSISTENCY DETERMINATION CAN BE MADE

3. A site plan shall be drawn to an appropriate engineer's scale showing:

- a. The proposed grading plan.
- b. The width, location and typical sections and names of proposed streets.
- c. The width, location and names of surrounding streets including any and all rights-of-way and easements.
- d. The zoning district categories and existing land uses on properties adjacent to the proposed development.
- e. The use, size, location, and height of all proposed buildings and other structures.
- f. The location of phase lines indicating all applicable construction phases.
- g. The off-street parking and loading plan.
- h. A circulation diagram showing vehicular and pedestrian movements including any special engineering features and traffic regulation devices.
- i. Provisions for the control of signs including size, shape and appearance.
- j. The location and size of common open space and public or quasi-public areas.

4. A utility service plan showing:

- a. Existing drainage and sewer lines.
- b. The disposition and/or retention of sanitary waste and storm water.
- c. The source of potable water.
- d. The location and width of all utility easements and rights-of-way.

5. A landscaping plan showing:

- a. Landscaped areas.
- b. All specimen trees or groups of trees thirty-six (36) inches in diameter or larger, indicating those to be retained, removed, or relocated.
- c. The location, height, and material for walks, fences, walkways, and other man-made landscape features.

City of Tallahassee  
Site Plan Review Checklist  
Page 3

- |       |       |     |  |
|-------|-------|-----|--|
| _____ | _____ | d.  | Any special landscape features including but not limited to, man-made lakes, land sculptures and waterfalls.   |
| _____ | _____ | 6.  | Statistical information including:   |
| _____ | _____ | a.  | Total acreage of the site.   |
| _____ | _____ | b.  | Maximum building coverage expressed as a percentage of the total site area.  |
| _____ | _____ | c.  | The area of land devoted to rights-of-way, transportation easements, parking and other transportation facilities expressed as a percentage of the total site area.   |
| _____ | _____ | d.  | The area of land devoted to undisturbed open space expressed as a percentage of the total site area.   |
| _____ | _____ | e.  | The area of land devoted to landscaping and/or open space usable for recreation purposes expressed as a percentage of the total site area.   |
| _____ | _____ | f.  | The calculated density/intensity for the project.  |
| _____ | _____ | 7.  | Development schedule showing order of construction, proposed date for the beginning of construction and completion of the project as a whole and any phases thereof.   |
| _____ | _____ | 8.  | Covenants, grants, easements, dedications and restriction to be imposed on the land, buildings, and structures, including proposed easements for public utilities and instruments relating to the use and maintenance of common open spaces and private streets. Such instruments shall give consideration to access requirements of public vehicles for maintenance purposes. |
| _____ | _____ | 9.  | This completed checklist.  |
| _____ | _____ | 10. | Completed Application for Site Plan Review.  |

- |       |       |     |  |
|-------|-------|-----|--|
| _____ | _____ | 11. | Application fee.   |
| _____ | _____ | 12. | A Preliminary Certificate of Concurrency.<br>(Final and Preliminary Certificates of<br>Concurrency must be issued by the<br>Department of Growth Management,<br>Division of Concurrency Management). |
| _____ | _____ | 13. | If Type B, C, or D Site Plan, a copy of the<br>Part I - Natural Features Analysis, with<br>release approved by the Growth Management<br>Department, Division of Environmental<br>Management.         |
| _____ | _____ | 14. | If Type B, C or D Site Plan, a copy of the<br>Part II Environmental Analysis, (release not<br>required from the Growth Management<br>Department, Division of Environmental<br>Management).           |
| _____ | _____ | 15. | A title block shown on the face of the<br>site plan (see attachment).  |
| _____ | _____ | 16. | Public Works Engineering Roadway &<br>Drainage Checklist (if applicable) (see<br>attachment).  |
| _____ | _____ | 17. | Water and Sewer Conceptual Plan<br>Checklist (if applicable) (see attachment).   |
| _____ | _____ | 18. | If PUD application, please attach the PUD<br>Submittal Requirements Checklist (see<br>attachment).   |
| _____ | _____ | 19. | Other relevant information which is deemed to<br>be appropriate by the City to ensure consideration<br>of all relevant issues.   |

---

**NOTE:** *All of the items listed above must be submitted at time of application, unless the Land Use Administrator waives a specific item when a Land Use Compliance Certificate is issued or during a pre-application conference. Failure to provide one of the items listed above may result in the rejection of the site plan application.*

PUBLIC WORKS ENGINEERING  
ROADWAY & DRAINAGE SITE PLAN CHECKLIST

General

North arrow.

Maximum scale of 1" = 50'.

Existing and proposed right-of-ways.

Existing and proposed utilities.

Existing and proposed drainage system.

Existing and proposed easements.

Existing and proposed streets, easements, and drainage systems.

Roadway

Cross-sections in accordance with subdivision regulations or an alternate section approved by the City Engineer.

All existing and proposed right-of-way width shown.

Width of all existing and proposed utility easements.

Centerline of all existing and proposed right-of-way.

All existing and proposed roadways, sidewalks and bikeways shown.

Flexible pavement design shown for the appropriate roadway classification.

All existing and proposed drainage pipes, structures, and stormwater management facilities

Drainage

2-foot contours shown unless such maps are not available. •  
Maximum interval in outside areas if 5 feet.

100-year flood elevation shown.

Stormwater Management Plan shown.

Drainage areas delineated with acreage of each shown.



Roadway and Drainage Site Plan Checklist  
Page 2

Drainage (Continued)

Proposed structures and storm drain lines shown.

Each structure has number designation.

Line size and length on all drainage pipes.

Existing drainage structures must have finish top and invert elevations.

Proposed drainage structures must have proposed inverts.

Flow arrow on pipes.

Right-of-way lines and all easements shown.

Existing and proposed utilities shown.

## WATER AND SEWER CONCEPTUAL PLAN CHECKLIST

- I. A pre-design meeting may be required for large or complicated (regarding water and sewer) projects. The developer's engineer may request this meeting before preparing preliminary construction drawings. At that time, various options in provision of water and/or sewer service would be discussed.

- II. Preliminary plans shall be approved prior to a letter of agreement and shall be reviewed for the following:

1. Name of Project: \_\_\_\_\_

2. Location: \_\_\_\_\_

3. Engineer: \_\_\_\_\_

4. Developer: Name \_\_\_\_\_

Address

5. Date Submitted: \_\_\_\_\_

6. Checked By: \_\_\_\_\_

7. Three sets of plans, a redlined set will be returned to the applicant and one retained by the Water & Sewer Department.

8. Drawn on 24"x36" Plan Sheet

9. Scale (Maximum  $i''=200'$ ).

10. 2' Contour Lines: Existing and Proposed

11. Site Location map: 1"=200' Scale or Greater

12. North Arrow

13. Show existing and proposed sewer lines with lengths, slopes, arrows of flow and manhole tops and inverts. Show existing and proposed water lines (typically on north or east side of road). Show existing and proposed pumping stations, force mains, wells, elevated tanks serving the site.

WATER AND SEWER CONCEPTUAL PLAN CHECKLIST  
Page 2

- \_\_\_ 14. Show proposed hydrant and valve location and calculation of fire flow and residual pressure at various (typically far end) hydrants. Needed fire flows must be calculated by the ISO method (AWWA Manual 31).
- \_\_\_ 15. Show existing and proposed property lines, streets with dimensions, and street names for each building in the development.
- \_\_\_ 16. Show adjacent or abutting existing utilities and proposed connection to existing or proposed utilities.
- \_\_\_ 17. Location of all stormwater facilities with proposed contours and dimensions. Include normal water, 25-year and 100-year analyses.
- \_\_\_ 18. Show size and material of existing utilities and proposed utilities (e.g. PVC or DIP).
- \_\_\_ 19. Location and typical cross section of all existing streets or utility easements.
- \_\_\_ 20. Calculation showing water and sewer flow requirements per building for the entire proposed development.
- \_\_\_ 21. Check proposed utilities in relationship to future extensions into adjacent areas. (Show all contiguous properties and note whether developed or undeveloped and their ownership.)
- \_\_\_ 22. Show cross connection control device if required contact cross connection control office at 574-5146.
- \_\_\_ 23. Revision block with date and who checked and approved revision.
- \_\_\_ 24. Date Approved: \_\_\_\_\_

WATER AND SEWER  
CONSTRUCTION PLAN CHECK LIST

1. A pre-design meeting may be required for large or complicated (regarding water and sewer) projects. The developer's engineer may request this meeting before preparing preliminary construction drawings. At that time, various options in provision of water and/or sewer service would be discussed.
- II. Preliminary plans shall be approved prior to a letter of agreement and shall be reviewed for the following:
  1. Name of Project \_\_\_\_\_
  2. Type — Water \_\_\_\_\_, Sewer \_\_\_\_\_, Gas \_\_\_\_\_, Roadway and Drainage \_\_\_\_\_.
  3. Engineer \_\_\_\_\_
  4. Developer: Name \_\_\_\_\_  
Address \_\_\_\_\_
  5. Date Submitted \_\_\_\_\_
    - A. Date to Water and Sewer Department: Water \_\_\_\_\_  
Sewer \_\_\_\_\_
  6. Checked by: \_\_\_\_\_
  7. Two sets of plans
  8. Drawn on 24" x 36" Plan Sheet
  9. Scale (maximum 1"=200')
  10. 2' Contour lines
  11. Site location map
  12. North arrow
  13. Show proposed sewer lines with arrows of flow and manhole inverts. Show proposed water lines typically on north or east side of road.
  14. Show proposed hydrant and valve location and calculation on fire flow and residual pressure at various (typically far end) hydrants.
  15. Show proposed property lines.
  16. Show adjacent or abutting existing utilities and proposed connection.
  17. Location of all stormwater facilities.
  18. Show size of existing utilities.
  19. Location and typical cross section of all existing streets or utility easements.
  20. Calculation showing water and sewer flow requirements.
  21. Check proposed utilities in relationship to future extensions in adjacent areas. (Show all contiguous properties and note whether developed or undeveloped.)
  22. Show proposed off-site extensions if required.
  23. Date approved: \_\_\_\_\_

## FINAL CONSTRUCTION PLANS

As a goal, developments of 0 to 50 lots shall be reviewed in 5 days; 51 to 100 lots in 10 days; and 101 to 800 lots in 20 days.

Review red line comments shall be returned to the engineer for second submittal. Stamped approved preliminary plans shall be included in the letter of agreement.

III. Final construction plans shall be approved prior to bidding and shall be reviewed for the following:

- \_\_\_ 1. Date submitted: \_\_\_\_\_
- \_\_\_ 2. Checked by: \_\_\_\_\_
- \_\_\_ 3. 24" x 36" plan, plan and profile sheets
- \_\_\_ 4. Two sets of plans
- \_\_\_ 5. Scale:
  - A. (Maximum 1"=50' horizontal; 1"=5' vertical on plan and profile sheets)
  - B. 1"=200' maximum plan sheets
- \_\_\_ 6. Cover sheet:
  - \_\_\_ A. Project title
  - \_\_\_ B. Developer's name and address
  - \_\_\_ C. Project Engineer
  - \_\_\_ D. Project location maps
  - \_\_\_ E. General notes
  - \_\_\_ F. Plan Index
  - \_\_\_ G. Manhole Index
  - \_\_\_ H. Benchmark Index
- \_\_\_ 7. Site plan:
  - \_\_\_ A. 2' contours
  - \_\_\_ B. Benchmark(s) location(s) shown
  - \_\_\_ C. Utility(ies) system shown
  - \_\_\_ D. Manholes numbered
  - \_\_\_ E. Lot or parcel layout
  - \_\_\_ F. Utility easements and dimensions shown
  - \_\_\_ G. Sewer system shown with flow arrows, line size
  - \_\_\_ H. Proposed utilities show size and point of connection to existing system
  - \_\_\_ I. Water valves and fire hydrants shown
  - \_\_\_ J. Lateral services shown
  - \_\_\_ K. Consistent with approved preliminary construction drawings

\_\_\_ L. Certification by engineer that all benchmarks and elevations are based on mean sea level datum and that all lines and grades are based on field survey information.

\_\_\_ M. Location of trees impacted by water or sewer construction.

\_\_\_ 8. Water:

\_\_\_ A. Size of proposed line

\_\_\_ B. Valves:

- \_\_\_ 1. Consistent with preliminary plan
- \_\_\_ 2. Station number

\_\_\_ C. Fire Hydrant:

- \_\_\_ 1. Consistent with preliminary plan
- \_\_\_ 2. Station number

\_\_\_ D. 10' horizontal and 1.5' vertical separation between water and sewer

\_\_\_ E. Services:

- \_\_\_ 1. Lot dimensions or station number on service
- \_\_\_ 2. Appropriate size service for the type of unit being constructed
- \_\_\_ 3. Meters in green areas
- \_\_\_ 4. No excessively long services
- \_\_\_ 5. Services not to be shown beyond R/W line.

\_\_\_ F. Check conflict between sanitary sewer, gas, storm drainage structures, and underground electric.

\_\_\_ G. Revised water detail sheet

\_\_\_ 9. Sewer

\_\_\_ A. Scale (vertical and horizontal)

\_\_\_ B. North arrow

\_\_\_ C. Flow line arrows shown

\_\_\_ D. Finish tops and inverts of manholes shown

\_\_\_ E. Size of line shown

\_\_\_ F. Slopes of line shown and checked for accuracy

\_\_\_ G. Length of lines shown

\_\_\_ H. Station numbers on manholes

\_\_\_ I. Deflection angle or bearing on sewer line

\_\_\_ J. Maximum 400' between manholes

\_\_\_ K. Services

- \_\_\_ 1. Lot dimension or station number on service
- \_\_\_ 2. Identify critical lots. These lots have less than 2% grade between a point 1.5 feet below floor elevation of a structure and the sewer main.
- \_\_\_ 3. Services not to go beyond R/W line

- \_\_\_\_ 4. Sewer service for every water meter
- \_\_\_\_ 5. Proposed invert at all property line cleanouts.
- \_\_\_\_ L. Conflict with storm drainage structure, water, gas, or underground electric
  - \_\_\_\_ 1. Less than 18" to be encased in concrete or D.I.P.
- \_\_\_\_ M. Pumping Stations
  - \_\_\_\_ 1. Valve on gravity line at point of connection to wet well (2' minimum - 36' maximum)
  - \_\_\_\_ 2. Size of force main
  - \_\_\_\_ 3. Air release valves
  - \_\_\_\_ 4. Emergency detail connection or generator
  - \_\_\_\_ 5. Hose bib 2" minimum service
  - \_\_\_\_ 6. Three (3) phase power available
  - \_\_\_\_ 7. Force main system curve and proposed pump curve.
  - \_\_\_\_ 8. Site plan including access roadway, stormwater management facilities, fencing, structures and landscaping
- \_\_\_\_ N. Stub outs extended beyond edge of pavement.
- \_\_\_\_ O. Tree location
  - \_\_\_\_ 1. Permits required
  - \_\_\_\_ 2. Field inspection

As a goal, plans for 0 to 50 lots shall be reviewed in 5 days; 51 to 100 lots in 10 days; and 101 to 800 lots in 20 days.

Red line comments shall be returned to the engineer for incorporation of comments and resubmittal signed and sealed by the engineer. At this time, the following additional documents shall be submitted:

- 1. DER forms and data sheets
- 2. Leon County Right-of-Way Permit (if required)
- 3. DOT permit (if required)
- 4. Easement or plats for any right-of-way not to be granted by the developer.
- 5. Construction bid schedule
- 6. Construction cost estimate

Upon satisfactory submittal of these documents, the plans shall be stamped "approved" and may be bid by the developer.

Use this approval block for Type A's Only.

<u>APPROVAL</u>	
Tallahassee-Leon County Planning Dept.	
_____	_____
Name and Title	Date

Use this approval block for Type B's, C's, and D's.

<u>APPROVAL</u>	
City Water and Sewer Dept.	
_____	_____
Name and Title	Date
City Growth Management Dept.	
_____	_____
Name and Title	Date
City Electric Dept.	
_____	_____
Name and Title	Date
City Public Works Dept.	
_____	_____
Name and Title	Date
Tallahassee-Leon County Planning Dept.	
_____	_____
Name and Title	Date



EXHIBIT I

DEFINITIONS AND ABBREVIATIONS

**Certificate of Concurrency** - a statement, related to a specified development project, that concurrency is satisfied and that a specified amount of facility capacity is reserved for a specified period of time.

**Comprehensive Plan (Comp Plan)** - the 2010 Tallahassee/Leon County Comprehensive Plan and any subsequent amendments.

**Concurrency** - the necessary public facilities and services to maintain the adopted level of service standards are available when the impacts of development occur.

**Concurrency Facilities** -

1. Arterial and collector roadways
2. Mass transit (Taltran)
3. Stormwater Management
4. Potable Water
5. Sanitary Sewer
6. Solid Waste
7. Parks and recreation facilities

**Concurrency Management System (CMS)** - the facilities inventory, capacity and demand accounting system to reflect the current status of all concurrency facilities.

**Consistency** - the development project is compatible with and furthers the goals, objectives, and policies of the Tallahassee/Leon County Comprehensive Plan and the City of Tallahassee Development Code.

**Development Order (DO)** - Any order granting, denying, or granting with conditions an application for a building permit, subdivision approval, rezoning, certification, special exception, variance, or any other official action of the local government having the effect of permitting the development of land.

**Development Review Committee (DRC)** - a committee composed of the Directors of the following City departments:

- |                      |                    |
|----------------------|--------------------|
| 1. Growth Management | 4. Water and Sewer |
| 2. Planning          | 5. Electric        |
| 3. Public Works      |                    |

Its duty is to provide professional, informed review of proposed development(s) for adequacy of public facilities and services and to review development for consistency with applicable land development regulations.

**Exemption** - a "grandfathering" of existing development or parcel from consistency and concurrency requirements of the Comprehensive Plan wherein infrastructure was in place on July 16, 1990, or other development permits or orders had been secured.

**Land Use Administrator (LUA)** - the Land Use Administrator of the Tallahassee-Leon County Planning Department.

**Land Use Compliance Certificate (LUCC)** - a certificate issued by the Land Use Administrator which verifies zoning and land use districts, determines allowable and permitted uses and specifies the appropriate review type for each application.

**Level of Service** - an indicator of the extent or degree of service provided by, or proposed to be provided by a facility based on or related to the operational characteristics of the facility.

**Part I** - an Environmental Management Ordinance provision which requires a natural features analysis of the proposed development site which must be received and approved by the Environmental Planning Division of the Growth Management Department prior to application submittal.

**Part II** - an Environmental Management Ordinance provision which requires an environmental impact analysis which evaluates proposed development impacts with the natural features which have been identified on the Part I. A Part II is approved as part of the development review process.

**Planning Commission** - a 6 member body appointed by the City Commission and the Board of County Commissioners which acts in their behalf for planning and zoning matters within the corporate limits of the City of Tallahassee and the unincorporated areas of Leon County.

**Planning Department** - Tallahassee-Leon County Planning Department

**Site Plan** - a plan of development which depicts, to scale, the site boundaries, location of all buildings, structures, uses and other pertinent development parameters for a specific parcel of land.

**Subdivision** - a Limited Partition, Minor Subdivision, or Preliminary Plat which depicts a division of land.

**Technical Coordinating Committee (TCC)** - a select group of City, County, and State employees and utility providers with technical expertise whose task it is to review land use pre-applications which will subsequently be considered by the DRC, Planning Commission, or City Commission.

**Type A Review** - This type of review allows a decision by the Director of Growth Management.

**Type B Review** - This type of review allows a decision by the Development Review Committee.

**Type C Review** - This type of review allows a decision by the Planning Commission following a public hearing after a review and recommendation by the Development Review Committee.

**Type D Review**- This type of review allows for a decision by the City Commission after a review by the Development Review Committee and the Planning Commission.

**Vesting** - a "grandfathering" of an existing development or parcel from consistency and concurrency requirements of the Comprehensive Plan wherein a determination has been made that a development has proceeded in good faith based on prior regulations but has not progressed sufficiently to be determined exempt nor has secured all necessary development orders.

**EXHIBIT II**

**DEPARTMENT TO CONTACT**

**Subdivision or Site Plan, Land Use Compliance Certificate, General Land Use Application Requirements**

Marty Black, Jean Gregory, Tony Biblo, Gordon Hansen,  
Jill Jeglie or Jorge Gonzalez  
Land Use Administration  
Tallahassee-Leon County Planning Department  
City Hall  
891-8629

**Comprehensive Plan, Consistency, Vesting or Exempt Determination**

Rick Geshwiler, Ken Davis, Glenn Berman,  
or Enid Ehrbar  
Comprehensive Planning Division  
Tallahassee-Leon County Planning Department  
City Hall  
891-8102

**Letters of Agreement, Development Review Committee, General Overall Development Information, Type A Site Plans, Limited Partition Subdivisions**

Danny Brown or Wade Pitt  
Development Coordinators  
Growth Management Department  
223 W. College Avenue  
891-8015

**Concurrency**

Dwight Arnold, Tim Allen, or Susan Denny  
Concurrency Management Division  
Growth Management Department  
223 W. College Avenue  
891-8014

**Environmental Management Ordinance, Part I and Part II Requirements**

Susan Tanski or Mark Rees  
Environmental Services Division  
Growth Management Department  
223 W. College Avenue  
891-8013

**Environmental Permits and Building Permits**

Permit Intake Unit  
Growth Management Department  
201 S. Bronough Street  
891-8121

**Building Code Interpretation, Zoning Compliance, Certificates of Occupancy**

Ronnie Spooner, Bill Tully or Jay Schuck  
Building Inspection Division  
Growth Management Department  
201 S. Bronough Street  
891-8251



# REQUEST FOR CITY LAND USE COMPLIANCE DETERMINATION

Please return completed form to:

Tallahassee-Leon County Planning Department  
Land Use Administration Division  
4th Floor City Hall, 300 South Adams Street, Tallahassee, Florida 32301

DATE: \_\_\_\_\_ TAX PARCEL ID#: \_\_\_\_\_  
PARCEL STREET ADDRESS: \_\_\_\_\_  
PARCEL SIZE: \_\_\_\_\_  
PROPOSED USE: \_\_\_\_\_ EST. BLDG. SQUARE FOOTAGE: \_\_\_\_\_  
OR  
NUMBER OF DWELLING UNITS: \_\_\_\_\_

## WILL THIS SITE BE SERVED BY:

☐ SEWER SYSTEM  
OR  
☐ SEPTIC TANK

CHECK ONE

☐ WATER SYSTEM  
OR  
☐ PRIVATE WELL

CHECK ONE

NORTH \_\_\_\_\_

SOUTH \_\_\_\_\_

WEST \_\_\_\_\_

EAST \_\_\_\_\_

IN THE BOX ABOVE (OR ATTACH A SEPARATE SHEET) PLEASE SKETCH THE APPROXIMATE SHAPE OF THE SITE, AND LIST ON THE LINES PROVIDED THE CURRENT LAND USES ON THOSE PROPERTIES ADJACENT TO THE SITE OR DIRECTLY ACROSS THE STREET. IF THE SITE IS ADJACENT TO MORE THAN ONE OTHER PROPERTY IN ANY DIRECTION, PLEASE LIST THE USES ON ALL THE ADJACENT PROPERTIES.

NOTE: ANY ENVIRONMENTAL CONSTRAINTS FOUND ON THE SITE MAY LIMIT THE EXTENT AND/OR LOCATION OF POTENTIAL DEVELOPMENT.

APPLICANT \_\_\_\_\_  
(Please Print)

(Signature)

I ATTEST THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.

MAILING ADDRESS: \_\_\_\_\_

DAY PHONE# \_\_\_\_\_

THE APPLICANT ASSUMES RESPONSIBILITY FOR THE ACCURACY OF ALL INFORMATION PROVIDED, AND MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION BEFORE A COMPREHENSIVE PLAN CONSISTENCY DETERMINATION CAN BE MADE

LUS 00011

# CERTIFICATE OF LAND USE COMPLIANCE

Number CC-\_\_\_\_\_

ISSUED TO - Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Address: \_\_\_\_\_

PROPERTY TAX PARCEL I.D. NUMBER: \_\_\_\_\_

PARCEL ACREAGE: \_\_\_\_\_ ZONING DISTRICT: \_\_\_\_\_

This document certifies that the above lands are eligible for the development of \_\_\_\_\_

Subject to the following sequence of reviews and required approvals:

- ☐ 1. Type A Site Plan Review ☐ 2. Pre-Application Conference ☐ 3. Concurrence Certificate ☐ 4. Type B Site Plan Review
- Contact Growth Management at 891-8015 Contact Land Use Administration at 891-8629 Contact Concurrence Management at 891-8014 Contact Land Use Administration at 891-8629
- ☐ 5. Type C Site Plan Review ☐ 6. Type D Site Plan Review ☐ 7. Environmental Permit ☐ 8. Building Permit/Certificate of Occupancy
- Contact Land Use Administration at 891-8629 Contact Land Use Administration at 891-8629 Contact Environment Management at 891-8013 Contact Building Inspection at 891-8251

In the event that the property is to be divided or subdivided, the following review process will be required:

- ☐ Limited Partition ☐ Minor Subdivision ☐ Preliminary Plat/Final Plat
- Contact Growth Management at 891-8015 Contact Land Use Administration at 891-8629 Contact Land Use Administration at 891-8629

Subsequent permitting and site plan review may limit the ability to construct the above described development. This certificate is exclusive to the terms and conditions herein and is valid under the 2010 Comprehensive Plan, the Zoning and Site Plan Review Ordinance, and Subdivision Regulations in effect at the date of issuance. Amendments to the 2010 Comprehensive Plan or to the land development regulations may alter the terms and conditions of this certificate. Subsequent determination of the presence of environmental conservation or preservation features on-site may result in a higher review level. The decision of this certificate is appealable to the Planning Commission pursuant to Section 5.3.(G)(6) of the Zoning and Site Plan Review Ordinance.

Date Issued \_\_\_\_\_

Martin P. Black, AICP  
Chief of Land Use Administration



Tallahassee - Leon County  
Planning Department

Please return completed form to:

# REQUEST FOR CITY LAND USE COMPLIANCE DETERMINATION

Tallahassee-Leon County Planning Department  
Land Use Administration Division  
4th Floor City Hall, 300 South Adams Street, Tallahassee, Florida 32301

DATE: _____	TAX PARCEL ID#: _____
	PARCEL STREET ADDRESS: _____
	PARCEL SIZE: _____
PROPOSED USE: _____	EST. BLDG. SQUARE FOOTAGE: _____
	OR
	NUMBER OF DWELLING UNITS: _____

WILL THIS SITE BE SERVED BY:			
<input type="checkbox"/> SEWER SYSTEM OR <input type="checkbox"/> SEPTIC TANK	CHECK ONE	<input type="checkbox"/> WATER SYSTEM OR <input type="checkbox"/> PRIVATE WELL	CHECK ONE

NORTH \_\_\_\_\_

WEST \_\_\_\_\_

EAST \_\_\_\_\_

SOUTH \_\_\_\_\_

IN THE BOX ABOVE (OR ATTACH A SEPARATE SHEET) PLEASE SKETCH THE APPROXIMATE SHAPE OF THE SITE, AND LIST ON THE LINES PROVIDED THE CURRENT LAND USES ON THOSE PROPERTIES ADJACENT TO THE SITE OR DIRECTLY ACROSS THE STREET. IF THE SITE IS ADJACENT TO MORE THAN ONE OTHER PROPERTY IN ANY DIRECTION, PLEASE LIST THE USES ON ALL THE ADJACENT PROPERTIES.

**NOTE: ANY ENVIRONMENTAL CONSTRAINTS FOUND ON THE SITE MAY LIMIT THE EXTENT AND/OR LOCATION OF POTENTIAL DEVELOPMENT.**

APPLICANT _____ <small>(Please Print)</small>	_____ <small>(Signature)</small> I ATTEST THAT THE INFORMATION ABOVE IS TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE.
--	---

MAILING ADDRESS: \_\_\_\_\_

\_\_\_\_\_

DAY PHONE# \_\_\_\_\_

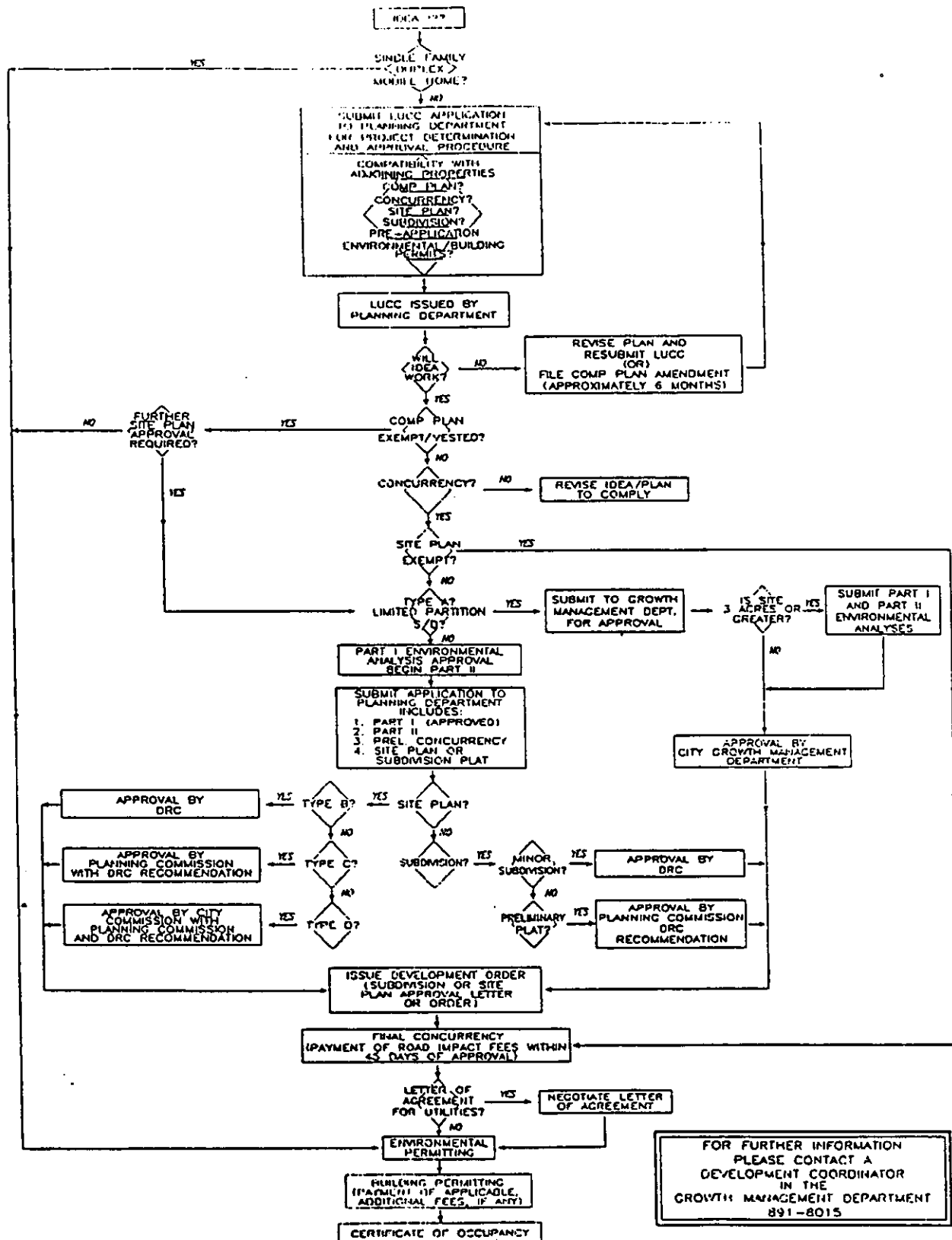
  

THE APPLICANT ASSUMES RESPONSIBILITY FOR THE ACCURACY OF ALL INFORMATION PROVIDED, AND MAY BE REQUIRED TO FURNISH ADDITIONAL INFORMATION BEFORE A COMPREHENSIVE PLAN CONSISTENCY DETERMINATION CAN BE MADE

LUS 00021



# OVERVIEW LAND DEVELOPMENT REVIEW AND APPROVAL PROCESS



# CITY OF TALLAHASSEE SITE PLAN PROCESS SUMMARY

TYPE OF SITE PLAN PROCESS	DECISION-MAKING BODY	FILING DEADLINE	REVIEW TIME FRAME	FILING FEES	SUBMITTAL MATERIALS	PUBLIC NOTICE
TYPE "A" (refer to the "City of Tallahassee Site Plan Review Thresholds")	Growth Management Department (for information call 891-8015)	Once a week (refer to the "Growth Management Department Type A Site Plan Procedures")	Five (5) or ten (10) working days	<i>Residential:</i> \$100.00 plus \$5.00 per dwelling unit; <i>Non-Residential:</i> \$100.00 plus \$.009 per square footage of building and parking area	Refer to the "Growth Management Department Type A" Site Plan With Concurrence Checklist" or the "Growth Management Department Type A" Site Plan Without Concurrence Checklist"	None, except if site plan contains more than 10,000 square feet of building area and/or 10 single-family or duplex units or 20 multi-family units, the adjoining owners receive a notice after the approval
TYPE "B" (refer to the "City of Tallahassee Site Plan Review Thresholds")	Development Review Committee (for information contact the Planning Department at 891-8629)	Twice a month (refer to the "City of Tallahassee Review Cycles 1994-1995")	Thirty (30) calendar days (approximately)	<i>Residential:</i> \$400.00 plus \$5.00 per dwelling unit; <i>Non-Residential:</i> \$400.00 plus \$.009 per square footage of building and parking area	Refer to the "City of Tallahassee Site Plan Review Completeness Determination Checklist"	(1) All property owners within 500 feet of the subject site receive a mail notice; (2) A sign is posted on the subject site; and (3) A notice is printed in the newspaper
TYPE "C" (refer to the "City of Tallahassee Site Plan Review Thresholds")	Planning Commission (for information contact the Planning Department at 891-8629)	Twice a month (refer to the "City of Tallahassee Review Cycles 1994-1995")	Sixty (60) calendar days (approximately)	<i>Residential:</i> \$650.00 plus \$5.00 per dwelling unit; <i>Non-Residential:</i> \$650.00 plus \$.009 per square footage of building and parking area	Refer to the "City of Tallahassee Site Plan Review Completeness Determination Checklist"	(1) All property owners within 500 feet of the subject site receive a mail notice; (2) A sign is posted on the subject site; and (3) A notice is printed in the newspaper
TYPE "D" (refer to the "City of Tallahassee Site Plan Review Thresholds")	City Commission (for information contact the Planning Department at 891-8629)	Twice a month (refer to the "City of Tallahassee Review Cycles 1994-1995")	Ninety (90) to one-hundred and twenty (120) calendar days (approximately)	<i>Residential:</i> \$850.00 plus \$5.00 per dwelling unit; <i>Non-Residential:</i> \$850.00 plus \$.009 per square footage of building and parking area	Refer to the "City of Tallahassee Site Plan Review Completeness Determination Checklist"	(1) All property owners within 500 feet of the subject site receive a mail notice; (2) A sign is posted on the subject site; and (3) A notice is printed in the newspaper

**Note:** A pre-application conference is required for all Type "B," "C," and "D" Site Plans. The above-referenced time-frames do not reflect pre-application conferences. For information on pre-application conferences, refer to the "City of Tallahassee Pre-Application Meeting Requirements" or contact the Planning Department at 891-8629.

**Note:** The Planning Department reviews Type "A" Site Plans for properties owned by the Leon County School Board, properties in historic overlay districts, and applications for governmental right-of-way takings. For information on these types of applications, contact the Planning Department at 891-8629.



TRANSPORTATION IMPACT FEES AS OF 4/26/94  
(DRAFT)

LU#	LAND USE	UNIT TYPE	NE FEE PER UNIT	SE FEE PER UNIT	NW FEE PER UNIT	SW FEE PER UNIT	COUNTY FEE PER UNIT
0	NONE	N/A	0	\$0	\$0	\$0	0
1	SINGLE FAMILY DETACHED HOUSE	DU	\$330	\$146	\$331	\$0	\$178
2	MULTIFAMILY	DU	\$201	\$89	\$202	\$0	\$109
3	MOBILE HOME	DU	\$158	\$70	\$159	\$0	\$85
4	HOTEL	ROOM	\$215	\$95	\$216	\$0	\$116
5	MOTEL	ROOM	\$252	\$112	\$253	\$0	\$136
6	HOSPITAL	sf (x 1000)	\$550	\$244	\$552	\$0	\$297
7	NURSING HOME/ACLF	BED/DU	\$86	\$38	\$86	\$0	\$46
8	MEDICAL OFFICE	sf (x 1000)	\$868	\$384	\$871	\$0	\$469
9	VETERINARY CLINIC	sf (x 1000)	\$757	\$335	\$760	\$0	\$409
10	OFFICE (< 100,000)	sf (x 1000)	\$742	\$329	\$745	\$0	\$401
11	OFFICE (100,000-200,000)	sf (x 1000)	\$564	\$250	\$566	\$0	\$305
12	OFFICE (> 200,000 SF)	sf (x 1000)	\$525	\$232	\$527	\$0	\$283
13	RESEARCH AND DEVELOPMENT	sf (x 1000)	\$350	\$155	\$351	\$0	\$189
14	RETAIL (< 50,000 SF)	sf (x 1000)	\$1,949	\$863	\$1,956	\$0	\$1,052
15	RETAIL (50,000-99,999 SF)	sf (x 1000)	\$1,300	\$575	\$1,305	\$0	\$702
16	RETAIL (100,000-299,999 SF)	sf (x 1000)	\$1,437	\$636	\$1,443	\$0	\$776
17	RETAIL (300,000-499,999 SF)	sf (x 1000)	\$1,048	\$464	\$1,053	\$0	\$566
18	RETAIL (500,000-999,999 SF)	sf (x 1000)	\$949	\$420	\$953	\$0	\$512
19	RETAIL (1,000,000-1,250,000 SF)	sf (x 1000)	\$874	\$387	\$877	\$0	\$472
20	RETAIL (> 1,250,000 SF)	sf (x 1000)	\$858	\$380	\$861	\$0	\$463
21	RESTAURANT: SIT-DOWN	sf (x 1000)	\$3,137	\$1,389	\$3,150	\$0	\$1,694
22	RESTAURANT: DRIVE-IN	sf (x 1000)	\$6,748	\$2,988	\$6,775	\$0	\$3,644
23	SUPERMARKET	sf (x 1000)	\$1,534	\$679	\$1,540	\$0	\$829
24	CONV STORE W/OUT GAS PUMPS	sf (x 1000)	\$7,307	\$3,235	\$7,336	\$0	\$3,946
25	CONV STORE WITH GAS PUMPS(1)	GAS PUMP	\$1,096	\$485	\$1,100	\$0	\$592
26	SERVICE STATION(1)	GAS PUMP	\$1,096	\$485	\$1,100	\$0	\$592
27	AUTO REPAIR	sf (x 1000)	\$777	\$344	\$780	\$0	\$420
28	FURNITURE STORE	sf (x 1000)	\$86	\$38	\$86	\$0	\$46
29	NURSERY (GARDEN CENTER)	sf (x 1000)	\$715	\$317	\$718	\$0	\$386
30	NEW & USED CAR SALES	sf (x 1000)	\$1,126	\$498	\$1,130	\$0	\$608
31	BUILDING MATERIALS & LUMBER	sf (x 1000)	\$494	\$219	\$496	\$0	\$267
32	CHURCH	sf (x 1000)	\$229	\$101	\$230	\$0	\$123
33	DAY CARE CENTER	sf (x 1000)	\$1,634	\$723	\$1,640	\$0	\$882
34	PRIVATE SCHOOL	sf (x 1000)	\$1,225	\$542	\$1,230	\$0	\$662
35	LIBRARY	sf (x 1000)	\$1,350	\$598	\$1,355	\$0	\$729
36	UNIVERSITY CLASSROOM	sf (x 1000)	\$163	\$72	\$164	\$0	\$88
37	GOLF COURSE	ACRE	\$165	\$73	\$165	\$0	\$89
38	PARK	ACRE	\$105	\$46	\$105	\$0	\$57
39	RACQUET&HEALTH CLUB & GYM	sf (x 1000)	\$393	\$174	\$394	\$0	\$212
40	MOVIE THEATER	sf (x 1000)	\$1,307	\$579	\$1,313	\$0	\$706
41	BANK/S&L : WALK-IN	sf (x 1000)	\$1,878	\$832	\$1,886	\$0	\$1,014
42	BANK/S&L : DRIVE-IN (Square feet)	sf (x 1000)	\$2,877	\$1,274	\$2,888	\$0	\$1,554
42W	BANK/S&L : DRIVE-IN (Window/ATM)(2)	Wind/ATM	\$4,086	\$1,809	\$4,102	\$0	\$2,207
43	SELF-SERVE CAR WASH	STALL	\$2,384	\$1,056	\$2,394	\$0	\$1,288
44	MANUFACTURING	sf (x 1000)	\$253	\$112	\$254	\$0	\$137
45	WAREHOUSE, LIGHT INDUST, HANGAR	sf (x 1000)	\$167	\$74	\$167	\$0	\$90
46	MINI-WAREHOUSE	sf (x 1000)	\$86	\$38	\$86	\$0	\$46
47	RECREATIONAL COMMUNITY CNTR	sf (x 1000)	\$480	\$212	\$482	\$0	\$259
48	NONE	N/A	0	\$0	\$0	\$0	0

(1)This category allows up to 800 square feet of convenience store as ancillary use.

(2)This category allows up to 1,420 square feet of bank building per window as ancillary use.

Pinellas County

**BUILDING**

<b>1.) GENERAL NOTES</b>	
Where the valuation does not exceed \$500.00, no permit shall be required unless an inspection is necessary, in which case there shall be a minimum fee of \$25.00. Exception: No permit is required for uncovered flat slabs of no greater than 50 sq. ft., for work of a strictly cosmetic nature (painting, wallpapering, carpeting, kitchen cabinets, etc.), or roof work less than \$500 in value.	
Plan Review (Charges on original plan review, revisions, and interiors). Additional review fees may be charged to plans that require a third review for the same previously noted deficiency within any pertinent divisions. Can be charged per division for subsequent review on a percentage basis.	0.02 Per Sq.Ft.
Change of Contractor (All Divisions) Minimum Permit Fee shall be Minimum Commercial Plan Review Fee Duplicate Certificate of Occupancy Refund Fee (No refund of permits of \$25 or less, unless issued in error on part of County; no refund if work has commenced or if permit is over 180 days old). Fire damage pre-permit inspection (Includes all Divisions) All Remodel/Rehab Fees shall be calculated the same as new construction, based on the area being remodeled.	25.00 Per Division 25.00 Per Division 25.00 5.00 Each 25.00 Each  40.00 Each
<b>2.) BUILDING PERMIT FEES</b>	
Shall be charged at the rate shown below on the gross area of the building. Residential Buildings* Commercial Buildings* Foundation Only Paving Threshold Building (Charged on all buildings that meet State of Florida definition of a threshold building)	0.08 Per Sq. Ft. 0.05 Per Sq. Ft. 0.01 Per Sq. Ft. 0.03 Per Sq. Yd. 0.04 Per Sq. Ft.
* Fee includes: paving, roofing, porches, fireplaces, and screen rooms on plans.	
<b><u>MISCELLANEOUS BUILDING FEES:</u></b> Antenna (Includes Electric) Aluminum Birdcage (Pool Enclosure) Aluminum Structure Aluminum Mobile Home Package (Includes Carport, Screen Room, Raised Slab, Utility Shed, Driveway) Construction Trailer Demolition Fence (S.F.R.) Fence (Other) Tanks (All Types, including Gas and Oils) (550 Gallons and Over) Mobile Home on Lot, Sales Trailer Moving of Building Only Pre-move Inspection	40.00 Each 0.04 Per Sq. Ft. 0.08 Per Sq. Ft. 50.00 Per Pkg  25.00 Each 25.00 Each 25.00 Each 10.00 Per 100 Ft. 40.00 Each 60.00 Each 45.00 Each 30.00 Each

<b><u>MISCELLANEOUS BUILDING FEES (Cont.):</u></b>	
Reroof - Residential	25.00 Each
Reroof - Commercial - 1 <sup>st</sup> 20 Squares -	25.00 Each
Each Additional 20 Squares or Fraction Thereof	5.00
Retaining Walls	0.25 Per Lin. Ft.
Sand Filter	40.00 Each
Seawalls	0.25 Per Lin. Ft.
Signs (Billboard, Pylon or Pole Signs)	50.00 Each
Signs (Wall)	25.00 Each
Siding, Soffit & Fascia (all types)	25.00 Each
Site/Foundation	25.00 Each
Structures-Other (Screen Room, Raised Slab, Shed)	25.00 Each Minimum
Spa/Swimming Pool (Solar Heating Included), with deck	40.00 Each
Swimming Pool Above Ground, without Deck, Vinyl Liner, Includes Electric Fee	25.00 Each
Tents - Commercial	0.05 Per Sq. Ft.
Tents - Noncommercial	25.00 Each
<b>3.) ELECTRICAL PERMIT FEES</b>	
Shall be charged at rate shown below on the gross area of the building.	
Residential Building **	0.04 Per Sq. Ft.
Commercial Electric **	0.03 Per Sq. Ft.
Commercial Alarm Systems and Low Voltage	0.02 Per Sq. Ft.
<b><u>MISCELLANEOUS ELECTRICAL FEES:</u></b>	
Sales Trailer	40.00 Each
Mobile Home	40.00 Each
Saw Pole, Power Pole, Const. Trailer, Pedestal, Well Pump	25.00 Each
Residential Service Change	25.00 Each
Commercial Service Change	40.00 Each
Commercial Alarm (Minimum Fee)	40.00 Each
Residential Alarm	25.00 Each
Recertification of Electric Service	25.00 Each
**Fee includes saw pole or power pole.	
<b>4.) PLUMBING PERMIT FEES</b>	
Shall be calculated on the gross area of building as shown below:	
Residential Building	0.05 Per Sq. Ft.
Commercial (Water, Sewer, and Water Heater - Each Count as One Fixture)	15.00 Per Fixture
<b><u>MISCELLANEOUS PLUMBING FEES</u></b>	
Construction Trailer	25.00 Each
Mobile Home On Lot, Sales Trailer	40.00 Each
Solar Water Heater (Fee Includes Building and Electric, If Required)	25.00 Each
Water Conditioner	25.00 Each
Utility Site Work, Sewer and Water (Per 100 Feet or Fraction Thereof)	25.00 Per 100 Ft.
Replace Main Cold Water Supply (Per 100 Feet or Fraction Thereof)	25.00 Per 100 Ft.

<b>5.) MECHANICAL PERMIT FEES</b>	
Shall be calculated on the gross area of building as shown below:	
Residential Building Area	0.03 Per Sq. Ft.
Commercial (Conditioned Space)	0.03 Per Sq. Ft.
Fire Sprinkler System	0.03 Per Sq. Ft.
<b>MISCELLANEOUS MECHANICAL:</b>	
Air Conditioning Equal Change-Out Incl. Electric	40.00 Each
Solar, Heating, Cooling and Heat Recovery (Includes Building, Plumbing and Electric if Required)	25.00 Each
Mobile Home, Sales Trailer	40.00 Each
Commercial Hood, Refrigeration, Chemical System, Boiler, Spray Booth etc.	50.00 Each
Construction Trailer	25.00 Each
<b>6.) GAS PERMIT FEES</b>	
Residential	25.00 Per Unit
Commercial	15.00 Per Appliance
Water Heater Gas - Electric Conversion	25.00 Each
<b>7.) FIRE PERMIT FEES</b>	
Fire Inspection (Not Charged on One or Two Family Residential Units)	25.00 Per Unit
Minimum Fire Fee	25.00
<b>8.) REINSPECTION FEE</b>	15.00 Each
<b>9.) AFTER THE FACT PERMITS</b>	
The "After-The-Fact" permit fees shall be double the normal fee. Any subsequent "After-The-Fact" permit issued to the same contractor within the previous twelve (12) months shall be ten (10) times the normal fee.	
<b>10.) APPEALS</b>	
Fire Prevention Material and Codes	50.00
Building Materials and Codes	50.00
Electrical Materials and Codes	50.00
Plumbing Materials and Codes	50.00
Swimming Pool Materials and Codes	50.00
Gas Materials and Codes	50.00
Mechanical Materials and Codes	50.00
For statistical use only the estimated cost of construction used on the permit shall be taken from the latest building valuation data published by Southern Building Code Congress for Florida.	
<b>11.) CERTIFICATE OF COMPETENCY EXAMINATION</b>	
Examination Fee	110.00
Registration Fee	30.00
Certificate of Competency and Registration Yearly Renewal Fee	30.00



NOTICE OF COMMENCEMENT

Florida Statute 713 requires for building projects more than \$2500.00 that an owner or his authorized agent record a Notice of Commencement in the Clerk's Recording Office at any of the following locations:

North-county: 29582 U.S. 19 No., Clearwater 34621, ph. 462-4924

Mid-county: Main Courthouse, 315 Court St., Clearwater 34616, ph. 462-3204

South-county: 541 1st Ave. No., St. Petersburg 33701, ph. 892-7771

The cost to file a Notice of Commencement is:

1 page filing fee	\$ 6.00
1 page certified copy fee	2.00
2 page filing fee	\$10.50
2 page certified copy fee	3.00

You may mail the Notice of Commencement to the Clerk's Recording Office at any of the above addresses. Send a stamped envelope addressed to the owner or owner's agent if you wish to have this mailed to you.

A recorded copy must be posted at the time of the first inspection or a notarized statement that the Notice of Commencement has been filed for recording along with a copy thereof.

The owners signature must be notarized on the Notice of Commencement.

You must indicate at the bottom of the Notice where it is to be mailed after it is recorded by the Clerk's Office.

The Parcel I.D. Number may be obtained from your property tax bill or by contacting the Property Appraiser at 462-3207.

## SUMMARY OF ZONING ORDINANCE 90-1 AS AMENDED PINELLAS COUNTY GOVERNMENT

NOTICE TO USERS OF THIS SUMMARY: This summary is provided to be a convenient reference and generalized guide to the Zoning Ordinance. It does not contain the complete requirements of the ordinance, and should only be used for "quick reference". It should NEVER be substituted for the complete ordinance and one should always consult the ordinance prior to planning for the use of property. Copies of the ordinance are available in the Pinellas County Zoning Division.

ZONING DISTRICTS	PERMITTED	MIN. LOT SIZE		MIN. YARD SETBACKS			MAX. BUILD HEIGHT	MAX. LOT COVER.	OPEN SPACE REQ.
		AREA	WIDTH x DEPTH	FRONT	SIDE	REAR			
A-E Agricultural Estate Residential	Single family dwellings, general agricultural and livestock for owner's use only. General agriculture if specifically approved by the Board of County Commissioners.	2 Acres	90'x100'	50'	25'	25'	35'	25%	40%
E-1 Estate Residential	Single family dwellings, home occupations, guest cottage, agriculture and livestock for owner's use only.	32,670 sq. ft.	125'x125'	25'	15'	20'	35'	50%	40%
R-R Rural Residential	Single family dwelling, home occupations, guest cottages, agriculture and livestock for owner's use only.	16,000 sq. ft.	90'x100'	25'	10'	15'	35'	50%	40%
R-1 Single Family Residential	Single family dwelling, home occupation, guest cottages.	9,500 sq. ft.	80'x90'	25'	8'	10'	35'	-	25%
R-2 Single Family Residential	Single family dwelling, guest cottages, home occupations.	7,500 sq. ft.	70'x80'	20'	7'	10'	35'	-	25%

# SUMMARY OF ZONING ORDINANCE PINELLAS COUNTY GOVERNMENT March 1, 1990, As Amended

ZONING DISTRICTS	PERMITTED	MIN. LOT SIZE AREA    WIDTH x DEPTH	MIN. YARD SETBACKS FRONT    SIDE    REAR (Consult ordinance for multiple frontage properties.)	MAX. BUILD HEIGHT	MAX. LOT COVER.	OPEN SPACE REQ.
R-3 Single Family Residential	Single family dwelling, guest cottages, home occupations.	6,000 sq. ft.    60'x80'	20'            6'            10'	35'	-	25%
R-4, 1, 2 & 3 Family Residential	Single family, duplex, triplex dwellings, home occupations, guest cottages (single family).	7,500 sq. ft.    75'x80'	25'            7.5'            10'	35'	-	25%
R-6 Mobile Home Parks & Subdiv.	Mobile home parks and mobile home subdivisions.	PARKS:    150'x200' 15 acres 3,500 sq. ft. per lot  SUBDIVISIONS: 10 acres    60'x80' 6,000 sq. ft. per lot	25'            6'            10'	35'	40%	25%
RM Multiple Family Residential	Single family, duplex, triplex, multi-family dwellings, home occupations.	7,500 sq. ft.    75'x80'	25'            7.5' for 1 family dwelling 15' for multis.    10' for 1 family dwelling 20' for multis.  (SEE ORDINANCE FOR ADDITIONAL INFORMATION.)	35'	40%	20%
RPD Residential Planned Development	Single family, multi-family, accessory uses to serve residents of the district and utilities.	RPD-0.5    2 acres RPD-1       2 acres RPD-2.5    2 acres RPD-5       2 acres RPD-7.5    2 acres RPD-10     2 acres RPD-12.5   2 acres	(SEE ORDINANCE)	35' Single Family 70' Multi- family	40%	20%
PRR Planned Residential Resort	Single family dwelling, multi-family dwelling, transient guest accommodations.	PRR-0.5    50 acres PRR-1       50 acres PRR-2.5    50 acres PRR-5       50 acres PRR-7.5    50 acres PRR-10     50 acres PRR-12.5   50 acres	(SEE ORDINANCE)	35' Single Family 70' Multi- family	40%	25%

**SUMMARY OF ZONING ORDINANCE  
PINELLAS COUNTY GOVERNMENT  
March 1, 1990, As Amended**

ZONING DISTRICTS	PERMITTED	MIN. LOT SIZE		MIN. YARD SETBACKS			MAX. BUILD HEIGHT	MAX. LOT COVER.	OPEN SPACE REQ.
		AREA	WIDTH x DEPTH	FRONT	SIDE	REAR			
P-I Professional Offices	Offices, clinics, studios, funeral homes.	6,000 sq. ft.	60'x80'	25'	15'	15'	75' (35' when located within 50' of res. zone.)	40% FAR	20%
P-IA Limited Office	Limited office and professional uses.	6,000 sq. ft.	60'x80'	25'	20'	20'	35' (20' when abutting a single family zone.)	20% FAR	25%
CP Commercial Parkway	Residential, commercial, restaurants, hotels, motels, offices, institutions, research.	1 acre	150'x200'	50' fronting on major arterial; 25' on minor roadways; 25' side & rear.			35' CP-1 50' CP-2	SEE ORD.	25%
CR Commercial Recreation	Travel trailer parks, campgrounds, marinas, golf courses, stables, parks, fish camps, utilities.	1 acre (upland)	150'x200'	35'	20' (SEE ORDINANCE)	20'	50'	35%	10%
C-1 Neighborhood Commercial	Retail business of neighborhood scale, personal services, service stations, uses in P-I district.	6,000 sq. ft.	60'x80'	25'	None unless abutting residential use (SEE ORDINANCE).		35' (SEE ORD.)	30% FAR	20%
C-2 General Commercial	Retail sales, bowling alleys, dry cleaners, auto repair of limited nature, repair of household items, service stations,	10,000 sq. ft.	80'x100'	25'	None unless abutting residential use (SEE ORDINANCE).		50' (35' when located within 50' of res. zone.)	FAR (SEE ORD.)	(SEE ORD.)
C-3 Wholesale Warehousing & Industrial Support	Warehousing and wholesale.	12,000 sq. ft.	80'x100'	25'	None unless abutting residential use (SEE ORDINANCE).		75' (35' when located within 50' of res. zone.)	50% FAR	15%

# SUMMARY OF ZONING ORDINANCE PINELLAS COUNTY GOVERNMENT March 1, 1990, As Amended

ZONING DISTRICTS	PERMITTED	MIN. LOT SIZE AREA    WIDTH x DEPTH	MIN. YARD SETBACKS FRONT    SIDE    REAR (Consult ordinance for multiple frontage properties.)	MAX. BUILD HEIGHT	MAX. LOT COVER.	OPEN SPACE REQ.
IPD Industrial Planned Develop.	High quality industrial parks along with accessory support services.	50 acres    100'x200'  See Ordinance.	50'arterial    10'            10'  25' minor street	75' (35' when located within 50' of res. zone.)	50% FAR	15%
M-1 Light Mnftng. & Industry	Light industrial uses (See ordinance for specific industrial uses).	12,000       80'x100' sq. ft.	25'            10'            10'	75' (35' when located within 50' of res. zone.)	60% FAR  50% Lot Cover	15%
M-2 Mnftng. & Industry	Public service facilities, any use in M-1, concrete plants, mnftng. plants and similar uses.	25,000       100'x200' sq. ft.	25'            20'            20'	100'	70% FAR  50% Lot Cover	5%
AL Aquatic Lands	Parks and recreation areas, wild life management, docks and piers, boating and fishing.	SUBJECT TO SITE PLAN REVIEW				
P/C Preservation Conservation	SEE ORDINANCE.	SEE ORDINANCE.	25'       25'       25'	35'	5%	-
PSP Public/ Semi-Public	Schools, museums, hospitals, nursing homes, government facilities.	1 acre       100'x100'	25'       20'       20'	50'	65% FAR	15%
WPO Wellhead Protection Overlay District	SEE UNDERLYING ZONING DISTRICT AND CONSULT ORDINANCE.					
HPO Historical Preservation Overlay	SEE UNDERLYING ZONING DISTRICT AND CONSULT ORDINANCE.					

**SUMMARY OF ZONING ORDINANCE  
PINELLAS COUNTY GOVERNMENT  
March 1, 1990, As Amended**

ZONING DISTRICTS	PERMITTED	MIN. LOT SIZE		MIN. YARD SETBACKS			MAX. BUILD HEIGHT	MAX. LOT COVER.	OPEN SPACE REQ.
		AREA	WIDTH x DEPTH	FRONT	SIDE	REAR			
IL Institutional Limited	Churches, synagogues, public or private elementary or middle schools, libraries, day care centers, facilities for fraternal or civic organizations.	1 acre	100'x100'	25'	15'	15'	50' when abutting any single family res. area	65% FAR	15%
APO Archaeo- logical Preservation Overlay	SEE UNDERLYING ZONING DISTRICT AND CONSULT ORDINANCE.								

724709

## CENTRAL PERMIT RECEIPT FORM

REF. NO. \_\_\_\_\_

Pinellas County

PLEASE TYPE OR PRINT

440 COURT ST., CLEARWATER, FL 34616

FIRST

LAST

OWNER NAME: \_\_\_\_\_ TEL: \_\_\_\_\_

OWNER ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

ARCHITECT / EGR: \_\_\_\_\_ TEL: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_ TEL: \_\_\_\_\_ FCILB # \_\_\_\_\_

CONTR. COMPANY: \_\_\_\_\_ PCCLB # \_\_\_\_\_

CONTR. ADDRESS: \_\_\_\_\_ CONTR. DIVISION: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

CONSTR. ADDRESS: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE: FL ZIP: \_\_\_\_\_

PROJECT NAME/SUBPROJECT NAME: \_\_\_\_\_

SUBDIVISION: \_\_\_\_\_

SECTION: \_\_\_\_\_ TWP: \_\_\_\_\_ RANGE \_\_\_\_\_ SUBDIV. NO: \_\_\_\_\_ BLOCK \_\_\_\_\_ LOT: \_\_\_\_\_

ZONING: \_\_\_\_\_ BY \_\_\_\_\_ UNITS \_\_\_\_\_ OF \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_ REQ'D ELEV. \_\_\_\_\_ EGR. BY \_\_\_\_\_

SETBACKS

C.O.C. NO. \_\_\_\_\_ EPI \_\_\_\_\_

OCCUPANCY \_\_\_\_\_



MAX. HGT. \_\_\_\_\_

TYPE CONSTRUCTION I II III IV V VI

DATE \_\_\_\_\_

CONDITIONED AREA \_\_\_\_\_ SQ. FT.

RADON AREA \_\_\_\_\_ SQ. FT.

FRONT

AREA \_\_\_\_\_ SQ. FT. X RATE \$ \_\_\_\_\_ PER SQ. FT. = EVALUATION \$ \_\_\_\_\_

MISC. INFO. \_\_\_\_\_

WORK DESCRIPTION: \_\_\_\_\_

PERMIT NO. \_\_\_\_\_

Zoning \$ \_\_\_\_\_

Tree Removal \$ \_\_\_\_\_

Building \$ \_\_\_\_\_

Radon \$ \_\_\_\_\_

Sea Wall \$ \_\_\_\_\_

Water Tap \$ \_\_\_\_\_

Impact \$ \_\_\_\_\_

Back Flow \$ \_\_\_\_\_

Utility Con \$ \_\_\_\_\_

Tap \$ \_\_\_\_\_

In Lieu \$ \_\_\_\_\_

Fire District \$ \_\_\_\_\_

Transportation \$ \_\_\_\_\_

☐ Paid☐ Not Paid

I hereby swear (or affirm) that the information provided in applications for the above indicated permits is true and complete to the best of my knowledge.

SIGNATURE \_\_\_\_\_

DATE \_\_\_\_\_



# Pinellas County Building Department

## Application for Construction in Flood Zone

440 Court St., Clearwater, FL 34616  
(813) 464-3241  
FAX 464-3886

(PLEASE TYPE OR PRINT)

APPLICANT \_\_\_\_\_ PROPOSED LOWEST ELEVATION \_\_\_\_\_ NGVD  
(AS REQUIRED BY V or A BELOW)

CONSTRUCTION ADDRESS \_\_\_\_\_ CITY \_\_\_\_\_ ZIP \_\_\_\_\_

LOT \_\_\_\_\_ BLOCK \_\_\_\_\_ SUBDIVISION \_\_\_\_\_ SEC \_\_\_\_\_ TWP \_\_\_\_\_ RGE \_\_\_\_\_

DESCRIPTION OF WORK: COMMERCIAL ☐ NEW RESIDENCE ☐ MOBILE HOME ☐ ADDITION ☐ EXCAVATION ☐  
FILL ☐ GRADING ☐ OTHER ☐ (SPECIFY) \_\_\_\_\_

I CERTIFY THAT THIS APPLICATION, TOGETHER WITH PLANS AND SPECIFICATIONS, SHOWS A TRUE REPRESENTATION OF CONSTRUCTION TO BE ACCOMPLISHED UNDER THIS PERMIT. IT IS UNDERSTOOD THAT ANY DEVIATIONS FROM THE ORIGINAL DOCUMENTS WILL RENDER THE PERMIT ISSUED UNDER THIS APPLICATION NULL AND VOID UNLESS APPROVED BY THE BUILDING DIRECTOR. THE PERMIT ISSUED UNDER THIS APPLICATION IS INVALID AFTER 180 DAYS IF THE PROJECT IS NOT STARTED AND THERE WILL BE NO REFUND. I AGREE TO CONFORM TO ALL BUILDING DEPARTMENT REGULATIONS AND PINELLAS COUNTY ORDINANCES REGULATING BUILDING AND ZONING ORDINANCES. I AGREE TO CONFORM TO THE PROVISIONS OF PINELLAS COUNTY ORDINANCE 77-12 AS AMENDED.

- IF V or A ARE CHECKED, AN AS-BUILT SURVEY MEETING THE REQUIREMENTS OF CHAPTER 21 III-6, F.A.C. WILL BE REQUIRED TO BE ON THE JOB SITE AT THE TIME OF THE FRAME INSPECTION.
- IF APPLICABLE, FLOOD-PROOFING INFORMATION MUST BE ATTACHED (FLOOD-PROOFING IS NOT RECOMMENDED).
- IF V IS CHECKED, THIS FORM AND THE PLANS MUST BE SEALED BY AN ENGINEER OR ARCHITECT AND MUST SHOW PILING DESIGN, BREAKAWAY WALL DETAILS AND WHAT THE BREAKAWAY WALLS ARE TO ENCLOSE. THEY MUST ALSO CONTAIN THE STATEMENT "I CERTIFY I HAVE READ ORDINANCE 77-12 AS AMENDED AND THE PLANS SUBMITTED ARE IN COMPLIANCE. I FURTHER CERTIFY THEY ARE DESIGNED TO BE SECURELY ANCHORED TO ADEQUATELY ANCHORED PILING AND/OR COLUMNS IN ORDER TO WITHSTAND VELOCITY WATERS AND HURRICANE WAVE WASH TO THE BASE FLOOD ELEVATION."
- IF V IS CHECKED PRIOR TO FINAL INSPECTION, A CERTIFICATION BY AN ENGINEER OR ARCHITECT MUST BE SUBMITTED WHICH STATES, "I CERTIFY THAT THE STRUCTURE IS SECURELY ANCHORED TO ADEQUATELY ANCHORED PILING AND/OR COLUMNS IN ORDER TO WITHSTAND VELOCITY WATERS AND HURRICANE WAVE WASH TO THE BASE FLOOD ELEVATION."

DATE \_\_\_\_\_ APPLICANT SIGNATURE \_\_\_\_\_

### REQUIRED ENGINEER OR ARCHITECT CERTIFICATION IN V-ZONE

I CERTIFY THAT I HAVE READ ORDINANCE 77-12 AS AMENDED AND THE PLANS SUBMITTED ARE IN COMPLIANCE. I FURTHER CERTIFY THEY ARE DESIGNED TO BE SECURELY ANCHORED TO ADEQUATELY ANCHORED PILING AND/OR COLUMNS IN ORDER TO WITHSTAND VELOCITY WATERS AND HURRICANE WAVE WASH TO THE BASE FLOOD ELEVATION.

FLORIDA REGISTRATION NO. \_\_\_\_\_

SEAL

SIGNED \_\_\_\_\_

\*\*\*\*SEE OTHER SIDE FOR ADDITIONAL REQUIREMENTS\*\*\*\*

APPLICANT TO COMPLETE UPPER PORTION OF FORM

**DO NOT WRITE IN THIS SPACE - FOR COUNTY USE ONLY**

REQUIREMENTS OF PINELLAS COUNTY FLOOD DAMAGE PREVENTION ORDINANCE 77-12 AS AMENDED

- ☐ V- \_\_\_\_\_ REQUIRED ELEVATION OF THE BOTTOM OF THE LOWEST HORIZONTAL STRUCTURAL MEMBER \_\_\_\_\_ MSL
- ☐ A- \_\_\_\_\_ REQUIRED ELEVATION OF THE LOWEST FLOOR \_\_\_\_\_ MSL
- ☐ OTHER \_\_\_\_\_ REQUIRED ELEVATION OF THE LOWEST FLOOR \_\_\_\_\_ MSL

APPROVED: DATE \_\_\_\_\_ BY \_\_\_\_\_

PERMIT # \_\_\_\_\_



## "V" ZONE REQUIREMENTS

	OK	NO	NA
1. THE BUILDING PERMIT APPLICATION MUST BE SIGNED OFF BY THE ENGINEERING DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. AN APPLICATION FOR CONSTRUCTION IN FLOOD ZONE MUST BE COMPLETE AND SEALED BY AN ENGINEER OR ARCHITECT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. THE ENTIRE PLAN MUST BE SEALED BY AN ENGINEER OR ARCHITECT AND CONTAIN THE STATEMENT "I CERTIFY THAT I HAVE READ ORDINANCE 77-12 AS AMENDED AND THE PLANS SUBMITTED ARE IN COMPLIANCE. I FURTHER CERTIFY THAT THEY ARE DESIGNED TO BE SECURELY ANCHORED TO ADEQUATELY ANCHORED PILING AND/OR COLUMNS IN ORDER TO WITHSTAND VELOCITY WATER AND HURRICANE WAVE WASH TO THE BASE FLOOD ELEVATION." PLANS MUST BE OF PROFESSIONAL DRAFTING QUALITY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. THE STRUCTURE MUST BE ON PILINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. THE PROPOSED NGVD ELEVATION OF ALL FLOORS, THE ROOF PEAK AND THE "BOTTOM OF THE LOWEST HORIZONTAL SUPPORTING MEMBER" MUST BE SHOWN ON DRAWINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. THE ONLY PERMITTED USE BELOW THE BASE FLOOD ELEVATION IS LIMITED BUILDING ACCESS, A GARAGE FOR PARKING VEHICLES OR A STORAGE AREA NO LARGER THAN 100 SQUARE FEET WITH ONE DIMENSION NOT TO EXCEED 6 FEET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ALL ENCLOSED AREAS BELOW THE BASE FLOOD ELEVATION <i>areas under structure without fill</i> MUST HAVE RELIEF OPENINGS OF 1 SQUARE INCH FOR EACH SQUARE FOOT OF FLOOR AREA FOR VENTING OF WATER. THE BOTTOM OF THE OPENING SHALL BE NO HIGHER THAN 1 FOOT ABOVE GRADE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. THE AREA BELOW THE BASE FLOOD ELEVATION MUST BE OPEN UNLESS ENCLOSED WITH APPROVED BREAKAWAY WALLS. <i>(See breakaway requirements. Not less than 40 or more than 20 pounds per square foot.)</i>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. THE PLANS MUST SHOW DETAILS OF BREAKAWAY WALL CONSTRUCTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
10. THE BREAKAWAY WALL MUST BE OBVIOUS AFTER CONSTRUCTION. IE. EXPANSION JOINTS MAY NOT BE PLASTERED OVER.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. THE BREAKAWAY WALLS MUST NOT WRAP AROUND COLUMNS OR PILINGS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. ALL ELEVATIONS MUST BE DRAWN SPECIFICALLY FOR A "V" ZONE HOUSE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. ALL MATERIALS USED BELOW THE BASE FLOOD ELEVATION MUST BE OF FLOOD RESISTANT MATERIAL	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. NO MORE THAN 20% SHEER WALLS ARE PERMITTED.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. NO FILL SHALL BE USED ON THE PROPERTY.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
16. THE USE OF ALL AREAS MUST BE NOTED ON PLANS.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
17. A TIE-IN SURVEY MUST BE SUBMITTED WITHIN 21 CALENDAR DAYS OF PLACING THE LOWEST HORIZONTAL MEMBER. A SURVEY MUST CERTIFY AS TO THE NGVD ELEVATION OF THE "BOTTOM OF THE LOWEST HORIZONTAL SUPPORTING MEMBER". THIS SURVEY MUST BE AT JOB SITE AT TIME OF FRAME INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
18. PRIOR TO FINAL INSPECTION, A CERTIFICATION BY AN ENGINEER OR ARCHITECT MUST BE SUBMITTED WHICH STATES "I CERTIFY THAT THE STRUCTURE IS SECURELY ANCHORED TO ADEQUATELY ANCHORED PILES AND/OR COLUMNS IN ORDER TO WITHSTAND VELOCITY WATERS AND HURRICANE WAVE WASH TO THE BASE FLOOD ELEVATION."	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
19. ALL UTILITIES, ELECTRIC, WATER HEATER, FURNACE, AIR CONDITIONING COMPRESSOR/UNIT, WASHER, DRYER, ETC. MUST BE ABOVE BASE FLOOD ELEVATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** IF BREAKAWAY WALLS ARE USED AND/OR GARAGE IS BELOW THE BASE FLOOD ELEVATION, IT IS RECOMMENDED THAT YOUR INSURANCE CARRIER BE CONTACTED AS THE USE OF BREAKAWAY WALLS MAY MAKE YOUR INSURANCE RATE PROHIBITIVELY HIGH.

## "A" ZONE REQUIREMENTS

1. THE BUILDING PERMIT APPLICATION MUST BE SIGNED OFF BY THE ENGINEERING DEPARTMENT	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. AN APPLICATION FOR CONSTRUCTION IN A FLOOD ZONE MUST BE COMPLETE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. THE PLANS MUST SHOW THE PROPOSED NGVD ELEVATION OF ALL FLOORS	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. THE ONLY PERMITTED USE BELOW THE BASE FLOOD ELEVATION IS LIMITED BUILDING ACCESS, A GARAGE FOR PARKING VEHICLES OR A STORAGE AREA NO LARGER THAN 100 SQUARE FEET WITH ONE DIMENSION NOT TO EXCEED 6 FEET	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ALL ENCLOSED AREAS BELOW THE BASE FLOOD ELEVATION <i>areas under structure without fill</i> MUST HAVE RELIEF OPENINGS OF 1 SQUARE INCH FOR EACH SQUARE FOOT OF FLOOR AREA FOR VENTING OF WATER. THE BOTTOM OF THE OPENINGS SHALL BE NO HIGHER THAN 1 FOOT ABOVE GRADE.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. ALL MATERIALS BELOW THE BASE FLOOD ELEVATION MUST BE OF FLOOD RESISTANT MATERIAL.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ALL UTILITIES, ELECTRIC, WATER HEATER, FURNACE, AIR CONDITIONING COMPRESSOR/UNIT, WASHER, DRYER, ETC. MUST BE ABOVE BASE FLOOD ELEVATION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. WITHIN 21 DAYS OF POURING SLAB A TIE-IN SURVEY MUST BE SUBMITTED. THE SURVEY MUST CERTIFY THE NGVD OF THE "LOWEST FLOOR". THIS SURVEY MUST BE AT JOB SITE AT TIME OF FRAME INSPECTION	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. MANUFACTURED HOMES <i>(mobile home, permanent R.V.)</i> PLACED OR SUBSTANTIALLY IMPROVED IN AN EXISTING PARK ARE TO BE ELEVATED TO THE MINIMUM NGVD ELEVATION OR A MINIMUM OF 3 FEET ABOVE EXISTING GRADE TO THE BOTTOM OF THE FRAME. IF THE HOME WAS SUBSTANTIALLY DAMAGED BY FLOOD IT MUST BE ELEVATED TO THE MINIMUM OF THE BASE FLOOD ELEVATION FOR THE "LOWEST FLOOR"	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

**NOTE:** IF GARAGE IS BELOW THE BASE FLOOD ELEVATION, IT IS RECOMMENDED THAT YOUR INSURANCE CARRIER BE CONTACTED AS IT MAY MAKE YOUR INSURANCE RATE PROHIBITIVELY HIGH.

**TREE REMOVAL APPLICATION FORM**

09939

NAME OF OWNER: \_\_\_\_\_

Fee Rec. \$ \_\_\_\_\_

LOCATION OF WORK: \_\_\_\_\_

Date Rec: \_\_\_\_\_

Clearwater, Fl. \_\_\_\_\_

Rec. By: \_\_\_\_\_

Rec't # \_\_\_\_\_

REQUIRED REPLACEMENT TREES \_\_\_\_\_

**PERMIT TO REMOVE TREE (S)**

09939

NAME OF OWNER \_\_\_\_\_

OWNER'S ADDRESS \_\_\_\_\_

PHONE \_\_\_\_\_

LOCATION OF TREE (S) \_\_\_\_\_

LOCATION OF TREES ON LOT \_\_\_\_\_

SPECIES AND NUMBER OF TREE (S) \_\_\_\_\_

**REASON FOR REMOVAL:**

- ☐ Construction
- ☐ Hazardous
- ☐ Dead - Dying
- ☐ Other - (Specify) \_\_\_\_\_

TO APPLICANT: A non-refundable Fifteen Dollars (\$15.00) fee is required for the first five (5) trees to be removed plus Three Dollars (\$3.00) for each additional tree.

Fee Rec: \$ \_\_\_\_\_

Rec't # \_\_\_\_\_

**PLEASE READ AND SIGN:**

1. On New construction, additions, or other modifications of a property which requires the removal or relocation of a protected tree(s) (Larger than 4" in diameter at 4 1/2 ft. above grade), a Site Plan is required. When removal is requested for construction purposes, the Site Plan must have a minimum scale of 1"=30' for single family lots or 1"=30' for multi-family, commercial or industrial sites. The Site Plan must show:

1. Major Changes of Grade
2. Structure Locations
3. Driveways and Walks
4. Parking Arrangement (if any)
5. Required Number of Parking Spaces
6. Proposed Number of Parking Spaces
7. Underground Utilities to be installed
8. All Setbacks per Zoning

9. All Easements and Rights-of-Way
10. All Protected Trees — Including:
  - A. Diameter (DBH) at 4 1/2 ft. above grade
  - B. Location (Surveyed)
  - C. Species
  - D. Any Diseased or Insect Infested Trees
  - E. Designate Trees Requested to be Removed

2. Protective Barriers are required around all trees remaining on site during construction. These barricades must remain intact during construction as a citation will result if they do not remain standing and functional. Protective Barriers must meet City Specifications per City Ordinance.

3. The replacement (Planting) of trees (Minimum Ht. of 6') may be required on your property before occupancy is allowed. Trees are to be selected from the approved list on file in the Environmental Division. See inspectors note below to determine the number of trees required when the approved permit is returned to you.

I hereby certify that as property owner or as representative of the property owner, I have verified that the tree(s) sought to be removed is wholly on property owned by the above-identified property owner, and should it appear to be determined that the tree(s) are located wholly or partially on property owned by some other person, then, I agree to hold the City of Clearwater harmless in any claim made for wrongful removal of such tree(s). I hereby certify that this application together with any plans submitted is a true representation of all facts concerning the proposed removal of the tree(s). Any deviation from the permit issued shall render it null and void and be considered a violation of Ordinance 1623, Section 23A, Code of Ordinances.

Signature of Applicant if not owner \_\_\_\_\_

Printed Name \_\_\_\_\_

Agency Representing & Phone \_\_\_\_\_

Signature of Owner \_\_\_\_\_

Address \_\_\_\_\_

Date Received \_\_\_\_\_

Called/Mailed \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

PICKED UP \_\_\_\_\_

REQUIRED REPLACEMENTS \_\_\_\_\_

DO NOT WRITE BELOW THIS LINE — Not Valid Until Signed By City Manager or his Designated Agent

Inspector's Comments: \_\_\_\_\_

Recommended Replacement Trees \_\_\_\_\_

Required Replacement Trees \_\_\_\_\_

Signed \_\_\_\_\_

Inspector

Date \_\_\_\_\_

Based on the Inspector's comments and information submitted, the above removal application is:

☐ Approved As Submitted

☐ Approved — Modified As Noted Above

☐ Denied

Signed: \_\_\_\_\_

City Manager or Designee

Date: \_\_\_\_\_

# APPLICATION FOR LAND CLEARING & GRUBBING PERMIT

CITY OF CLEARWATER  
PUBLIC WORKS DEPARTMENT  
ENVIRONMENTAL MANAGEMENT  
(813) 462-6747

DATE \_\_\_\_\_  
RECEIPT NO. \_\_\_\_\_

A non-refundable filing fee of \$10.00 is required per Resolution 86-9. Permit applicable for 6 months from date of approval. In accordance with Section 98.30, I hereby apply for permit to land clear and/or grub the property described below.

1. Location of Property \_\_\_\_\_
2. Project Name \_\_\_\_\_
3. Purpose of clearing and/or grubbing \_\_\_\_\_
4. General description of existing vegetation, topography, and surface water (including all existing and/or proposed ditches, canals, and swales) \_\_\_\_\_
5. Proposed method of debris disposal \_\_\_\_\_
6. Date you plan to begin work \_\_\_\_\_
7. Proposed method of soil erosion control \_\_\_\_\_
8. ☐ No-Tree Verification Required ☐ Tree Removal Permit Required

I AM AWARE AND UNDERSTAND THE REQUIREMENTS OF SECTION 98, CITY CODE OF ORDINANCES REGARDING TREE PROTECTION DURING CONSTRUCTION AND HAVE READ CITY'S EROSION AND SILTATION CONTROL POLICY

Signature of Owner or Owners Representative \_\_\_\_\_  
Printed Name \_\_\_\_\_  
Address \_\_\_\_\_  
City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Representatives' Firm \_\_\_\_\_ Telephone \_\_\_\_\_

Subscribed and Sworn before me  
this \_\_\_\_\_ day of \_\_\_\_\_ 19\_\_\_\_  
\_\_\_\_\_  
Signature of Notary  
NAME OF NOTARY \_\_\_\_\_  
COUNTY \_\_\_\_\_  
COMMISSION EXPIRES \_\_\_\_\_

Applicant must include Aerial Photograph or Scaled Drawing showing property boundaries and limits of work. This is NOT a Tree Removal Permit.

DO NOT WRITE BELOW THIS LINE

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Comments \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Water Resource Spec. \_\_\_\_\_ Date \_\_\_\_\_

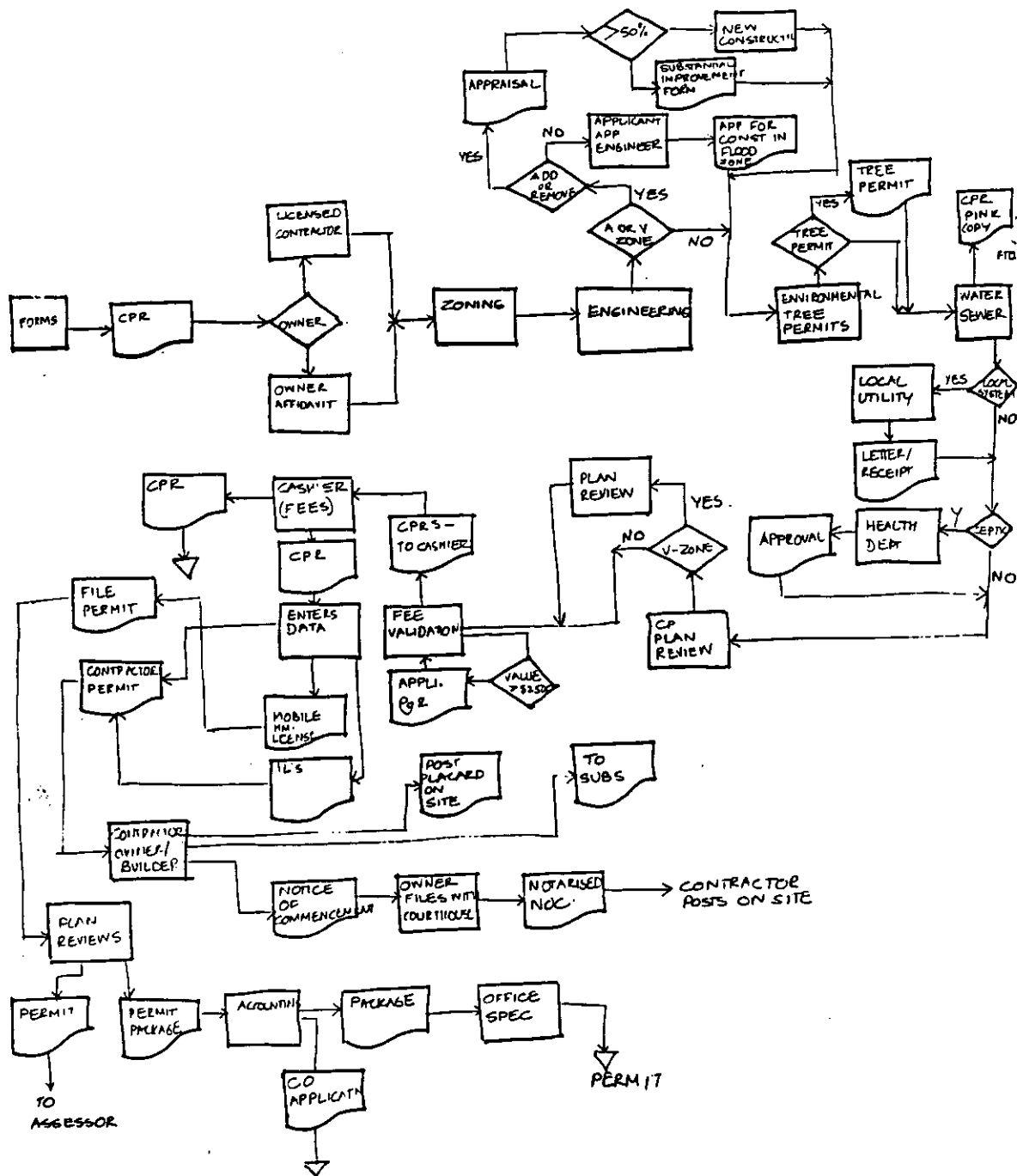
Urban Forester \_\_\_\_\_ Date \_\_\_\_\_

Based on the above comments and information submitted, the above removal application is:

- ☐ Approved As Submitted ☐ Approved — Modified As Noted Above ☐ Denied

Signed: \_\_\_\_\_  
City Manager or Designee

Date: \_\_\_\_\_



Hillsborough County

# BUILDING PERMIT APPLICATION

X's TO BE COMPLETED BY APPLICANT

OWNER NAME X \_\_\_\_\_

OWNER'S CURRENT ADDR. X \_\_\_\_\_ CITY X \_\_\_\_\_ ZIP X \_\_\_\_\_

ADD. OF PROPOSED STRUCTURE \_\_\_\_\_ BLDG # \_\_\_\_\_ SUITE \_\_\_\_\_

FOLIO # X \_\_\_\_\_ CITY X \_\_\_\_\_ ZIP CODE X \_\_\_\_\_

TYPE OF CONSTR. X RES. \_\_\_\_\_ COMM. \_\_\_\_\_ ADD. \_\_\_\_\_ POOL \_\_\_\_\_ OTHER \_\_\_\_\_

ANTICIPATED BLDG. USE: X \_\_\_\_\_ / BEDROOMS X \_\_\_\_\_

EXISTING STRUCTURES X \_\_\_\_\_ PREVIOUS USE X \_\_\_\_\_

PLAT BK \_\_\_\_\_ PAGE \_\_\_\_\_ MAP \_\_\_\_\_ BLK \_\_\_\_\_ LOT \_\_\_\_\_ CTR/STR \_\_\_\_\_

SUB \_\_\_\_\_ CENSUS \_\_\_\_\_

ZONING \_\_\_\_\_ AREA \_\_\_\_\_ DEPTH \_\_\_\_\_ FRONTAGE \_\_\_\_\_

SETBACKS: F \_\_\_\_\_ R \_\_\_\_\_ L \_\_\_\_\_ R \_\_\_\_\_ FLOOD ZONE \_\_\_\_\_ BASE ELEV. \_\_\_\_\_

IMP. ZONES \_\_\_\_\_ ROW/TRANS. ☐ ☐ FIRE ☐ ☐ PARK/SCHOOL ☐ ☐ GRAPHICS \_\_\_\_\_

FOR OFFICE USE ONLY		FEES	
		PERMITS	IMPACTS
JOB VALUE: _____		BU _____	T _____
		RF _____	R _____
		EL _____	P _____
		ME _____	S _____
		MS _____	F _____
		LS _____	
		RAD _____	
		OTHER _____	

**WARNING TO OWNER:** Your failure to record a notice of commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your notice of commencement.

It is understood that any permit issued on this application will not grant the right of privilege to erect any structure or to use any premises described for any purpose or in any manner prohibited by the zoning ordinance or by other ordinances, codes, or regulations of Hillsborough County.

By signature on this application, it is unequivocally stated that pursuant to Chapter 440, Florida Statutes, the entity named herein possesses workers' compensation coverage, if required, for all its employees. If said entity is a prime contractor, then it is further stated that it possesses workers' compensation coverage for all employees of any subcontractor/specialty contractor that performs work relative to this permit, where said individual has not provided coverage for its own employees. A copy of this workers' compensation policy, if required, is on file with the Hillsborough County Building Department.

I, the applicant named in the above (and foregoing) application, do hereby answer under penalty of perjury, provided for in Section 837.06, Florida Statutes, that the information contained and the statements herein made are, to the best of my knowledge and belief, true, correct and complete. I also am aware that Impact Fees may be due on new developments.

APPLICANT SIGNATURE X \_\_\_\_\_ DATE SIGNED X \_\_\_\_\_ PHONE X \_\_\_\_\_

ADDRESS X \_\_\_\_\_ CITY X \_\_\_\_\_ STATE X \_\_\_\_\_ ZIP X \_\_\_\_\_

CONTRACTORS NAME \_\_\_\_\_ LIC. NO. \_\_\_\_\_

BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY, FLORIDA

Office of the County Administrator

Frederick B. Karl  
County Administrator



PO Box 1110  
Tampa, Florida 33601

SINGLE FAMILY RESIDENTIAL NEW CONSTRUCTION

- \_\_\_\_\_ 1. Four plot plans with setbacks drawn to scale one with landscaping if needed.
- \_\_\_\_\_ 2. Two set structural plans drawn to scale including truss drawings, plumbing, and electrical layouts. Two HVAC duct layout. Two manual J's.
- \_\_\_\_\_ 3. Three copies Energy Code Forms - 900 A and B - 91.
- \_\_\_\_\_ 4. Recorded deed if metes and bounds legal (partial lot requires a recorded deed).
- \_\_\_\_\_ 5. Flood zone affidavit if in Flood Zone A, Room 100.
- \_\_\_\_\_ 6. Zip code and tax folio number.
- \_\_\_\_\_ 7. Electrical Service: Overhead \_\_\_\_\_ Underground \_\_\_\_\_  
Amps: 150 \_\_\_\_\_ 200 \_\_\_\_\_
- \_\_\_\_\_ 8. Nearest crossroad AND corner (NW, SW, NE, SE, etc.) \_\_\_\_\_
- \_\_\_\_\_ 9. Homeowner affidavit if applicable.

RESIDENTIAL ADDITIONS

- \_\_\_\_\_ 1. Three plot plans drawn to scale showing existing structures and proposed structures with setbacks.
- \_\_\_\_\_ 2. Two sets structural plans drawn to scale.
- \_\_\_\_\_ 3. Three Energy Code Forms (if heated or cooled) 1000 - A and B - 91.
- \_\_\_\_\_ 4. Mechanical affidavit (if not heated or cooled).
- \_\_\_\_\_ 5. Legal description.
- \_\_\_\_\_ 6. Value of construction: \$ \_\_\_\_\_
- \_\_\_\_\_ 7. Bedroom additions require septic tank certification (if residence is on septic tank).
- \_\_\_\_\_ 8. Existing Address.
- \_\_\_\_\_ 9. Electrical Service: Overhead \_\_\_\_\_ Underground \_\_\_\_\_  
Amps: 150 \_\_\_\_\_ 200 \_\_\_\_\_
- \_\_\_\_\_ 10. Nearest crossroad AND corner (NW, SW, NE, SE, etc.) \_\_\_\_\_
- \_\_\_\_\_ 11. One plot plan with landscaping if applicable.
- \_\_\_\_\_ 12. Homeowner addition affidavit if applicable.

MOBILE HOMES

- \_\_\_\_\_ 1. Two plot plans drawn to scale showing location of mobile home and setbacks.
- \_\_\_\_\_ 2. Recorded deed if metes and bounds.
- \_\_\_\_\_ 3. Flood zone letter, Room 100.
- \_\_\_\_\_ 4. Landscaping review if applicable, Room 100.
- \_\_\_\_\_ 5. Color of mobile home: \_\_\_\_\_
- \_\_\_\_\_ 6. Air conditioned? YES \_\_\_\_\_ NO \_\_\_\_\_ Size of A/C \_\_\_\_\_
- \_\_\_\_\_ 7. Value of mobile home: \$ \_\_\_\_\_
- \_\_\_\_\_ 8. Is mobile home on property? YES \_\_\_\_\_ NO \_\_\_\_\_  
If no: Is location staked? YES \_\_\_\_\_ NO \_\_\_\_\_
- \_\_\_\_\_ 9. Electrical Service: Overhead \_\_\_\_\_ Underground \_\_\_\_\_  
Amps: 150 \_\_\_\_\_ 200 \_\_\_\_\_
- \_\_\_\_\_ 10. Nearest crossroad AND corner (NW, SW, NE, SE, etc.) \_\_\_\_\_
- \_\_\_\_\_ 11. Electrical Contractor \_\_\_\_\_ or Self \_\_\_\_\_

UTILITY REQUIREMENTS

- \_\_\_\_\_ 1. County water and sewer commitment memorandum.
- \_\_\_\_\_ 2. City water receipt.
- \_\_\_\_\_ 3. City Sewer receipt and letter.
- \_\_\_\_\_ 4. Septic tank permit. - Health Dept. 1105 E. Kennedy Blvd. (Kennedy & Nebraska)
- \_\_\_\_\_ 5. Well. - Health Dept. 1105 E. Kennedy Blvd. (Kennedy & Nebraska)
- \_\_\_\_\_ 6. County exemption letter (if well and septic tank). - Utilities Dept.  
925 E. Twiggs Street (Twiggs & Nebraska)

DATE: \_\_\_\_\_

PR#: \_\_\_\_\_ NO. OF APPLICATIONS \_\_\_\_\_ PHONE NUMBER: \_\_\_\_\_

PERMIT CHECK LIST

HILLSBOROUGH COUNTY BUILDING DEPARTMENT

(OWNER) \_\_\_\_\_ (CONTR.) \_\_\_\_\_ (ID#) \_\_\_\_\_

- |  |                              |
|--|------------------------------|
| 1. TYPE OF STRUCTURE _____   |                              |
| OCCUPANCY CLASSIFICATION _____                                     |                              |
| 2. APPLICATION - COMPLETELY FILLED OUT                             |                              |
| 3. PLAN - 2 COPIES ALL DOCUMENTS                                   |                              |
| 3 ADDITIONAL COPIES OF DETAILED SITE PLANS (1) WITH CIVIL DRAWINGS |                              |
| 4. PLOT PLAN - WITH LEGAL DESCR.                                   |                              |
| 5. FOUNDATION PLAN   |                              |
| 6. FLOOR PLAN  | 20. D.O.T. REVIEW _____      |
| 7. TYPICAL WALL/ROOF SECTION                                       | 21. HEALTH DEPT. _____       |
| 8. BUILDING ELEVATIONS   | 22. FIRE MARSHALL _____      |
| 9. ELECTRICAL LAYOUT   | 23. EPC _____                |
| 10. PLUMBING ISOMETRIC   | 24. MISC. _____              |
| 11. MECHANICAL LAYOUT  | 25. WATER _____              |
| 12. TRUSS DRAWINGS   | 26. SEWER _____              |
| 13. ENERGY CALCULATIONS<br>2 COPIES PER BUILDING                   | 27. WATER _____              |
| 14. ARCHITECTS SEAL (EACH PAGE)                                    | 28. SEPTIC TANK PERMIT _____ |
| 15. FLOOD ZONE/ELEVATION _____                                     | 29. FIRE SPRINKLER _____     |
| 16. COPY OF RECORDED DEED  | 30. ON SITE PIPING _____     |
| 17. SALE/LEASE AGREEMENT   | A. WATER LF. _____           |
| 18. LAL PERMIT _____   | B. SEWER LF. _____           |
| 19. DRAINAGE LETTER _____  | C. STORM WATER LF. _____     |

EXAMINERS COMMENTS:

_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED
_____	NOTIFIED



BOARD OF COUNTY COMMISSIONERS  
HILLSBOROUGH COUNTY, FLORIDA

Office of the County Administrator

Fredenck B. Karl  
County Administrator



P.O. Box 1110  
Tampa, Florida 33601

HILLSBOROUGH COUNTY  
BUILDING DEPARTMENT  
David H. Jones, Director

COMMERCIAL BUILDING PERMIT REQUIREMENTS

1. BUILDING PERMIT APPLICATION PLAN SUBMITTAL REQUIREMENTS:

\*Note: DRD requirements for commercial review must be completed also.  
Refer to their Submittal Requirements for review of Commercial projects  
form for information.

- A. Copy of Recorded (deed) and tax roll folio number of the property.
- B. Plans broken out as follows:
  - Three (3) sets of civil drawings including site plans with two (2) complete sets of architectural (including structural) plans. All building plans must be drawn to scale and each page must be signed and sealed (embossed) by a registered Florida architect or engineer.
- C. Two (2) sets, of the current Energy Efficiency Code Calculations.
  - a. Must be signed by owner/agent and signed and sealed by preparer.
  - b. Calculations
  - c. U values.
  - d. Section 8 or 5 reporting forms.
- D. All General Contractors must have their Hillsborough County License (pink card not a copy) with them. Cards must show workers compensation as current.
- E. Details.
  - 1. Plot Plan. - Single line scale drawing shall indicate the location within the dimensioned parcel of the existing/proposed structure or addition. Structure shall be dimensioned to all parcel property lines. Identify in length on-site underground piping such as water, sewer, stormwater, etc.
  - 2. Wall Sections - Typical wall section from footing to roof showing all footings, reinforcing, foundation, plasters, and framing of masonry details.
  - 3. Floor Plan - Showing size and arrangement of all rooms with use of each designated.
  - 4. Elevations - Front, side and rear elevations.
  - 5. Electrical - Electrical riser, layout plans, and distribution panel drawings are required when new service is to be installed.
  - 6. Plumbing - A plumbing layout and isometric drawing is required for all new plumbing.
  - 7. Mechanical - Layout for duct work, fire sprinklers and kitchen equipment.
  - 8. Stress design & calculations on all metal Buildings. All metal buildings require two (2) copies of engineered drawings with details of stress design and calculations for wind loads on plans.

2. ADDITIONAL INFORMATION

- A. Environmental Protection Commission - 1900 9th. Ave. Phone 272-5960. Approvals are required if generated wastewater exceeds 5000 gallons per day. Also, if an addition to a private system or wastewater pumping station is required.

- B. Public Water and Wastewater Utilities - Hillsborough County: Dept. of W/W Utilities - 925 E Twiggs St. Phone 272-5377.  
City of Tampa: City Hall Plaza/Water Dept. - 5th. Floor. Phone 223-8040  
A clearance letter or paid receipt for Water/Wastewater service from the Department of Water and Wastewater Utilities must be presented by the customer to this department.  
Should the proposed development (parcel) be located within a franchised area, the above contact can refer the customer to the franchisee to obtain a clearance letter.  
The County Building Department can graphically demonstrate to the customer the unincorporated County areas provided City/Water Wastewater Service.
- C. Health Department - 1105 E. Kennedy - 3rd. Floor. Phone 272-6200.
1. Environmental Engineering - Room 353. 272-6310  
Water Supply Systems, Wells, Public Water Systems of five (5) or more residential units or any commercial building, requires the approval from the Director.
  2. Environmental Health. - Room 351. Phone 272-6320.  
Restaurants or places that prepare or handle food, (examples: bars, cafeterias, supermarkets and ice cream parlors) require approval.
  3. Septic Tanks. - Room 351. Phone 272-6320.  
If your project requires the use of a septic tank you must have an exemption letter from the wastewater utility agency serving your area prior to gaining a septic tank permit.
- D. Various impact fees are assessed on new development in Hillsborough County. The assessment amount is given when the permit is issued and the fee is collected prior to issuance of a Certificate of Occupancy.
- E. The building permit is applied for at the Building Department.  
Project Review number is provided at that time. Two (2) sets of architectural plans and three (3) site plans are left with the Building Department. The other plans are taken, by the applicant, to the Department of Development Coordination (800 E. Twiggs St. 2nd. Floor, 272-5920) for Commercial Review and a Land Alteration/Landscaping permit. The Building Department and the Department of Development Coordination will process the applications simultaneously, obtaining the various county approvals that are required. The applicant will be notified of problems and when the permit is ready to be picked up. Elapsed time depends almost exclusively on completeness and accuracy of the submitted material.
- F. D.O.T. Driveway Permits - 2820 Leslie Road. (State roads only.)  
A Driveway Permit is required if you are changing or adding a driveway on a Primary State Road. Phone 626-5104.

NOTICE: Prior to issuance of a Certificate of Occupancy and/or release of electrical power, all sub-permits must be acquired, paid for, and inspections completed. These sub-permits may include one or all of the following: Plumbing; electrical; mechanical; roofing; on-site piping; fire sprinkler; mechanical and electrical for lift stations; building, electrical and mechanical for sewage treatment plants.

This information sheet is intended only to be an outline of requirements most often necessary and is not meant to limit or abridge any specific requirements or procedures pertaining to any project or agency.

# PERMIT SERVICES CENTER

FORM40

## SITE DEVELOPMENT AND SUBDIVISION APPLICATION

- ☐ Preliminary Site Development
- ☐ Preliminary Plat
- ☐ Survey Subdivision
- ☐ Platted Subdivision/No Improvements

Date Submitted: \_\_\_\_\_ Project # \_\_\_\_\_

### TO BE COMPLETED BY APPLICANT

Folio Number(s): \_\_\_\_\_

Project Name: \_\_\_\_\_

Address of Property: \_\_\_\_\_

Section/Township/Range: \_\_\_\_\_

Project Acreage: \_\_\_\_\_

Zoning: \_\_\_\_\_

Number of Lots: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

Land Use Designation: \_\_\_\_\_

Minimum Lot Size: \_\_\_\_\_

Minimum Width: \_\_\_\_\_

Front Setbacks: \_\_\_\_\_

Rear Setbacks: \_\_\_\_\_

Nearest Intersection: \_\_\_\_\_

Rezoning Petition Number: \_\_\_\_\_

FAR: \_\_\_\_\_

Structural Square Footage: \_\_\_\_\_

Major Uses: \_\_\_\_\_

Owner's Name (Print) \_\_\_\_\_

Applicant's Name (Print) \_\_\_\_\_

Address \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone: \_\_\_\_\_

Telephone: \_\_\_\_\_

I HEREBY CERTIFY that this application, as well as all plans submitted herewith, are a true representation of all facts concerning the proposed Site Development or Subdivision.

Signature of Owner or Authorized Agent \_\_\_\_\_

Date \_\_\_\_\_

PUBLIC UTILITIES DEPARTMENT  
HILLSBOROUGH COUNTY, FLORIDA  
FLOW ESTIMATES AND CAPACITY FEES  
EFFECTIVE OCTOBER 1, 1991  
WASTEWATER CAPACITY FEES

	NORTHWEST	CENTRAL	SOUTH
Individually metered residential unit	\$2,045.00	\$2,155.00	\$2,170.00
Metered residential per factored dwelling unit, factored at .60	\$1,227.00	\$1,293.00	\$1,102.00
Commercial, per 225 gallons per day (2)	\$2,045.00	\$2,155.00	\$2,170.00

COMMERCIAL

Minimum wastewater capacity fees are determined by reference to the Wastewater Equivalent Factors in the flow by type table. These capacity fees are applied to each general class connection as a minimum charge. If the seasonal average daily flow is exceeded within any consecutive twelve (12) month period as monitored by the Utilities Billing System, an additional charge of 9.00 gallon for Northwest, 9.58/gallon for Central, and 9.64/gallon for South) will be applied for the flow in excess of the flow which was the basis for the original capacity fee paid.

CUSTOMER DEPOSITS

A. RESIDENTIAL GENERAL AND BUILDER/DEVELOPER CUSTOMER CLASSES

Meter Size	Water	Wastewater	Water and Wastewater
5/8" x 3/4"	\$ 50.00	\$ 75.00	\$ 95.00
1"	75.00	125.00	150.00
1 - 1/2"	150.00	225.00	375.00

2" or larger BASED ON TWO TIMES AVERAGE MONTHLY CONSUMPTION

Customer deposits are based on two months average billing by customer type and meter size. A wastewater deposit for single family residential projects is not required until the certificate of occupancy for the service address is issued and wastewater service billing begins.

TEMPORARY HYDRANT METER

- Installation and Removal - Hydrant Meter \$ 50.00
- Deposit 650.00
- User Charge (Monthly) 3" water meter rate

CHDOK  
C:\dmd\1111111111

PUBLIC UTILITIES DEPARTMENT  
HILLSBOROUGH COUNTY, FLORIDA  
FLOW ESTIMATES AND CAPACITY FEES  
EFFECTIVE OCTOBER 1, 1993  
WATER CAPACITY FEES

METER SIZE	PEAK FLOW GPM	NORTHWEST RESIDENTIAL	SOUTH-CENTRAL RESIDENTIAL
5/8" x 3/4"	1-20	\$1,515.00	\$1,590.00
1"	21-50	3,787.50	3,975.00
1 - 1/2"	51-75	5,681.25	5,962.50
2"	76-100	7,575.00	7,950.00
2"	101-125	9,468.75	9,937.50
2"	126-150	11,362.50	11,925.00
2"	151-200	15,150.00	15,900.00
3"	201-300	22,725.00	23,850.00
TURBINE			
4" OR 3" x 1"	301-500	37,875.00	39,750.00
6" TURBINE	501-750	56,812.50	59,625.00
6" TURBINE	751-1000	75,750.00	79,500.00
6" TURBINE	1001-1500	113,625.00	119,250.00
8" TURBINE	1501-3000	227,250.00	238,500.00

METER INSTALLATION CHARGES

CHARGES

METER SIZE	CHARGES
5/8" x 3/4"	\$ 200.00
5/8" x 3/4" (screw on)	50.00
1"	325.00
1" (screw on)	75.00
1 - 1/2"	450.00
1 - 1/2" (screw on)	350.00
2"	550.00
2" (screw on)	200.00
3"	Actual Cost
4"	Actual Cost
6"	Actual Cost
8"	Actual Cost

BACKFLOW PREVENTION DEVICE INSTALLATION

CHARGES

METER SIZE	CHARGES
5/8" x 3/4"	\$ 40.00
1"	45.00
1 - 1/2"	Actual Cost
2"	Actual Cost

Dual check backflow prevention devices are required on all residential accounts using reclaimed water or residential irrigation meters. Backflow prevention devices on commercial accounts are installed at the expense of customer and must be in compliance with County standards.

CHDOK  
C:\dmd\1111111111

**HILLSBOROUGH COUNTY  
PLANNING & DEVELOPMENT MANAGEMENT DEPARTMENT  
CONCURRENCY REVIEW**

**DETERMINATION OF FACILITIES CAPACITY - FEE \$100.00  
- OPTIONAL -**

Please print and fill in completely and accurately. Failure to do so may result in delay of application processing.

APPLICANT INFORMATION			
1.	_____ Designated Applicant/Representative if other than owner.		5. _____ Owner's Name
2.	_____ Mailing Address		6. _____ Owner's Address
3.	_____ City	_____ State	7. _____ City
		_____ Zip Code	
4.	_____ Telephone		8. _____ Telephone

PROJECT INFORMATION	
9.	_____ Project Name
10.	_____ Parcel(s) Folio Number(s)
11.	_____ Location (Address, if applicable) and nearest intersection
12.	_____ Section, Township and Range
13.	_____ Project Type
<b><u>Residential</u></b>	<b><u>Commercial</u></b>
Single Family	Retail Sales
Duplex	General Offices
Townhouse	Retail Services
Condo	Professional Services
Apartment	Restaurant/Bar
Mobile Home	Drive Through
	Auto Repair/Service
	Convenience Store
	(w/ or w/o gas pumps)
	Hotel/Motel
	<b><u>Industrial</u></b>
	Warehouse/Storage
	Manufacturing
	<b><u>Other</u></b>
	Place of Worship
	Recreation Club
	School
	Day Care
	Mixed Use

PROJECT INFORMATION (continued)

14. \_\_\_\_\_  
Project Intensity  
Number of Units (Residential)  
Square Footage/Acreage, Number of Seats (Commercial)  
Number of Employees (Industrial)  
Parking Spaces, Square Footage, Acreage (Other)
15. Estimated total daily water demand: \_\_\_\_\_ gallons per day.
16. Estimated average daily wastewater flow: \_\_\_\_\_ gallons per day.
17. \_\_\_\_\_  
Drainage Facilities to be used/provided (outfall)
18. \_\_\_\_\_  
Estimated number of trips (Auto) to be generated by Project (24 hour). Suggested assignment of trips along roadways including turn movements. **NOTE:** Attach worksheet if available.
19. \_\_\_\_\_  
Are any road improvements to be provided by the developer? Include Access/Entrance connections. Add additional sheets if necessary.
20. If this project is an improvement on an existing site, what are the estimated number of trips generated prior to this improvement  
\_\_\_\_\_
21. Attach an eight and one half by eleven (8-1/2" x 11") vicinity map clearly showing the location of the project. The map scale should be at least 1 mile to the inch.

This application and attachments shall be reviewed for completeness and accuracy within three (3) working days. If it is determined that the application is not complete, written notices shall be forwarded to the applicant specifying the deficiencies and no further action shall be taken on the application by the Department until the deficiencies are remedied.

I HEREBY CERTIFY that this application and the information contained herein is a true representation of all facts regarding the proposed project. I HEREBY FURTHER CERTIFY that I understand that any Determination of Facilities Capacity made, as a result of this application does not constitute a guarantee that there will be public facilities capacity at the time Mandatory Certification of Capacity is required to meet the requirement of Chapter 163 F.S. and the Hillsborough County Adequate Public Facilities Division of the Hillsborough County Land Development Code, and that issuance of a Final Development Order is not assured as a result of this determination.

\_\_\_\_\_  
Signature of Designated Applicant/Representative

\_\_\_\_\_  
Date

Print Name: \_\_\_\_\_

GFORM70.DSC

Tampa City

## RESIDENTIAL NEW CONSTRUCTION

### • WHEN REQUIRED:

This Building Permit is required for the construction of a new house (single family) or two unit family structure (duplex).

### • PERMIT CAN BE ISSUED TO:

1. Qualifying owner of a one or two family detached residential dwelling intended for own occupancy - must present photo ID and proof of ownership (recorded deed or tax receipt) at **Permit Center**.
2. Licensed, general building or residential contractor or authorized agent(s) - must present photo ID at **Permit Center**.

### • SUBMISSION REQUIREMENTS:

1. Obtain address assignment for the property from **Right-of-Way Section**. (Bring Legal Description and Folio Number.)
2. Complete the Application Form.
3. Verify Special Conditions with Permit Technician:
  - a. If in Flood Zone A or V, provide mean sea level survey prepared by Florida Certified Surveyor. For construction in Flood Zone V, plans must be signed and sealed by **Florida Registered Architect or Engineer**.
  - b. Submit to **Stormwater Management Division** for Grade/Fill/Excavation permit. Three (3) site plans or surveys with existing and proposed ground elevations sufficient to accurately establish surface flow of stormwater must accompany the application for this permit.
  - c. If nonconforming lot, obtain approval from **Zoning Division**.
  - d. If in Barrio Latino/Hyde Park District, take construction plans to **Barrio Latino Commission/A.R.C.** for their approval.
  - e. Take one site plan to **Transportation Division** for review and approval.
  - f. Other permits required: Roof, Electrical, Plumbing, and Site Clearing/Tree Removal.
  - g. Other permits which may be required: Mechanical
  - h. If plans have been placed on Plans on File status for the repetitive construction of the same house, the following information must be provided for each additional permit:
    - (1) New Energy Code Calculation Sheet (2 sets)
    - (2) Two site plans of the new location showing requirements outlined in 6 a (1).
    - (3) Two completed copies of the Plans On File Information Sheet.

Refer to Residential Plans on File Instructions for further information.

4. Make application with **Water Department** for meter. If using own well, obtain permission from **Water Department**.
5. Obtain sewer verification from **Sanitary Sewer Department**. If sewer line is not available, obtain "no sewer" slip and proceed as follows:
  - a. Obtain a "No Sewer Available" confirmation statement from the **Department of Sanitary Sewers**. The Application for Sanitary Sewer Commitment should still be completed (for information) and accompanied by a statement stipulating the desire to utilize a septic tank.
  - b. Obtain a percolation test from the **Hillsborough County Health Department**.
  - c. Take the test results, with the notation of how much fill is required to the **Stormwater Management Division** when applying for Grade/Fill/Excavation Permit.
  - d. Take copy of Grade/Fill/Excavation Permit back to **Hillsborough County Health Department** to obtain septic tank permit.



6. Submit the following plans:

a. Construction Plans and documents - provide two (2) sets containing:

- (1) Site plan - single line drawing showing location of proposed and existing structures on lot (include streets, A/C pads, paving and driveway), distances to front, rear, and sides of property line, all lot and structure dimensions (include Legal Description on site plan), and distances between all buildings.
- (2) Floor plan showing size and arrangement and function of all rooms.
- (3) Foundation plan showing size and location of perimeter, and all other footings.
- (4) Framing plan showing floor, ceiling, and roof beams, joists, rafters, trusses, and all appropriate information, such as sizes, spacings and materials.
- (5) Typical wall section(s), footing to roof, height, showing footing(s) detail and reinforcement, framing details, and wall and ceiling insulation types and sizes. (Note: For Duplexes, wall section plans for tenant separation must show 1 hour fire rating.)
- (6) Front, sides and rear elevations showing windows, trim, and roof line. Window sizes should be clearly shown.
- (7) Energy calculations prepared on the standard forms.

7. Pay Building Permit Fee.

BUILDING/MECHANICAL	Not		Comments
	Approved	Approved	
1. Floor elevation above crown of road	<input type="checkbox"/>	<input type="checkbox"/>	
2. Minimum floor elevation in Flood Zone	<input type="checkbox"/>	<input type="checkbox"/>	
3. Location of structures to be removed	<input type="checkbox"/>	<input type="checkbox"/>	
4. Location of structures to remain	<input type="checkbox"/>	<input type="checkbox"/>	
5. Proposed location of walks and ramps	<input type="checkbox"/>	<input type="checkbox"/>	
6. Height Limitation	<input type="checkbox"/>	<input type="checkbox"/>	
7. Area Limitation	<input type="checkbox"/>	<input type="checkbox"/>	
8. Construction Type	<input type="checkbox"/>	<input type="checkbox"/>	
9. Location of A/C Condensing Units	<input type="checkbox"/>	<input type="checkbox"/>	

☐ Approved    ☐ Not Approved    Reviewed By: \_\_\_\_\_ Date: \_\_\_\_\_



CITY OF TAMPA PERMIT SECTION  
Department of Housing and  
Development Coordination  
306 East Jackson Street  
Tampa, FL 33602

# APPLICATION FOR SITE PLAN REVIEW

## FOR OFFICE USE ONLY

Control #	Project #
-----------	-----------

## PLEASE TYPE OR PRINT CLEARLY

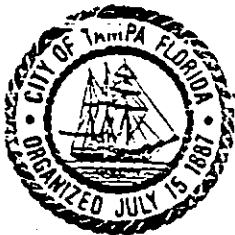
1. Job/Site Address					
2. Legal Description					
Lot:	Block:	Subdivision:			
3. Property Owner's Name		4. Name of Person to be contacted regarding this project			
Street Address		Street Address			
City	State	Zip Code	City	State	Zip Code
		Daytime Telephone Number (Number where project contact person can be reached between 8am and 5pm weekdays.)			
5. Architect/Engineer's Name					
City	State	Zip Code	Daytime Telephone Number		

6. Description of Work to be Performed at this site				
7. Use of Structure(s). Be Specific				
a. Existing _____ b. Proposed _____				
8. Business Classification	9. Type of Construction: (Circle One.) (P = Protected; U = Unprotected)			
	I	IV-P	V-P	VI-P
	II	IV-U	V-U	VI-U
	III			
10. Square Footage: Building _____ sq. ft.		Paving _____ sq. ft.	Site _____ sq. ft.	OR _____ acres
11. Number of Buildings	12. Number of Floors	13. Job Value		

14. Signature of Applicant	Date
----------------------------	------

## FOR OFFICE USE ONLY

Approvals Required		
Fire Limits: <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Health Department <input type="checkbox"/> Yes <input type="checkbox"/> N/A	Barrio Latino <input type="checkbox"/> Yes <input type="checkbox"/> N/A
Flood Hazard Zone	Map Section	Zoning District



# CITY OF TAMPA

Sandra W. Freedman, Mayor

Department of Housing and Development Coordination

Inspectional Services Division

## SUPPLEMENTAL INFORMATION FOR SITE PLAN REVIEW

Please indicate all the items included in this project by marking the appropriate spaces below.

### ON-SITE ACCESSORY STRUCTURES - IF NOT APPLICABLE MARK HERE ( ) N/A

STRUCTURE:	LENGTH (ft)	WIDTH (ft)	HEIGHT (ft)	MATERIAL
( ) CANOPIES	_____	_____	_____	_____
( ) AWNINGS	_____	_____	_____	_____
( ) HANDICAP RAMP	_____	_____	N/A	_____
( ) SCREEN WALL	_____	N/A	_____	_____
( ) PERIMETER WALL	_____	N/A	_____	_____
( ) FENCES	_____	N/A	_____	_____
( ) LOADING DOCK	_____	_____	_____	_____

### SITE UTILITIES - IF NOT APPLICABLE MARK HERE ( ) N/A

	LENGTH (ft)	
( ) UNDERGROUND ELECTRIC	_____	
( ) WATER MAIN	_____	
( ) SANITARY MAIN	_____	
( ) STORM MAIN	_____	NUMBER OF CATCH BASINS: _____

### PAVING/SLAB - IF NOT APPLICABLE MARK HERE ( ) N/A

	AREA (sq.ft.)	MATERIAL (asphalt, conc., pavers, turf block)
( ) NEW PAVING	_____	_____
( ) RESURFACE	_____	_____
( ) SLAB W/FOUNDATION	_____	_____
( ) RAMPS	_____	_____

### TANKS - IF NOT APPLICABLE MARK HERE ( ) N/A

	NUMBER	CAPACITY (gal)	CONTENT	PIPING (ft)	SLAB/FDN (sq.ft.)
( ) UNDER GROUND	_____	_____	_____	_____	_____
( ) ABOVE GROUND	_____	_____	_____	_____	_____
( ) CONTAINMENT WALL	_____	N/A	N/A	N/A	_____

### LIFT STATION - IF NOT APPLICABLE MARK HERE ( ) N/A

- ( ) POURED-IN-PLACE
- ( ) PRE-CAST
- ( ) FIBERGLASS

PROJECT NUMBER: \_\_\_\_\_  
CONTROL NUMBER: \_\_\_\_\_





CITY OF TAMPA PERMIT SECTION  
Department of Housing and  
Development Coordination  
306 East Jackson Street  
Tampa, FL 33602

# APPLICATION FOR BUILDING PLAN REVIEW

## FOR OFFICE USE ONLY

Control #

Project #

## PLEASE TYPE OR PRINT CLEARLY

1. Job/Site Address

Folio #

2. Legal Description

Lot:

Block:

Subdivision:

3. Property Owner's Name

4. Name of Person to be contacted regarding this project

Street Address

Street Address

City

State

Zip Code

City

State

Zip Code

Daytime Telephone Number (Number where project contact person  
can be reached between 8am and 5pm weekdays.)

5. Architect/Engineer's Name

City

State

Zip Code

Daytime Telephone Number

6. Type of Work

☐ New Construction

☐ Alteration

☐ Move Building

☐ Addition

☐ Change of Use

7. Description of Work to be Performed at this site

7a. Site Plan Project Number

8. Use of Structure(s). Be Specific

a. Existing

b. Proposed

9. Building Classification

10. Type of Construction: (Circle One:) (P = Protected; U = Unprotected)

I

IV-P

V-P

VI-P

II

IV-U

V-U

VI-U

III

11. Square Footage: Building

Paving

Site

sq. ft.

sq. ft.

sq. ft.

OR

acres

12. Number of Buildings

13. Number of Floors

14. Job Value

15. Signature of Applicant

Date

## FOR OFFICE USE ONLY

Approvals Required

Fire Limits: ☐ Yes ☐ N/A

Health Department ☐ Yes ☐ N/A

ARC ☐ Yes ☐ N/A

Barrio Latino ☐ Yes ☐ N/A

C.B.D. ☐ Yes ☐ N/A

Flood Hazard Zone

Map Section

Zoning District



# CITY OF TAMPA

Sandra W. Freedman, Mayor

Department of Housing and Development Coordination

Inspectional Services Division

## SUPPLEMENTAL INFORMATION FOR BUILDING PLAN REVIEW

Please indicate all the items included in this project by marking the appropriate spaces below.

☐ BUILDING - IF NOT APPLICABLE MARK HERE ☐ N/A

	BUILDING(S)	FLOOR(S)	SUITE(S)	UNIT NUMBER(S)	LABEL(S)
<input type="checkbox"/> NEW CONSTRUCTION :					
<input type="checkbox"/> ADDITION :					
<input type="checkbox"/> INTERIOR FINISH :					
<input type="checkbox"/> REMODELING :					

☐ ELECTRICAL - IF NOT APPLICABLE MARK HERE ☐ N/A

SPACE USE                      AREA (sq. ft.)

☐ RETAIL : \_\_\_\_\_  
☐ OFFICE : \_\_\_\_\_  
☐ WAREHOUSE : \_\_\_\_\_  
☐ OTHER : \_\_\_\_\_

SPECIFY: \_\_\_\_\_

☐ MECHANICAL - IF NOT APPLICABLE MARK HERE ☐ N/A

☐ REFRIGERATION - NO. OF UNITS : TOTAL TONNAGE: \_\_\_\_\_  
☐ BOILERS - NO. OF BOILERS : TOTAL BTU : \_\_\_\_\_  
☐ HOODS - NO. OF HOODS : FIRE SUPPRESSION: ☐ YES, ☐ NO  
☐ HVAC - AREA OF CONDITIONED SPACE: \_\_\_\_\_ (sq. ft.)

☐ PLUMBING - IF NOT APPLICABLE MARK HERE ☐ N/A

☐ NEW OR ADDITIONAL FIXTURES  
☐ REPLACEMENT OF EXISTING FIXTURES  
☐ RELOCATION OF EXISTING FIXTURES

☐ FIRE PROTECTION SYSTEM - IF NOT-APPLICABLE MARK HERE ☐ N/A

☐ SPRINKLER SYSTEM (new, addition or relocation? \_\_\_\_\_)  
☐ Complete plans for sprinkler system are being submitted now.  
☐ Complete plans for sprinkler system will be submitted later.

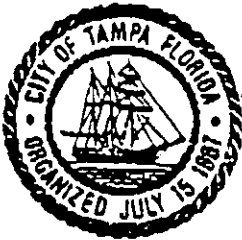
☐ FIRE ALARM SYSTEM (new or modifications)

PROJECT NUMBER: \_\_\_\_\_

CONTROL NUMBER: \_\_\_\_\_







# CITY OF TAMPA

Sandra W. Freedman, Mayor

Department of Housing and Development Coordination

Inspectional Services Division

TO: All Permit Applicants

RE: Hillsborough County School Impact Fees

The City of Tampa is required to collect a fee on all new residential construction and bedroom additions to residential buildings. This is a County-wide ordinance (#92-28) that went into effect January 1, 1993.

The fee must be paid prior to the issuance of a Certificate of Occupancy for new construction and prior to permit issuance on additions, and will be paid by means of a Miscellaneous Activity Permit.

The fees are as follows:

## NEW CONSTRUCTION:

### Single-family Detached

2 bedroom.....	\$ 63.50
3 bedroom.....	195.95
4 bedroom.....	348.43
5 bedroom.....	488.08

### Single-family Attached (Duplex and Townhouse)

1 bedroom.....	\$ 39.41
2 bedroom.....	59.76
3 bedroom.....	177.52

### Multi-family

1 bedroom.....	\$ 8.54
2 bedroom.....	32.60
3 bedroom.....	236.62

### Mobile Homes

1 bedroom.....	\$ 56.56
2 bedroom.....	61.00
3 bedroom.....	285.98





## PART I - VALUE BASED PLAN EXAMINATION AND PERMIT FEES

For calculation of the value based plan examination and permit fees, evaluate the JOB VALUE and the K VALUE as set forth below:

JOB VALUE: Multiply the gross area of the building, consisting of the added gross areas of all floors, mezzanines and roof structures, by the unit value of the building shown in the BUILDING VALUATION CHART. (see reverse side)

K VALUE: Round up the JOB VALUE to the next thousand figure and select the number of thousands in it.

Example: JOB VALUE = \$2,445,263. ; K VALUE = 2,446

### PLAN EXAMINATION FEE

A - Minimum: Alteration to single family dwelling: \$25.00  
 Alteration or repair to commercial buildings involving one category of review only (electrical only, plumbing only, mechanical only, etc.): \$25.00  
 All others: \$50.00

B - Value Based: JOB VALUE = \$ \_\_\_\_\_ ; K VALUE = \_\_\_\_\_

Insert the K VALUE for K in the appropriate relation below.

<u>REVIEW CATEGORY</u>	<u>K VALUE</u>	<u>RELATION</u>	<u>CALCULATION</u>	<u>FEE</u>
Site Plans	up to 1,000.	$1 \times K$	$= 1 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
	over 1,000.	$750 + 0.25 \times K$	$= 750 + 0.25 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
Building Plans	up to 1,000.	$0.75 \times K$	$= 0.75 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
	over 1,000.	$500 + 0.25 \times K$	$= 500 + .25 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
Interior Finish	up to 1,000.	$0.50 \times K$	$= 0.50 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
	over 1,000.	$250 + 0.25 \times K$	$= 250 + 0.25 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$

C - Maximum: In no case shall the plan examination fee exceed \$5,000.

D - Preliminary Plan Conference: \$275. per hour or fraction thereof.

VALUE BASED PERMIT FEE: Insert the K VALUE for K in the appropriate relation below.

<u>K VALUE</u>	<u>RELATION</u>	<u>CALCULATION</u>	<u>FEE</u>
up to 4	-----	$= \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
4 <sup>+</sup> to 100	$6 + 4 \times K$	$= 6 + 4 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$
over 100	$206 + 2 \times K$	$= 206 + 2 \times \underline{\hspace{2cm}}$	$= \$ \underline{\hspace{2cm}}$

EFFECTIVE 10/17/1988

## BUILDING VALUATION DATA, DOLLARS PER SQUARE FOOT

TYPE OF CONSTRUCTION	I	II	III	IV	P	UP	V	P	UP	VI	P	UP	VI
APARTMENT	52.00	48.50	46.00	46.00	46.00	43.60	44.50	41.00	38.50	35.50			
AUTO PARKING STRUCTURE	35.50	32.50	29.50	29.50	29.50	27.50	29.00	26.00	28.00	26.00			
CHURCH	59.00	55.50	50.00	48.00	48.00	44.50	48.00	44.00	42.00	39.00			
CONVALESCENT	70.50	67.50	59.00	59.00	59.00	55.50	57.00	NP	50.00	NP			
DWELLING	57.00	55.00	52.00	49.50	49.50	46.50	46.50	44.00	44.00	41.00			
EDUCATIONAL	58.50	55.00	49.50	49.50	49.50	46.50	50.00	46.50	46.50	44.00			
FACTORY/INDUSTRIAL	35.50	32.50	27.50	27.50	27.50	24.50	27.00	24.00	24.50	20.50			
HAZARDOUS	30.00	27.50	24.50	24.50	24.50	21.50	24.50	21.50	NP	NP			
HOSPITAL	101.00	97.50	94.50	94.50	94.50	92.00	89.00	NP	75.50	NP			
HOTEL	56.50	51.50	48.00	46.50	46.50	43.00	46.00	42.50	46.00	42.50			
OFFICE	61.00	57.50	51.00	46.00	46.00	42.50	45.50	42.50	45.50	42.50			
PRIVATE GARAGE OR SHED	28.00	24.50	22.00	22.00	22.00	20.50	22.00	20.50	21.50	19.00			
PUBLIC GARAGE	35.50	31.00	29.50	26.00	26.00	23.50	26.00	21.50	26.00	23.50			
RESTAURANT	62.00	59.00	53.50	52.00	52.00	49.50	52.00	49.50	52.00	48.50			
RETAIL STORE	48.00	45.00	38.50	37.00	37.00	33.50	36.50	33.00	35.50	32.50			
SERVICE STATION	57.00	53.50	48.50	48.00	48.00	45.50	47.50	44.50	41.00	40.00			
THEATER	66.50	63.00	52.00	49.50	49.50	47.50	49.50	46.50	49.50	46.50			
WAREHOUSE	29.00	26.00	23.50	23.50	23.50	20.50	23.50	20.50	23.50	20.50			

P: PROTECTED ; UP: UNPROTECTED

NP: NOT PERMITTED

## PART II - PERMIT FEES

**A - BUILDING PERMIT**

	<u>CALCULATION/COMMENTS</u>	<u>PERMIT FEE</u>
1 - Commercial New Construction	: Value based fee (see PART I)	- \$ _____
2 - Residential New Construction	: Value based fee (see PART I)	- \$ _____
3 - Addition to or Accessory for Commercial Building	: Value based fee (see PART I)	- \$ _____
4 - Addition to or Accessory for House or Duplex	: Value based fee (see PART I)	- \$ _____
5 - Commercial Interior Finish	: _____ (footage) x \$0.02/sq.ft.	- \$ _____
6 - Repair/Remodel:		
a - Residential	:	- \$ 40.00
b - Commercial	: _____ (footage) x \$0.02/sq.ft.	- \$ _____
7 - Moving a Building/Foundation:		
a - Moved Building	: _____ (no. of bldgs.) x \$40.	- \$ _____
b - Foundation and Site Work	: _____ (no. of bldgs.) x \$40.	- \$ _____

**B - MISCELLANEOUS BUILDING PERMIT**

1 - Roofing:		
a - Residential	: _____ roofs x \$25. each	- \$ _____
b - Commercial	: _____ roofs x \$40. each	- \$ _____
2 - Fence or Masonry Wall		
a - Fence	:	- \$ 25.00
b - Masonry Wall	:	- \$ 40.00
3 - Slab/Foundation	:	- \$ 40.00
4 - Swimming Pool/Spa		
a - New pool or spa	: _____ pools/spas x \$40. each	- \$ _____
b - Pool alteration or repairs	: _____ pools/spas x \$25. each	- \$ _____
5 - Siding-Stucco-Textured Coating and Soffit Fascia	:	- \$ 40.00
6 - Satellite Dish	:	- \$ 25.00

**C - SIGN PERMIT**

a - Permanent Sign	:	- \$ 55.00
b - Temporary Sign	:	- \$ 40.00
c - Sign repair or demolition	:	- \$ 25.00

**D - ELECTRICAL PERMIT**

a - New house or duplex	:	- \$ 55.00
b - Alteration or repair	: _____ floors/units x \$40. each	- \$ _____
c - New multi-family	: \$40./unit x _____ units	- \$ _____
d - Individual multi-family unit	:	- \$ 40.00
e - Service change (CMO)	:	- \$ 25.00
f - Power pole or constr. pole	:	- \$ 25.00
g - Pool/spa	:	- \$ 40.00
h - Sign	:	- \$ 25.00
i - Trailer/tent connection	:	- \$ 25.00

continued

## PART II - PERMIT FEES

(continued)

## D - ELECTRICAL PERMIT - continued

### CALCULATION/COMMENTS

## PERMIT FEE

j - Electrical interior finish	:			- \$	<u>25.00</u>
k - Commercial new construction:					
k1 - Warehouse/storage	:	_____	sq.ft. x \$0.005	- \$	_____
k2 - All others	:	_____	sq.ft. x \$0.02	= \$	_____

E - MECHANICAL PERMIT

a - HVAC in new house/addition or duplex :	= \$	40.00
b - HVAC in individual multi-family unit : \$40./unit x _____ units	= \$	_____
c - HVAC in new multi-family unit : \$15./unit x _____ units	= \$	_____
d - HVAC work or A/C changeout in existing house or duplex :	= \$	25.00
e - Boiler installation or alteration :	= \$	55.00
f - Solar heat or heat recovery system : Resid.: \$25. ; Comm.: \$40.	= \$	_____
g - Commercial range hood :	= \$	40.00
h - Petroleum tank installation :	= \$	55.00
i - Petroleum tank alteration :	= \$	25.00
j - Refrigeration equipment installation : \$40./job x _____ jobs	= \$	_____
k - Commercial A/C changeout :	= \$	40.00
l - Mechanical site preparation :	= \$	55.00
m - Mechanical interior finish :	= \$	25.00
* n - All other mechanical work : _____ sq.ft. x \$0.03	= \$	_____

F - PLUMBING/GAS PERMIT

a - Water	:	= \$	<u>25.00</u>
b - Sanitary sewer lines	:	= \$	<u>25.00</u>
c - Storm drain lines	:	= \$	<u>25.00</u>
d - Pool or spa installation	:	= \$	<u>40.00</u>
e - Pool or spa repair	:	= \$	<u>25.00</u>
f - Moved building	:	= \$	<u>40.00</u>
g - Solar heat or heat recovery system	:	= \$	<u>25.00</u>
** h - All other plumbing and gas work	:	= \$	<u>fixtures x \$7./fixture</u>

G - MISCELLANEOUS ACTIVITY PERMIT

1 - Tent	:	\$35.00 for first/single tent +	
	:	_____ additional x \$20. each	= \$ _____
2 - Fire Protection/Fire Alarm	:		= \$ _____
3 - Special Purpose	:	_____ inspections x \$15. each	= \$ _____ 25.00
<hr/>			
4 - Site Agency Fees			
a - Transportation (paving/driveway)	:		= \$ _____ 40.00
b - Storm Water:		applicability of these	
b1 - residential	:	fees is determined by	= \$ _____ 45.00
b2 - commercial	:	site agencies listed	= \$ _____ 90.00
c - Fire Marshal (final inspection)	:	in this block.	= \$ _____ 25.00
d - Parks	:		= \$ _____ 15.00
<hr/>			

H - DEMOLITION PERMIT

:        bldgs. x \$25. each                    - \$

\* - minimum fee: \$40.00

2nd Page  
Hillsborough County School Impact Fees

BEDROOM ADDITIONS:

Single-family Detached

2 bedroom to 3 bedroom.....	\$132.45
3 bedroom to 4 bedroom.....	152.48
4 bedroom to 5 bedroom.....	139.65

Single-family Attached ( Duplex and Townhouse)

1 bedroom to 2 bedroom.....	\$ 20.35
2 bedroom to 3 bedroom.....	117.76

Multi-family

1 bedroom to 2 bedroom.....	\$ 24.06
2 bedroom to 3 bedroom.....	204.02

Mobile Home

1 bedroom to 2 bedroom.....	\$ 4.44
2 bedroom to 3 bedroom.....	224.98

For more information, call Lucia Garsys, Hillsborough County  
Development Review at 272-5710.



## REFERENCE ADDRESS SHEET

DEPARTMENT	RESPONSIBILITY	LOCATION	PHONE NUMBER
<b>Department of Housing and Development Coordination</b>			
Land Development Coordination	Verification and Dedication of Right-of-Way Zoning Code Requirements	City Hall Plaza, 3 North City Hall Plaza, 3 North	223-8725 223-8405
Standards & Enforcements	House and Property Maintenance/Public Nuisances	City Hall Plaza, 3 North	223-8391
<b>Inspectional Service Division</b>			
Building Bureau	Building Code Requirements	1400 N. Boulevard	259-1820
Electrical Bureau	Electrical Code Requirements	1400 N. Boulevard	259-1823
Mechanical Bureau	Mechanical Code Requirements	1400 N. Boulevard	259-1825
Plumbing Bureau	Plumbing Code Requirements	1400 N. Boulevard	259-1827
Certificate of Occupancy		1400 N. Boulevard	259-1727
Flood Damage Control	Flood Information	1400 N. Boulevard	259-1768
Inspections	Call for Inspection	1400 N. Boulevard	274-7900
Information	Inspectional Service Information	1400 N. Boulevard	259-1761
Plans & Permitting	Commercial Plan Review	1400 N. Boulevard	259-1776
	Residential Plan Review	1400 N. Boulevard	259-1770
Records Department		1400 N. Boulevard	259-1727
Fire Department	Fire Code Requirements	808 Zack Street	259-1720
Parks Department	Parking Lot Landscaping, Tree Removal, Site Clearing, and Site Inspection	7525 North Boulevard	259-1750
<b>Department of Water Resources, Solid Waste and Public Works</b>			
Environmental Coordination	Environmental Concerns	4010 W. Spruce	223-8071
Department of Public Works Transportation Division	Parking Lot Design Parking Spaces Dimensions, Traffic Impact on Surrounding Street System, Impact Fees	1400 N. Boulevard	259-1735
Department of Sanitary Sewers Stormwater Management Division	Sewer Service Availability Stormwater Retention	1400 N. Boulevard 1400 N. Boulevard	259-1713 259-1740
Solid Waste Department	Location and Screening of Dumpster	1400 N. Boulevard	259-1717
Water Department Planning Division	Water Service Availability	1400 N. Boulevard	259-1731
<b>OTHER AGENCIES</b>			
Barrio Latino Commission		2009 18th Street	272-3844
City of Tampa Service & Information		City Hall Plaza, 1st Floor	223-8211
Community Redevelopment Agency		1310 E. 9th Ave. N.	223-8146
Department of Environmental Regulation		4520 Oak Fair Blvd.	623-5561
General Telephone Company		515 E. Zack Street	1-800-282-7272
Hillsborough County Building Permit Department		800 E. Twiggs St.	272-5600
Hillsborough County Courthouse		419 Pierce	272-5000
Hillsborough County Environmental Protection Agency		1900 9th Avenue	272-5960
Hillsborough County Health Department		1105 E. Kennedy Blvd.	272-6200
Hillsborough County Planning Commission		201 Kennedy Blvd. E.	272-5940
Historic Preservation Board		2009 18th Street	272-3844
Peoples Gas Company		1200 13th Street N.	228-9743
State Department of Transportation		4950 Kennedy Blvd. W.	871-7220
State Department Worker's Compensation		1313 Tampa Street N.	272-3793
Tampa Electric Layout Meter Layout Number		702 N. Franklin Street	228-4111
AddressSheet (10/93)			

# **Inspection Requirements Instructions for Tree Removal and Site Clearing**

## **On Site Inspections (Sec. 13-44 (g))**

Where protected trees are to be removed during land alteration and site clearing pursuant to Sec. 13-44 a-j of the City of Tampa Code, the trees to be removed shall be identified by red-flagging, and the rights-of-way of proposed roads, the corners of proposed buildings, the location of proposed drainage basins, man-made lakes, areas that require fill and other improvements shall be rough staked and protective barricades installed prior to on-site inspection. If upon inspection, trees to be removed, road rights-of-way, building corners, fill areas and other improvements have not been identified, the inspection shall be suspended until these preparations have been completed.

## **Protective Barricade**

A physical structure not less than three (3') feet in height, limiting access to protected trees and Grand Trees. A suitable protective barrier may be composed of wood or other material which insures protection of the protected trees and Grand Trees during construction.

## **Tree Protection Standards (Sec. 13-164)**

As a condition of the granting of a Permit for Site Clearing under Sec. 13-44, the applicant shall agree that site clearing activities on the parcel shall comply with the following tree protection requirements.

- (1) Protective Barricades shall be placed around all protected trees and Grand Trees during site clearing, and shall remain in place until land alteration, site clearing and construction activities are complete. Barricades shall be erected at a minimum distance of ten feet (10') from the center of protected trees and twenty feet (20') from the center of Grand Trees.
- (2) A minimum distance of ten feet (10') shall be maintained from all protected trees when installing underground utilities. If this results in unreasonable hardship, a soil auger shall be used to tunnel under the root systems.
- (3) Installation of artificial barriers such as protective barricades, fences, posts, or walls shall not destroy or irreversibly harm the root systems of protected trees and Grand Trees. Footers for walls shall end at the point where larger roots are encountered, and the roots shall be bridged. Post holes and trenches located close to protected trees or Grand Trees shall be adjusted to avoid damage to major roots.
- (4) All roots to be removed during the site clearing phase shall be severed clean at the perimeter of the designated protected radius.
- (5) A two inch (2") layer of mulch shall be applied over the surface of exposed roots of protected trees and Grand Trees.
- (6) A protective drywell and drainage/aeration system shall be provided where protected trees or Grand Trees will be adversely affected by raising the grade.
- (7) A protective retaining wall shall be constructed at the perimeter of the protective radius around a protected tree or Grand Tree where the protected tree or Grand Tree will be adversely affected by lowering the grade.
- (8) All trimming of protected trees and Grand Trees shall be done by a qualified, licensed tree service, during development.

## **Inspection for Compliance (Sec. 13-44 (H))**

Each permit for Site Clearing shall state that the applicant shall notify the Parks Department within forty-eight (48) hours after site clearing activity has been completed. The Parks Department shall inspect the site, and, if the Director of the Parks Department determines no violations have occurred, Parks Department shall issue a final inspection release. No further development activity of any nature shall commence or be carried out on the parcel that is the subject of the Permit for Site Clearing until the final release has been issued.

**Note:** No site preparation shall begin until site inspection requirements have been completed and approved. Failure to meet these requirements will result in stop work orders and applicable reinspection fees being paid.

For all inspections call 223-8904 - Parks Department

#### Tree Protection

1. All trees to remain must be protected by barricades to meet the minimum standards by the City of Tampa. Protective barriers must remain in place until land alteration and construction activities are completed.
2. During land alteration and construction activities, it shall be unlawful to remove vegetation by grubbing or to place soil deposits, debris, solvents, construction material, machinery or other equipment of any kind within the dripline of the tree to remain on the site unless otherwise approved by the City.
3. In order to minimize soil erosion and contribute to water quality, proposed land alteration activities shall not unnecessarily remove existing vegetation and alter existing topography. Adequate protection measures shall be provided, as necessary, to minimize erosion and downstream sedimentation caused by surface water runoff on exposed land surfaces.
4. Pavement aeration will be provided around all protected trees to create an effective permeable radius of ten feet (10').
5. In areas where fill is to be placed in or around protected trees, designated aeration zones shall be barricaded until system is installed.
6. A soil auger will be used to bore under root systems when utilities are to be installed within 10 feet (10') of a protected tree.
7. Protected trees in conflict will be relocated on site (up to 8" in diameter).
8. All trimming will be done by a qualified tree service during development.
9. All roots to be removed during the site clearing phase shall be severed clean at the perimeter of the designated protected radius.
10. No site preparation work shall begin where tree preservation measures have not been completed and approved.



# How To Obtain A Permit For Tree Removal or Site Clearing

(For location of offices referenced in the instructions obtain Reference Address Sheet at PERMIT CENTER)

- **WHEN REQUIRED:**

This kind of permit is required for the removal of any tree that is not exempt from regulation under Chapter 13 (Landscape, Tree Removal and Site Clearing Code) or for clearing, by mechanical means other than mowing of vegetation.

\*NOTE: This is *only* an application. After obtaining approval by Parks Dept., the application will become a "Permit."

- **PERMIT CAN BE ISSUED TO:**

1. Qualifying owner - must present proof of ownership (recorded deed or tax receipt) at Permit Center.
2. Licensed tree service contractor, demolition contractor, structure mover, paving contractor, excavating contractor, general, building, residential contractor or pool contractor, U/G utilities contractor, storm sewer, structural steel (satellite dish) contractor, or authorized agent(s) - must present photo ID at Permit Center.

- **SUBMISSION REQUIREMENTS:**

1. Obtain address assignment (if one has not already been assigned) for the property from Right-of-Way Section. (Bring Legal Description & Folio Number.)
2. Complete the Application form for a Tree Removal/Site Clearing Permit.
3. Other permits which may be required: Grade/Fill/Excavation.
4. Submit the following plans:
  - a. Tree/Site Clearing:
    - (1) If tree removal is not related to construction activity, a sketch showing the following is to be submitted:
      - (a) The dimensions of the parcel.
      - (b) Location of all existing structures.
      - (c) Identification of trees to be removed (indicate diameter size and specie if known).
    - (2) In all other cases, Tree/Site Clearing Plan must contain the following information:
      - (a) A tree survey overlay at the same scale as the site plan, which locates all protected trees identified by d.b.h. (diameter of tree measured in inches, 4½ feet above grade) and species. Dead or diseased trees shall be identified. Groups of trees in close proximity, (i.e. those within five feet of each other) may be designated as a clump of trees, with the predominant species, estimated number and average caliper indicated.

Surveys over five (5) acres shall be performed by a licensed, registered surveyor.
      - (b) Location of all structures, improvements, rights of way, and easements on the property.
      - (c) The name, signature and address of the designer.
      - (d) An explanation of how trees are to be protected during site clearing activities in accordance with the standards set forth in (Section 13-164, City of Tampa Code).
      - (e) Proposed grade changes with an explanation of how protected trees are to be safely maintained.
      - (f) The location of all wetlands, if applicable, and an explanation of how they are to be protected during site clearing activities in accordance with the standards in (Section 13-163, City of Tampa Code).
5. Pay Permit Application Fee.
6. Follow inspection requirements instructions which are attached.

## • APPLICATION FORM INSTRUCTIONS

1-5- Fill in as indicated.

**Note:** Only actively licensed contractors may obtain permits in the City of Tampa. The City's computer contains all licensed contractors and identifies whether their license is active or inactive. By writing your Social Security Number in box #1a., we can process your permit in a more timely manner. If you don't have your Social Security Number, the Technician will process your permit application - but it will take longer to do so.

6- Project Number. If no project number has been assigned, obtain one from the Permit Technician and record in this space.

7- Job Site Address. Write the street address where the work is to take place.

8- Legal Description. Write the lot, block, subdivision in the space provided. You may attach the legal description on a separate sheet of paper attached to this application provided it is legible.

9- Write the square foot size or acreage of the lot or parcel.

10- Project Type. Check the appropriate project type.

11- Type of Site Clearing. Check the appropriate box.

12- Description of Work. Describe the work to be performed under this permit.

13- Write the number of trees to be removed or pruned.

13a- Check Residential or Commercial.

14- Reason for Tree Removal. Check the applicable box. If "other," specify reason.

15- Method of Removal. Check the appropriate box.

16- Definition of Wetland: land that is inundated or saturated by surface or ground water in years of normal water conditions that fall under the jurisdiction of one or more of the following agencies: Florida Department of Environmental Regulation, United States Army Corp of Engineers, Southwest Florida Water Management District, Hillsborough County Environmental Protection Commission, Tampa Port Authority.

17- If yes is checked to number 15, the application must be forwarded to Parks Department, 7525 N. Boulevard, 223-8903-8904, prior to any further action on this application for development. (Section 13-8, City of Tampa Code).

18- Application Fee. Fees are computed by the Technician upon submission of the permit application.

19 and 20 - Read the certification statement at the bottom of the application form and sign the form where indicated.

**Note:** After the completed application has been submitted to the Permit Technician, the applicant receives a computer generated document entitled "Project Application." This document identifies those City Departments whose approval must be obtained before the permit may be issued.



CITY OF TAMPA PERMIT SECTION  
Department of Housing and  
Development Coordination  
1400 N. Boulevard  
Tampa, FL 33607

# APPLICATION FOR TREE REMOVAL AND SITE CLEARING PERMIT

PLEASE TYPE OR PRINT CLEARLY

1. Contractor/Qualifier Name	1a. Qualifier's Social Security Number
2. Business Name	3. Applicant's Name (If other than contractor)

4. Property Owner's Name	5. Name of Person to be contacted regarding this project
Street Address	Street Address
City State Zip Code	City State Zip Code
Daytime Telephone Number (Number where owner can be contacted between 8am and 5pm weekdays.)	Daytime Telephone Number (Number where project contact person can be reached between 8am and 5pm weekdays.)

6. PROJECT NUMBER	7. Job/Site Address	
8. Legal Description Lot: Block: Subdivision:		9. Lot or Parcel Size sq. ft. acres
10. Project Type Check One: <input type="checkbox"/> Tree Removal <input type="checkbox"/> Site Clearing <input type="checkbox"/> Both <input type="checkbox"/> Pruning of Trees in Right-of-Way		11. Site Clearing For <input type="checkbox"/> Construction <input type="checkbox"/> Underbrush Only <input type="checkbox"/> Foundation Area Only <input type="checkbox"/> Subdivision or P.U.D. Common Areas
12. Description of Work to be Performed under this permit		
13. Number of Trees to be Removed or Pruned:	13a. Check one: <input type="checkbox"/> Residential <input type="checkbox"/> Commercial	14. Reason for Removal <input type="checkbox"/> Construction <input type="checkbox"/> Dead or Diseased or Damaged <input type="checkbox"/> Hazardous Location <input type="checkbox"/> Other:
15. Method of Removal <input type="checkbox"/> Cutting <input type="checkbox"/> Transplanting On-Site <input type="checkbox"/> Transplanting Off-Site	16. Does subject parcel directly abut jurisdictional wetland conservation areas? <input type="checkbox"/> Yes <input type="checkbox"/> No	17. If yes, will proposed development occur within 30 feet landward of the wetland area? <input type="checkbox"/> Yes <input type="checkbox"/> No

18. Permit fees are calculated by Permit Technician at time of submission.

19. I certify, together with plans and specifications, this application shows a true representation of construction to be accomplished under this permit. It is understood that any false information or deviation from the original documents will render this permit issued under this application null and void, unless approved by the building official. The permit issued under this application is invalid after 6 months if the project is not started for which this permit was issued - and there will be no refund. I agree to conform to all building department regulations and ordinances regulating building and zoning. I will replace trees as required by "Sec. 13-165f," City of Tampa Code.

I hereby swear and affirm that I have obtained worker's compensation insurance and that I have submitted to the City of Tampa a true and correct copy of that insurance, as it is required in Chapter 440, Florida Statutes, and that the required worker's compensation insurance remains valid as of this date.

NOTE: IT IS THE RESPONSIBILITY OF THE PERMIT HOLDER TO CALL FOR ALL INSPECTIONS.

**FAILURE TO COMPLY WITH THE MECHANIC'S LIEN LAW  
CAN RESULT IN THE PROPERTY OWNER PAYING TWICE  
FOR BUILDING IMPROVEMENTS.**

20. Signature of Applicant

Date

## NOTICE TO PROPERTY OWNERS

Please read this notice carefully - it may save you from paying twice for home repairs, improvements, or new construction.

Failure to record a notice of commencement may result in paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or attorney before recording your notice of commencement.

If you have hired a contractor to do the work, make sure that the contractor obtains the permit. The contractor's signature indicates he or she is responsible for the work, and if the work is not performed according to code, the City can require corrective action by the party who obtained the permit. Furthermore, if the contractor is not licensed, you can be in violation of state law by allowing an unlicensed person to do this work.

Since you or your contractor have applied for a building permit for work to be done on property you own, you should be aware that:

Any person who furnishes labor (a contractor, subcontractor or laborer) or supplies materials for your home repair, improvement or new construction may be able to file a claim (called a lien) against you if he has not been paid in full by your contractor or you. You are liable to subcontractors or suppliers if they are not paid by your contractor or yourself.

In order to protect yourself from paying twice, you must take the following steps:

Before any work is done by you or your contractor, immediately file for record a Notice of Commencement with the office of the Clerk of the Circuit Court. This step is required by the Florida Construction Lien Law.

A certified copy of the Notice of Commencement must be posted in a conspicuous place in front of the property where the work will take place. It must be posted before any work is started, but not more than thirty (30) days before work is begun. (Be sure to check with your money lender as premature filing may affect your loan).

At the completion of work, require the contractor to give you a sworn notarized statement indicating all bills for labor and materials have been paid or a list naming those supplying labor and materials that have not been paid. Ask for the affidavit before making the last payment.

For further information on the Florida Construction Lien Law, you should read Chapter 713 of the Florida Statutes. Contact your local consumer protection agency or the Florida Department of Agriculture and Consumer Services (800-342-2176, toll free) or consult a private attorney. You may need to take additional action for complete protection.

This information is provided as required by law. The Department of Agriculture and Consumer Services and your local building permit office assume no responsibility in this regard, and furnishing of this information does not imply that your contractor is unreliable.

Unlicensed Contractors: No person shall engage in the business or act in the capacity of a contractor without being duly registered or certified. Any person who violates this provision is guilty of a misdemeanor of the first degree, and may be punished by a prison term not exceeding one (1) year and/or a fine not to exceed \$1,000. (Section 489.127, Florida Statutes).

---

## FOR OFFICE USE ONLY

Parks (Wetlands Only)

☐ PHLD

Permit Number: \_\_\_\_\_ Issued By: \_\_\_\_\_ Date: \_\_\_\_\_

Tree Replacement Requirements (Parks Department Only): \_\_\_\_\_

---

City of Temple Terrace

11250 NORTH 54th STREET  
P.O. BOX 16930  
TEMPLE TERRACE, FL 33617

CITY OF TEMPLE TERRACE  
Department of Community Development  
989-7132

BUILDING  
PERMIT  
APPLICATION

Project Number /	Site Spec. /	PROJECT NAME	Date Application Received
Permit Number	Type Permit	Address Ref #	
JOB LOCATION			
SUBDIVISION	LOT	BLOCK	Folio Number
OWNER	ADDRESS (mailing)	CITY, STATE, ZIP	PHONE NO.
LESSEE/OCCUPANT (if applicable)	ADDRESS (mailing)	CITY, STATE, ZIP	PHONE NO.
JOB DESCRIPTION			
APPLICANT	ADDRESS	Type: HO, CONTR, AGENT	
CONTACT PHONE:	Inspector Area:	Dble Fee: (Y/N)	
CONTRACTOR	BUSINESS NAME	TT CERTIFICATE NUMBER	
ARCHITECT	ADDRESS	PHONE NO.	
ENGINEER	ADDRESS	PHONE NO.	
ZONING			
District:	Use:	Flood Zone:	FFE:
Set Back:	Left: "	Right: "	Rear: "
Front:	Rear to Pool Deck:	Other:	
FCC Code	Constr Code	SLUC Code	\$ Lot Coverage \$ Bldg Coverage
BUILDING			
Square Footage:	Rate:	JOB VALUE: \$	
NO. OF UNITS:	FLOORS:	BUILDINGS:	BEDROOMS: ADD'L INFO:
DEMOLITION: (Give Details)			
MOVE STRUCTURE: (Give Details)			
WATER SERVICE: CITY ( )	METER SIZE:	Improvement Fee:	
WELL ( )	IRRIGATION METER ( ) Size:		
SEWER SERVICE: CITY ( )	Improvement Fee:		
SEPTIC TANK ( )			
Add'l Permits Required: Elec, Mech, Plbg, Fire Sprinkler, Other:			
Impact Fees:	Special Fees/Credits:		
Add'l Fees:	Redon Tax:	Permit Fee:	Plan Review:
Receipt #	Total Fees: \$		
THIS IS AN APPLICATION ONLY, NOT A PERMIT			
The undersigned hereby affirms that all statements are True and Correct and agrees to comply with all regulations set forth in the Code of Ordinances of the City of Temple Terrace and SBCC.			
Date:	Signature:		
Office Use Only:			
Special Conditions:			
Is Variance/Approval of Use Required? Yes: ___ No: ___ Number: ___			
Zoning Approval:			Date: ___
Building Approval:			Date: ___
Engineering Approval:			Date: ___
Utilities Approval:			Date: ___
Finance Department:			Date: ___
Fire Department:			Date: ___
Police Department:			Date: ___
Landscaping:			Date: ___
DIRECTOR'S APPROVAL:			Date: ___

TEMPLE TERRACE CO.  
LAND DEVELOPMENT

SECTION 25.697

BUILDING PERMIT FEE SCHEDULE

(a) Fees for building permits for any new building or structure or any alteration or addition to any existing building or structure shall be based on the valuation of the building or structure to be constructed as established in the most recent Building Valuation Table of Cost published by the Southern Building Code Congress International, Inc. The dollar amount of such fee shall be as follows:

Value of Building and Structure

Permit Fee

\$ <del>500.00</del> and under 1,000.00	No fee, unless inspection required, in which case \$10 fee per inspection
\$ 1,001.00 to \$50,000.00	\$25.00 for the first \$1,000.00 plus \$5.00 for each additional thousand or fraction thereof
\$ 50,0001.00 to \$250,000.00	\$270.00 for the first \$50,000.00 plus \$4.00 for each additional thousand or fraction thereof.
\$250,001.00 and over	\$1,045.00 for the first \$250,000 plus \$3.00 for each additional thousand or fraction thereof.

- (2) Document review fees: The following fees shall be charged for the review of construction documents. Said fees shall be based on the building structure valuation as established in the most recent Building Valuation Table of Cost published by the Southern Building Code Congress International, Inc.

<u>Valuation of Building or Structure</u>	<u>Review Fee</u>
\$ 1,000.00 and under	\$ 10.00
\$ 1,001.00 to \$ 25,000.00	25.00
\$ 25,001.00 to \$ 50,000.00	37.50
\$ 50,001.00 to \$ 75,000.00	50.00
\$ 75,001.00 to \$100,000.00	62.50
\$100,001.00 to \$150,000.00	125.00
\$150,001.00 to \$200,000.00	150.00
\$200,001.00 to \$250,000.00	175.00
\$250,001.00 to \$500,000.00	200.00
\$500,001.00 and over	300.00

~~Process Fee~~

\$ 5.00

Upon review exact fees will be assessed reflecting such items as prepaid improvement fees, adjusted water meter and deposit fees, etc.

Other permits may be required such as electrical, plumbing, mechanical, development, etc.

*See Exhibit - Map*

*1. K. Hoff - Rd  
2. ... pd.*

ORDINANCE NO.

AN ORDINANCE OF THE CITY OF TEMPLE TERRACE, FLORIDA, AMENDING CHAPTER 25, TEMPLE TERRACE CODE OF ORDINANCES, BY REPEALING SUBSECTION 25.695(j) IN ITS ENTIRETY AND BY ENACTING A NEW SUBSECTION 25.695(j), PROVIDING FEES FOR DRILLING, BORING OR DIGGING WELLS; BY REPEALING SUBSECTION 25.695(n) IN ITS ENTIRETY, AND BY ENACTING NEW SUBSECTIONS 25.695(n) THROUGH 25.695(t), PROVIDING A SCHEDULE OF FEES AND CHARGES FOR DEVELOPMENT PERMITS; BY REPEALING SUBSECTION 25.697(a) IN ITS ENTIRETY, AND ENACTING A NEW SUBSECTION 25.697(a), PROVIDING FEE SCHEDULES FOR BUILDING PERMITS, BY ENACTING NEW SECTIONS 25.697.1 THROUGH 25.697.6 PERTAINING TO ELECTRICAL PERMITS, MECHANICAL PERMITS, PLUMBING PERMITS, GAS PERMITS, SIGN PERMITS, AND GARAGE SALE PERMITS RESPECTIVELY; PROVIDING A SEPARABILITY CLAUSE, EFFECTIVE DATE, AUTHORITY TO CODIFY, AND REPEALING ALL ORDINANCES OR PARTS OF ORDINANCES IN CONFLICT HEREWITH.

WHEREAS, after due consideration and review, the Mayor and City Council have determined that the City's permit fee structure be revised to be more consistent with that of neighboring jurisdictions,

NOW, THEREFORE, BE IT ORDAINED BY THE MAYOR AND CITY COUNCIL OF THE CITY OF TEMPLE TERRACE, FLORIDA:

Section 1. Chapter 25, Temple Terrace Code of Ordinances is hereby amended by repealing Subsection 25.695(j) in its entirety, and by enacting a new Subsection 25.695(j) to provide as follows:

(j) Drilling, boring or digging wells	Fee
Well	\$25.00
Monitor wells, 4 or less	25.00
Each additional well over 4	5.00
Well pump installation	25.00
<u>Pumps other than well construction</u>	25.00

Section 2. Chapter 25, Temple Terrace Code of Ordinances is hereby amended by repealing Subsection 25.695(n) in its entirety, and by enacting new Subsections 25.695(n) through 25.695(t), to provide as follows:

- (n) Electrical permit fee schedule (see Subsection 25.697.1)
- (o) Mechanical permit fee schedule (see Subsection 25.697.2)
- (p) Plumbing permit fee schedule (see Subsection 25.697.3)
- (q) Gas permit fee schedule (see Subsection 25.697.4)
- (r) Sign permit fee schedule (see Subsection 25.697.5)



(s) Garage sale permit fee schedule (see Subsection 25.697.6)

(t) Refunds. Policies regarding refunds are addressed in Section 25.697. Said policies also apply to permits covered herein.

Section 3. Chapter 25, Temple Terrace Code of Ordinances is hereby amended by repealing Subsection 25.697(a) in its entirety, and by enacting a new Subsection 25.697(a) to provide as follows:

SECTION 25.697      BUILDING PERMIT FEE SCHEDULE

(a) Fees for building permits shall be as follows:

- (1) Fees for building permits for any new building or structure or any alteration or addition to any existing building or structure shall be based on the valuation of the building or structure to be constructed as established in the most recent Building Valuation Table of Cost published by the Southern Building Code Congress International, Inc. The dollar amount of such fee shall be as follows:

<u>Value of Building and Structure</u>	<u>Permit Fee</u>
\$ 1,000.00 and under	No fee, unless inspection required, in which case \$10 fee per inspection
\$ 1,001.00 to \$ 50,000	\$25 for the first \$1,000 plus \$5 for each additional thousand or fraction thereof
\$ 50,001.00 to \$250,000	\$270 for the first \$50,000 plus \$4 for each additional thousand or fraction thereof
\$250,001.00 and over	\$1,045 for the first \$250,000 plus \$3 for each additional thousand or fraction thereof

- (2) Aluminum work (screen enclosures, porches, etc.)      Contract Price: Building Valuation Schedule with review fee

- (3) Siding/stucco/textures/coating/soffit/facia / gutters - *pre estimate done*

Residential - under \$1,000      No permit

Over \$1,000      \$25.00

Commercial      Contract Price: Building Valuation Schedule

- (4) Painting
- |             |   |
|-------------|---|
| Residential | No permit                                   |
| Commercial  | Contract Price: Building Valuation Schedule |
- (5) Demolition \$30.00 - *pre commencement final*
- (6) Moving of Buildings Number of buildings/sections x \$40.00
- |                          |   |
|--------------------------|---|
| Foundation and site work | Contract Price: Building Valuation Schedule with review fee |
|--------------------------|---|
- (7) Mobile home set up (also see electrical, mechanical, plumbing schedule) \$40.00
- (8) Fences and walls
- |                                      |   |
|--------------------------------------|---|
| Residential                          |   |
| Wood/chain link                      | \$25.00   |
| Fence w/columns requiring foundation | Contract Price: Building Valuation Schedule with review fee |
| Wall (concrete, brick, etc.)         | Contract Price: Building Valuation Schedule with review fee |
| Commercial                           | Contract Price: Building Valuation Schedule with review fee |
- (9) Roofs
- |   |           |
|---|-----------|
| Residential <i>and over</i>               |           |
| Over \$1,000/contract price               | \$35.00   |
| New-alteration, less than \$1,000         | \$25.00   |
| Wet roof (flat), single membrane          |           |
| \$1,000 and over                          | \$35.00   |
| Less than \$1,000                         | \$25.00   |
| Repair/Replacement (partial/small area)   |           |
| Less than \$1,000 and more than 2 squares | \$25.00   |
| Less than \$1,000 and less than 2 squares | No permit |
| <i>2 squares or less</i>                  |           |

Commercial/Multi-Family

New, repair, replacement

Contract Price: Building Valuation Schedule

Minimum permit

\$25.00

(10) Swimming Pool/Spa

\$75.00 with review fee

Pool/spa alteration or repair

\$25.00

Section 4. Chapter 25, Temple Terrace Code of Ordinances is hereby amended by enacting new Sections 25.697.1 through 25.697.6 pertaining to electrical permits, mechanical permits, plumbing permits, gas permits, sign permits and garage sale permits respectively, to provide as follows:

SECTION 25.697.1

ELECTRICAL PERMIT FEE SCHEDULE

Fees for electrical permits shall be as follows:

RESIDENTIAL

New construction	\$55.00
Renovation/Change Order	35.00
Addition	35.00
Service Change	35.00

COMMERCIAL-INSTITUTIONAL

Electrical Valuation Schedule:

\$ 1.00 - \$ 500	\$ 25.00
501.00 - 3,000	<del>40.00</del>
3,001.00 - 10,000	15.00/thousand or fraction thereof
10,001.00 - 25,000	150.00 + 5.00/thousand or fraction thereof
25,001.00 - 500,000	225.00 + 3.00/thousand or fraction thereof
500,001.00 - up	1,650.00 + .75/thousand or fraction thereof

Interior Finish

Schedule

Multi-Family

\$25.00 per unit

Swimming pools/spas

\$35.00

Temporary poles	\$25.00	Fnl
Sign (separate electric)	\$25.00	
Other	\$25.00/schedule	
Minimum permit	\$25.00	
Mobile home set up	\$25.00	
Alarm systems	Electrical Schedule	

SECTION 25.697.2

MECHANICAL PERMIT FEE SCHEDULE

Fees for mechanical permits shall be as follows:

RESIDENTIAL

HVAC - New SFR/Duplex (1 to 2 units)	\$40.00 .
HVAC - Change Out SFR/Duplex/Unit	30.00 .
Solar	30.00

COMMERCIAL-INSTITUTIONAL

Mechanical Valuation Schedule:

\$ 100.00 - \$ 500	\$35.00
501.00 - 3,000	45.00
3,001.00 - 10,000	15.00/thousand or fraction thereof
10,001.00 - 25,000	150.00 + 5.00/thousand or fraction
25,001.00 - 500,000	250.00 + 3.00/thousand or fraction
500,001.00 - up	1,650.00 + .75/thousand or fraction

Boiler Installation \$70.00 each

Boiler Inspection \$40.00 each

Kitchen Equipment ME Valuation Schedule  
Range Hood ME Valuation Schedule  
Refrigeration/Coolers \$40.00 per unit

Fire Sprinkler Building Valuation Schedule  
Fire Suppression ME Valuation Schedule

Petroleum Underground Stor. Tank \$70.00 per tank  
Petroleum tank removal ME Valuation Schedule

Mechanical - Interior Finish	ME Valuation Schedule
Mobile Home Set Up	\$30.00
Other	\$25.00/ME Schedule
Minimum Residential	\$25.00
Minimum Commercial	\$35.00

# SECTION 25.697.3

## PLUMBING PERMIT FEE SCHEDULE

Fees for plumbing permits shall be as follows:

First Fixture - water, sewer tap - <i>linear</i>	\$25.00
Each add'l fixture or water heater <i>feet</i>	5.00
Storm/Sanitary Sewer Line - 1st 100 feet	5.00
Length to collector per additional 100 feet	5.00
Water Service Line <i>1st 100 ft</i>	5.00
Length to Main per additional 100 feet	5.00
Roof Drain	5.00
Moved Building	25.00 plus sewer/ water connection
Mobile Home Set Up	25.00
(Park or private property septic tank or public sanitary sewer)	
Plumbing General/All Others	Building Valuation Schedule (Contract Price)
Solar	30.00
Lawn Sprinkler:	
New (Residential)	25.00
Commercial	Contract Price/ Building Valua- tion Schedule
Minimum Fee	25.00

Connection (water/sewer) fee(s) in unincorporated area:

1st utility connection (per permit)	35.00
2nd utility connection (per permit)	10.00

*in same permit = 45.00*

*in same permit = 25.00*

SECTION 25.697.4

GAS PERMIT FEE SCHEDULE

Fees for gas permits shall be as follows:

RESIDENTIAL

Above Ground	\$25.00
Underground Tanks	35.00

COMMERCIAL (Other than residential)

Underground tank(s)	35.00
Installation of buried/covered piping	35.00

Minimum Permit Fee	25.00
--------------------	-------

SECTION 25.697.5

SIGN PERMIT FEE SCHEDULE

Permanent Sign	\$ 70.00
Includes pylon, ground, free-standing, roof, clock/temperature, changeable copy, directory sign, wall sign, etc. (each)	
Temporary Sign	30.00
Portable Sign (Temp w/deposit)	10.00, plus \$100 deposit
Repair/Removal of Sign	30.00
Directory Panel	25.00
Change Out/Pop-out Panels	25.00
Foundation Fee (Installation)	20.00

SECTION 25.697.6

GARAGE SALE PERMIT FEE

Fee for a garage sale permit shall be \$2.00.

Section 5. If any part of this ordinance is declared invalid by a court of competent jurisdiction, such part or parts shall be severable, and the remaining part or parts hereof shall continue to be in full force and effect.

Section 6. This ordinance shall take effect immediately upon its passage, approval and being posted or published as required by law.

Section 7. The provisions of this ordinance shall become and be made a part of the City of Temple Terrace Code, and the sections of this ordinance may be renumbered to accomplish this end.

Section 8. All ordinances or parts of ordinances not specifically in conflict herewith are hereby continued in full force and effect, but all ordinances or parts of ordinances in conflict herewith are hereby repealed.

PASSED AND ORDAINED BY THE CITY COUNCIL OF THE CITY OF TEMPLE  
TERRACE, FLORIDA, THIS                      DAY OF                      , 1991.

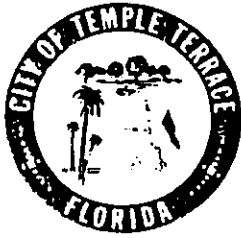
APPROVED BY THE MAYOR THIS                      DAY OF                      , 1991.

(CORPORATE SEAL)

ROBERT F. WOODARD, MAYOR

ATTEST:

PATRICIA A. JONES, CMC/AAE  
CITY CLERK



# CITY of TEMPLE TERRACE

11250 NORTH 56TH STREET  
P. O. BOX 16930  
TEMPLE TERRACE, FLORIDA 33687  
PHONE 813/989-7100  
SUNCOM #987-7100  
FAX #989-7185

## INSTRUCTIONS FOR OBTAINING A RESIDENTIAL BUILDING PERMIT

### **I Documentation Required**

- A. Complete Building Permit Application, including legal description, address, current ownership info, job description, applicant information, job value and homeowners affidavit if applicable.
- B. Lot Summary Sheet. Indicate all existing and proposed impervious surface areas in square feet. Form provided for lot coverage percentages.

### **II Plans Required**

- A. Survey- (1 copy showing existing structures and 3 copies showing existing structures and addition). Dimensions of structures including trees, fire places, porches, mechanical equipment, distances to front, rear, side property lines and location of all streets. Also, lot dimensions, front, side and rear shall be shown. One copy shall include a survey of the species and trunk sizes of trees 5" or greater in diameter at 4-1/2' above ground, and environmental jurisdictional areas, if applicable.
- B. Three (3) complete sets of plan (drawn to scale) to include:
  - 1. Elevations. Front, sides, and rear elevations showing windows, trim and roof lines.
  - 2. Electrical Plan. New or existing electrical riser, size and layout plan showing location of electrical outlets on floor plan, service panel, and size of service to be installed.
  - 3. Floor Plan. Showing size and arrangement of all rooms with use of each designated. Also, show size and location of all doors and windows.
  - 4. Foundation Plan. Showing size and arrangement of all footings, with details as required. If building is in a flood zone, finish floor elevation should be noted on plan, with panel number.
  - 5. Plumbing. A plumbing fixture layout drawing and plumbing riser diagram is required for all new construction and any addition with new plumbing. This can be on the floor plan.
  - 6. Wall Section. Typical wall section from footing to roof showing all footing, reinforcing, foundation and framing details.
  - 7. Details. Roof truss layout and profile, and floor framing details as applicable for second stories, vaulted ceilings and single assembly ceilings. Air conditioning unit shown on site plan with setbacks. Show compliance with 1205 SBC or Hurricane Resistance Manual.
  - 8. Energy Efficiency. Code calculations and owner certification or designation of agent. (2 copies of Section 600A, 600B, or 600C of the State of Florida calculation forms). Two (2) copies of Manual J calculations for sizing of A/C equipment.
  - 9. All drawings must be on good quality paper, legible, to scale, reasonably neat and accurate.



## **PAYMENT**

Impact Fees shall be assessed prior to approval of the application for service for either water or sewer service; provided, however, that upon a showing of hardship, arrangements for the payments of the improvement charge over a period of time may be made with the City Manager in accordance with the administrative memorandum prevailing at the time of assessment.

Impact Fees for all units within a subdivision or other multi-unit development shall be entirely due and payable prior to final acceptance of the subdivision plat or before either water or sewer service is provided to any unit within said subdivision or other multi-unit development, whichever occurs first. The Impact fees for all other construction shall be due and payable at the time of issuance of a building permit for the unit for which water and/or sewer service is available.

## **ADVANCE PAYMENTS**

- 1) If the Impact Fee previously paid was less than the charge currently in effect, then the applicant for the new connection shall pay the difference between the current fee and the improvement charge previously paid;
- 2) If the Impact Fee previously paid was more than the charge currently in effect, then said new connection may be installed without payment of any additional improvement charge. No refund is provided.

## **PHONE NUMBERS**

Water & Sewer availability	989-7170
Impact Fee calculation	989-7101
Engineering	989-7147

# **IMPROVEMENT**

# **FEES**



## **CITY OF TEMPLE TERRACE**

**DEPARTMENT  
OF  
FINANCE & ADMINISTRATION**

April 1994

## PURPOSE

An Impact Fee is assessed to each new customer connecting to the Temple Terrace Utility system. The impact fee covers the proportionate cost of general system improvements required to serve each new customer. Monies received from this charge are placed in a special fund and used exclusively for water and sanitary sewer projects.

## TYPES

### 1) DISTRIBUTION SYSTEM

This component of the Water Impact Fee funds water main (transmission) projects identified in the Water Master Plan and Capital Improvement Program that are required in order to serve new customers and accommodate growth.

### 2) WATER TREATMENT PLANT EXPANSION

The 1991 Water Master Plan identified a need to expand the City's water treatment plant from 5 million gallons a day (MGD) capacity to 10 MGD by 1997 in order to accommodate new customers. This component of the Water Impact Fee allows the City to collect a proportionate share of the cost of this expansion project from new customers who will impact the City's water treatment requirements.

### 3) WATER IMPACT FEE SURCHARGE

The 1991 Water Master Plan identified a need to construct a water storage tank and repump station in the Research Corporate Park area of the City's utility system. Since this project benefits only a certain area, a surcharge of \$0.50 per square foot of gross leasable floor area is levied on all new construction in the area bounded by the Hillsborough River, Fletcher Avenue, I-75 and Cow House Creek.

## FEE SCHEDULE

### 1) IMPROVEMENT CHARGE - WATER

a) The improvement charge for water service shall be as follows:

	Distribution System Component	Plant Expansion Component	Total
Single family Residential Connection	\$1,300	\$1,450	\$2,750
Multi-family Residential Connection			
Per Unit	\$950	\$1,000	\$1,950

Commercial/Industrial Connection Meter Size (Inches):	
5/8 inch meter	\$1,300
1 inch meter	\$1,450
1-1/2 inch meter	\$4,550
2 inch meter	\$9,750
3 inch meter	\$16,900
4 inch meter	\$29,900
6 inch meter	\$58,500
	\$120,250
	\$134,125
	\$254,375

Charges for meter sizes in excess of six (6) inches shall be established by the City Council upon the recommendation of the City Engineer.

b) The improvement charge in the Research Corporate Park (see #3 Fee Surcharge) for water service shall be as follows:

Commercial/Industrial connection meter size (Inches):	
5/8 inch meter	\$2,750
1 inch meter	\$9,625
1-1/2 inch meter	\$20,625
2 inch meter	\$35,750
3 inch meter	\$63,250
4 inch meter	\$123,750
6 inch meter	\$254,375

### 2) IMPROVEMENT CHARGE - SEWER

a) The improvement charge for sewer service shall be as follows:

Single family residential connection	\$800
Multi-family residential connection	\$560
per unit	

Commercial/Industrial connection meter size (Inches):	
5/8 inch meter	\$800
1 inch meter	\$2,800
1-1/2 inch meter	\$6,000
2 inch meter	\$10,400
3 inch meter	\$18,400
4 inch meter	\$36,000
6 inch meter	\$74,000

Charges for meter sizes in excess of six (6) inches shall be established by the City Council upon the recommendation of the City Engineer.

Plant City

## CITY of PLANT CITY BUILDING DEPT.

FOR OFFICE USE ONLY:

757-9144

PERMIT # \_\_\_\_\_ BY: \_\_\_\_\_

ALL ITEMS MUST BE COMPLETED PRIOR TO PERMITTING

(New Construction)

\_\_\_\_ BUILDING Must include complete plans \_\_\_\_\_ OTHER (Pools, Fences, Etc.) \_\_\_\_\_

\_\_\_\_ ELECTRICAL - TECO LAYOUT # \_\_\_\_\_ PLUMBING - NUMBER OF FIXTURES \_\_\_\_\_

\_\_\_\_ MECHANICAL \_\_\_\_\_ GAS \_\_\_\_\_ DEMOLITION \_\_\_\_\_

IN FLOOD HAZARD AREA \_\_\_\_YES\_\_\_\_ NO/SUBSTANTIAL IMPROVEMENT \_\_\_\_YES\_\_\_\_ NO/FLOOR ELEVATION IS \_\_\_\_\_

PROPERTY OWNER: \_\_\_\_\_

CONSTRUCTION ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION:

FOLIO # \_\_\_\_\_ LEGAL: \_\_\_\_\_

DESCRIPTION OF WORK TO BE PERFORMED: \_\_\_\_\_

In consideration of the issuance of a permit by the Building Department of the City of Plant City, Florida, I hereby agree to do the proposed work described above in accordance with the applicable ordinances, regulations and codes of Plant City, Florida.

I, THE UNDERSIGNED HAVE MET ALL REQUIREMENTS OF FLORIDA STATUTES 440.38

NOTICE: IN ADDITION TO THE REQUIREMENTS OF THIS PERMIT, THERE MAY BE ADDITIONAL RESTRICTIONS APPLICABLE TO THIS PROPERTY THAT MAY BE FOUND IN THE PUBLIC RECORDS OF THIS COUNTY, AND THERE MAY BE ADDITIONAL PERMITS REQUIRED FROM OTHER GOVERNMENTAL ENTITIES, SUCH AS: WATER MANAGEMENT DISTRICTS, STATE AGENCIES, OR FEDERAL AGENCIES. (Florida Statutes Section 553.79)

ESTIMATED COST: \$ \_\_\_\_\_ DATE: \_\_\_\_\_ SIGNATURE \_\_\_\_\_

STATE LICENSE # \_\_\_\_\_ COMPANY: \_\_\_\_\_

PLANT CITY OR  
HILLSBOROUGH COUNTY? \_\_\_\_\_ ADDRESS: \_\_\_\_\_HILLSBOROUGH COUNTY  
\$5,000 SURETY BOND? \_\_\_\_\_

PHONE # ( ) \_\_\_\_\_

FOR OFFICE USE ONLY:

APPROVED BY: \_\_\_\_\_ DATE: \_\_\_\_\_ PERMIT FEE: \$ \_\_\_\_\_

BUILDING SURCHARGE: \$ \_\_\_\_\_

SCHOOL BOARD IMPACT: \$ \_\_\_\_\_

RADON RESEARCH: \$ \_\_\_\_\_

TOTAL FEES: \$ \_\_\_\_\_

FEE RECEIPT # \_\_\_\_\_ DATE: \_\_\_\_\_ BY: \_\_\_\_\_

757-9156 DIRECT LINE

757-9157 DIRECT LINE

757-9157 INSPECTION RECORDER - AFTER 5:00 P.M. TO 7:30 A.M.

WORK MUST COMMENCE WITHIN SIX (6) MONTHS AFTER ISSUANCE OF PERMIT

FEE SCHEDULE  
CITY OF PLANT CITY — BUILDING DEPARTMENT

PLUMBING PERMIT FEE:

Issue Permit	\$ 10.00
Each Fixture	\$ 5.00
Sewer Inspection	\$ 10.00
Septic Tank, Seepage or Drainage Inspection	\$ 10.00
Replace or Repair Sewer	\$ 20.00
Lawn Sprinkling System	\$ 25.00
Fire Sprinkler System	\$ 50.00 — \$ 0 to \$ 50,000
	\$ 75.00 — \$ 50,001 to \$ 75,000
	\$100.00 — \$ 75,001 to \$100,000
	\$125.00 — \$100,001 to \$150,000
	\$150.00 — \$150,001 to \$200,000
	\$175.00 — \$200,001 and over
REINSPECTION FEE	\$ 25.00

MECHANICAL PERMIT FEE:

Issue Permit	\$10.00
Heating, Ventilating, Duct, Air Conditioning, Refrigerating	\$15.00 +
an additional \$3 per each \$1,000 or fraction over	
Repairs, Alterations & Additions (over \$100) to Existing Systems	\$10.00 +
an additional \$3 per each \$1,000 or fraction over	
Fire Extinguishing Equipment	\$10.00
Boilers: 1 B.H.P. TO 4 B.H.P.	\$15.00
5 B.H.P. TO 9 B.H.P.	\$25.00
10 B.H.P. TO 51 B.H.P.	\$40.00
52 B.H.P. TO 97 B.H.P.	\$55.00
98 B.H.P. AND OVER	\$75.00
REINSPECTION FEE	\$25.00

ELECTRICAL PERMIT FEE: RESIDENTIAL

Single Family Residence up to 150 amps service	\$35.00
Single Family Residence over 150 amps service	\$40.00
Multiple Family Residence/Apartment: Per Unit	\$25.00
Swimming Pools and All Other Residential	\$50.00
TRAILER PARKS:	
Pedestals	\$ 5.00
Trailer Inspections of connections in trailer parks	\$10.00
REINSPECTION FEE	\$25.00

ELECTRICAL PERMIT FEE: COMMERCIAL

Job Value less than \$10,000 - \$15 per \$1,000 or fraction over \$1,000	
Job Value Over \$10,000 & less than \$25,000 - \$100 plus \$8 per \$1,000 or fraction over \$10,000	
Job Value over \$25,000 & less than \$500,000 --\$175, plus \$5 per \$1,000 or fraction over \$25,000	
Job Value over \$500,000 - \$1,125 plus \$3 per \$2,000 or fraction over \$500,000	
CMO and All Other Commercial	\$50.00
REINSPECTION FEE	\$25.00

GAS PERMIT FEE:

Issue Permit	\$10.00
Each Gas Appliance	\$ 5.00
L.P. Installation	\$10.00
Each Natural Gas Installation	\$10.00
Inspecting conversion burners, commercial ranges, floor furnace, boilers and central heating plants	\$10.00
Inspecting vented wall furnaces, clothes dryers, incinerators, domestic ranges, room heaters and water heaters, for each unit	\$ 5.00
REINSPECTION FEE	\$25.00

DEMOLITION PERMIT FEE:

Residential	\$25.00
Commercial	\$50.00
Other than residential, commercial or industrial	\$50.00

\*Upon completion of demolition and clearing you must call this office so the inspector can verify compliance before permit is turned into the county for removal from the tax roll.

BUILDING MOVING FEE:

Residential/Commercial	\$50.00 Residential - \$100.00 Commercial
------------------------	---

TENT PERMIT FEE:	\$50.00
------------------	---------

# BUILDING PERMIT FEE SCHEDULE

\$ 0	to \$ 100.00	\$ 10.00 (if inspection required)
\$ 100.01	to \$ 2,000.00	\$ 15.00
\$ 2,000.01	to \$ 3,000.00	\$ 16.00
\$ 3,000.01	to \$ 4,000.00	\$ 19.00
\$ 4,000.01	to \$ 5,000.00	\$ 22.00
\$ 5,000.01	to \$ 6,000.00	\$ 25.00
\$ 6,000.01	to \$ 7,000.00	\$ 28.00
\$ 7,000.01	to \$ 8,000.00	\$ 31.00
\$ 8,000.01	to \$ 9,000.00	\$ 34.00
\$ 9,000.01	to \$ 10,000.00	\$ 37.00
\$ 10,000.01	to \$ 11,000.00	\$ 40.00
\$ 11,000.01	to \$ 12,000.00	\$ 43.00
\$ 12,000.01	to \$ 13,000.00	\$ 46.00
\$ 13,000.01	to \$ 14,000.00	\$ 49.00
\$ 14,000.01	to \$ 15,000.00	\$ 52.00
\$ 15,000.01	to \$ 16,000.00	\$ 55.00
\$ 16,000.01	to \$ 17,000.00	\$ 58.00
\$ 17,000.01	to \$ 18,000.00	\$ 61.00
\$ 18,000.01	to \$ 19,000.00	\$ 64.00
\$ 19,000.01	to \$ 20,000.00	\$ 67.00
\$ 20,000.01	to \$ 21,000.00	\$ 70.00
\$ 21,000.01	to \$ 22,000.00	\$ 73.00
\$ 22,000.01	to \$ 23,000.00	\$ 76.00
\$ 23,000.01	to \$ 24,000.00	\$ 79.00
\$ 24,000.01	to \$ 25,000.00	\$ 82.00
\$ 25,000.01	to \$ 26,000.00	\$ 85.00
\$ 26,000.01	to \$ 27,000.00	\$ 88.00
\$ 27,000.01	to \$ 28,000.00	\$ 91.00
\$ 28,000.01	to \$ 29,000.00	\$ 94.00
\$ 29,000.01	to \$ 30,000.00	\$ 97.00
\$ 30,000.01	to \$ 31,000.00	\$ 100.00
\$ 31,000.01	to \$ 32,000.00	\$ 103.00
\$ 32,000.01	to \$ 33,000.00	\$ 106.00
\$ 33,000.01	to \$ 34,000.00	\$ 109.00
\$ 34,000.01	to \$ 35,000.00	\$ 112.00
\$ 35,000.01	to \$ 36,000.00	\$ 115.00
\$ 36,000.01	to \$ 37,000.00	\$ 118.00
\$ 37,000.01	to \$ 38,000.00	\$ 121.00
\$ 38,000.01	to \$ 39,000.00	\$ 124.00
\$ 39,000.01	to \$ 40,000.00	\$ 127.00
\$ 40,000.01	to \$ 41,000.00	\$ 130.00
\$ 41,000.01	to \$ 42,000.00	\$ 133.00
\$ 42,000.01	to \$ 43,000.00	\$ 136.00
\$ 43,000.01	to \$ 44,000.00	\$ 139.00
\$ 44,000.01	to \$ 45,000.00	\$ 142.00
\$ 45,000.01	to \$ 46,000.00	\$ 145.00
\$ 46,000.01	to \$ 47,000.00	\$ 148.00
\$ 47,000.01	to \$ 48,000.00	\$ 151.00
\$ 48,000.01	to \$ 49,000.00	\$ 154.00
\$ 49,000.01	to \$ 50,000.00	\$ 157.00

\$50,000.01 to \$100,000.00 - \$157.00 plus \$4 for each \$1,000 or fraction over \$50,000  
 \$100,000.01 to \$500,000.00 - \$307.00 plus \$3 for each \$1,000 or fraction over \$100,000  
 \$500,000.01 and over - \$1,107 plus \$2 for each \$1,000 or fraction over \$500,000

ALL REINSPECTION FEES — 1ST RED TAG \$20.00 — 2ND AND EACH AFTER \$25.00

757-9156 DIRECT LINE

757-9157 DIRECT LINE

757-9157 INSPECTION RECORDER — AFTER 5:00 P.M. TO 7:30 A.M.

# IMPACT FEE APPLICATION

DATE: \_\_\_\_\_ APPLICATION NUMBER \_\_\_\_\_

NAME OF APPLICANT: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_ PHONE # \_\_\_\_\_

DEVELOPMENT ADDRESS: \_\_\_\_\_

DEVELOPMENT TYPE: RESIDENTIAL - # Units \_\_\_\_\_ # Bedrooms \_\_\_\_\_

INDUSTRIAL \_\_\_\_\_ OFFICE \_\_\_\_\_ RETAIL \_\_\_\_\_ INSTITUTIONAL \_\_\_\_\_

RECREATIONAL \_\_\_\_\_ MEDICAL \_\_\_\_\_ OTHER \_\_\_\_\_

TOTAL SQUARE FOOTAGE \_\_\_\_\_

LEGAL DESCRIPTION \_\_\_\_\_

\*\*\*\*\*

## OFFICE USE ONLY

	UNIT	FEE PER UNIT	TOTAL
FIRE PROTECTION	_____	_____	\$ _____
POLICE PROTECTION	_____	_____	\$ _____
PARKS/RECREATION	_____	_____	\$ _____
TRANSPORTATION	_____	_____	\$ _____

EXEMPT/REASON \_\_\_\_\_

TOTAL FEES DUE: \$ \_\_\_\_\_

Calculated/Approved by: \_\_\_\_\_

Receipt # \_\_\_\_\_ Date \_\_\_\_\_ By \_\_\_\_\_

Copies: Applicant \_\_\_\_\_ Building \_\_\_\_\_ Finance \_\_\_\_\_ Zoning \_\_\_\_\_

CITY OF PLANT CITY  
DEVELOPMENT REVIEW FEES  
as of 2/1/91

REZONINGS

Class I (R-1, R-1A, R-1B, C-1, C-1A, C-1B, C-2)	\$410.00
Class II (R-2, R-3, M-1, M-1A, M-AP)	\$410.00
Class III (C-U, CC)	\$670.00

SITE PLAN REVIEW

Special approval in an existing zone, or change requested in a previously approved site plan for special approval

\$410.00

Detailed site plan in the CU zoning district

\$138.00

Site plans otherwise not specified

\$ 80.00

SUBDIVISION PLAT REVIEW

\$450.00

VACATE RIGHT OF WAY (Streets, alleys, etc.)

\$125.00

VARIANCE REQUESTS

\$ 55.00

CONCURRENCY REVIEW

Residential - two or more units - per unit

\$ 25.00

Commercial/Industrial - per unit

\$ 75.00

COMPREHENSIVE PLAN AMENDMENT APPLICATIONS

500 acres or more

\$3,700.00\*

Less than 500 acres

\$1,700.00\*

\*Plus advertising costs as determined by City Clerk



# FIRE PROTECTION IMPACT FEES

LAND USE TYPE	UNIT	SQUARE FEET	FEE
<u>RESIDENTIAL</u>			
Single Family	Dwelling		\$131.00
Multi-Family	Dwelling/Unit		78.00
Mobile Home	Dwelling		78.00
Hotel/Motel	Room		44.00
<u>INDUSTRIAL</u>			
Under 10,000 sq. ft.	Building	1,000	87.00
10,000 - 49,999 sq. ft.	Building	1,000	193.00
50,000 - 99,999 sq. ft.	Building	1,000	261.00
100,000 sq. ft. & over	Building	1,000	349.00
<u>OFFICE</u>			
Under 10,000 sq. ft.	Building	1,000	87.00
10,000 - 49,999 sq. ft.	Building	1,000	87.00
50,000 - 99,999 sq. ft.	Building	1,000	193.00
100,000 sq. ft. & over	Building	1,000	215.00
<u>RETAIL</u>			
Under 10,000 sq. ft.	Building	1,000	87.00
10,000 - 49,999 sq. ft.	Building	1,000	152.00
50,000 - 99,999 sq. ft.	Building	1,000	215.00
100,000 sq. ft. & over	Building	1,000	261.00
<u>INSTITUTIONAL</u>			
Under 10,000 sq. ft.	Building	1,000	87.00
10,000 - 49,999 sq. ft.	Building	1,000	87.00
50,000 - 99,999 sq. ft.	Building	1,000	193.00
100,000 sq. ft. & over	Building	1,000	215.00

# LAW ENFORCEMENT IMPACT FEES

LAND USE TYPE	UNIT	SQUARE FEET	FEE
<u>RESIDENTIAL</u>			
Single Family	Dwelling		\$132.00
Multi-Family	Dwelling		83.00
Mobile Home	Dwelling		117.00
<u>NON-RESIDENTIAL</u>			
Hotel/Motel	Room		22.00
Industrial/Warehouse		1,000	54.00
General Office Under 200,000 sq. ft.		1,000	98.00
General Office Over 200,000 sq. ft.		1,000	70.00
Retail Under 100,000 sq. ft.		1,000	183.00
Retail 100,000-299,999 sq. ft.		1,000	179.00
Retail 300,000 sq. ft. & over		1,000	150.00
<u>OTHER</u>			
Recreation		1,000	20.00
Institution		1,000	138.00

TRANSPORTATION      FEE SCHEDULE

LAND USE TYPE	UNIT	IMPACT FEE
<u>RESIDENTIAL</u>		
Single-Family up to 1,500 sq. ft.	Dwelling Unit	\$ 386
Single-Family 1,501-2,500 sq. ft.	Dwelling Unit	\$ 519
Single-Family 2,501 sq. ft. and over	Dwelling Unit	\$ 607
Multi-Family	Dwelling Unit	\$ 304
Efficiency Apt/Motel	Room	\$ 184
Mobile Home	Dwelling Unit	\$ 239
Licensed ACLF	Bed	\$ 63
<u>GENERAL OFFICE</u>		
0-49,999 sq. ft.	1000 sq. ft.	\$ 868
50,000-149,999 sq. ft.	1000 sq. ft.	\$ 729
150,000-299,999 sq. ft.	1000 sq. ft.	\$ 612
300,000-599,999 sq. ft.	1000 sq. ft.	\$ 560
600,000-799,999 sq. ft.	1000 sq. ft.	\$ 447
800,000 sq. ft. and over	1000 sq. ft.	\$ 437
<u>MEDICAL OFFICE</u>		
Medical Office	1000 sq. ft.	\$ 1,629
<u>RESEARCH CENTER</u>		
Research Center	1000 sq. ft.	\$ 415
<u>INDUSTRIAL</u>		
Manufacturing/Industrial	1000 sq. ft.	\$ 259
Warehousing	1000 sq. ft.	\$ 332
Mini-Warehousing	1000 sq. ft.	\$ 80
<u>MEDICAL</u>		
Hospital	Bed	\$ 482
Nursing Home	Bed	\$ 103
Clinic	1000 sq. ft.	\$ 1,483
<u>LODGING</u>		
Hotel	Room	\$ 463
Motel	Room	\$ 436
Resort Hotel	Room	\$ 799
Budget-style Motel	1000 sq. ft.	\$ 217
<u>RECREATION</u>		
General Recreation	Parking space	\$ 172
Marine	Boat birth	\$ 143
Racquet Club	1000 sq. ft.	\$ 632
Golf Course	Parking space	\$ 315
<u>RETAIL</u>		
Quality Restaurant	1000 sq. ft.	\$ 2,826
Sit Down Restaurant	1000 sq. ft.	\$ 2,903
Drive-in Restaurant	1000 sq. ft.	\$ 5,881
Hardware/Paint Store	1000 sq. ft.	\$ 358
New and Used Car Sales	1000 sq. ft.	\$ 936
Service Station w/convenience up to 800 sq. ft.	Pump	\$ 832
Car Wash	1000 sq. ft.	\$ 1,610

Supermarket	1000 sq. ft.	\$ 1,127
Convenience Market up to 3000 sq. ft.	Store	\$ 7,005
Convenience Market up to 3000 sq. ft.	1000 sq. ft.	\$ 3,525
Movie Theater	Screen	\$ 2,870
Veterinary Clinic	Room	\$ 476
Auto Repair/Detailing	1000 sq. ft.	\$ 565

#### GENERAL COMMERCIAL

Under 100,000 sq. ft.	1000 sq. ft. gla	\$ 812
100,000-199,999 sq. ft.	1000 sq. ft. gla	\$ 962
200,000-299,999 sq. ft.	1000 sq. ft. gla	\$ 916
300,000-399,999 sq. ft.	1000 sq. ft. gla	\$ 976
400,000-499,999 sq. ft.	1000 sq. ft. gla	\$ 880
500,000-999,999 sq. ft.	1000 sq. ft. gla	\$ 1,028
1,000,000 sq. ft. and over	1000 sq. ft. gla	\$ 1,085

#### SERVICES

Bank (walk-in)	1000 sq. ft.	\$ 2,416
Bank (drive-in)	1000 sq. ft.	\$ 2,683

#### INSTITUTIONAL

Church	1000 sq. ft.	\$ 367
Library	1000 sq. ft.	\$ 2,838
Day Care Center	1000 sq. ft.	\$ 1,028
Elementary School	Student	\$ 36
High School	Student	\$ 55
Junior/Community College	Student	\$ 76
University	Student	\$ 115
Airport	Flight	\$ 395
Park.	Acre	\$ 1,424

#### PARKS AND RECREATION IMPACT FEES

LAND USE TYPE	FEE
<u>SINGLE-FAMILY (DETACHED)</u>	
2 Bedroom	121.00
3 Bedroom	161.00
4 Bedroom	197.00
<u>SINGLE-FAMILY (ATTACHED)</u>	
1 Bedroom	74.00
2 Bedroom	108.00
3 Bedroom or More	147.00
<u>MULTI-FAMILY RESIDENTIAL</u>	
1 Bedroom	68.00
2 Bedroom	104.00
3 Bedroom or More	169.00
<u>MOBILE HOME RESIDENTIAL</u>	
1 Bedroom	107.00
2 Bedroom	125.00
3 Bedroom or More	176.00

APPLICATION FOR  
WATER AND SEWER CONNECTION  
ENGINEERING DIVISION

NUMBER: 3740  
2510

DATE: \_\_\_\_\_

NAME: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

TELEPHONE NO. \_\_\_\_\_ CONTACT PERSON: \_\_\_\_\_

LEGAL DESCRIPTION: \_\_\_\_\_

INDUSTRIAL \_\_\_\_\_ COMMERCIAL \_\_\_\_\_ RESIDENTIAL \_\_\_\_\_

WATER METER REQUESTED & SIZE \_\_\_\_\_ SANITARY SEWER REQUESTED \_\_\_\_\_

WATER IS NOT AVAILABLE \_\_\_\_\_

SANITARY SEWER IS NOT AVAILABLE \_\_\_\_\_

\*\* METER INSTALLATION FEE \$ \_\_\_\_\_

\*\* WASTEWATER CONNECTION FEE \$ \_\_\_\_\_

\*\* WATER DEVELOPMENT FEE \$ \_\_\_\_\_

\*\* WASTEWATER DEVELOPMENT FEE \$ \_\_\_\_\_

\* WATER EXTENSION \$ \_\_\_\_\_

\* WASTEWATER EXTENSION \$ \_\_\_\_\_

\* BACK FLOW AND  
DETECTOR CHECK \$ \_\_\_\_\_

DEPOSIT AMOUNT \$ \_\_\_\_\_

*Construction meter H*  
*Construction meter Fee H*

TOTAL: \$ \_\_\_\_\_

LOCATION

REMARKS: \_\_\_\_\_

RESEARCHED BY: \_\_\_\_\_

APPROVED BY: \_\_\_\_\_

(Date)

City Engineer (Date)

\* Estimate  
\*\* City Code

White - Engineering      Pink - Contractor  
Yellow - Building & Zoning      Gold - Utilities

# WATER AND SEWER RATES

## WATER DEVELOPEMENT CHARGE

<u>Size of Meter</u>	<u>Development Charge</u>
5/8"	\$ 295.00
1"	\$ 590.00
1 1/4"	\$1,275.00
2"	\$1,425.00
3"	\$1,740.00
4"	\$2,035.00
6"	\$2,575.00
8"	\$3,395.00
10" and over	As established by Resolution of the City Commission

## WATER CONNECTION CHARGE

<u>Meter Size</u>	<u>Connection Charge</u>	<u>Installation of Meter Only</u>
5/8"	\$200.00	\$110.00
1"	\$300.00	\$150.00
1 1/4"	\$450.00	\$225.00
2"	\$600.00	\$300.00
2"	\$60 + cost of labor and materials	\$60 + cost of labor and materials

## WASTEWATER DEVELOPMENT CHARGE

\$325.00/Per ERC (Equivalent Residential Connection)

## WASTEWATER CONNECTION CHARGE

<u>Pipe Size</u>	<u>Connection Charge</u>	<u>Sewer Connection Only</u>	<u>Inspection Only</u>
6"	\$300.00	\$200.00	\$75.00
8"	\$400.00	\$250.00	\$75.00
10"	\$550.00	\$300.00	\$75.00
12"	\$750.00	\$350.00	\$75.00

## DEPOSIT

	<u>4/1/93</u>	<u>9/1/93</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
5/8" & 3/4"	108.00	117.00	127.00	138.00	150.00	162.00	176.00
1"	185.00	201.00	218.00	237.00	257.00	279.00	303.00
1 1/4"	297.00	322.00	349.00	379.00	411.00	446.00	484.00
2"	414.00	449.00	487.00	528.00	573.00	622.00	675.00
3"	686.00	744.00	808.00	876.00	951.00	1032.00	1119.00

DEPOSIT (continued)

	<u>4/1/93</u>	<u>9/1/93</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
4"	\$1075.00	\$1167.00	\$1266.00	\$1374.00	\$1490.00	\$1617.00	\$1755.00
6"	2049.00	2223.00	2412.00	2617.00	2840.00	3081.00	3343.00
8"	3217.00	3491.00	3787.00	4109.00	4459.00	4838.00	5244.00
10"	6527.00	7082.00	7684.00	8337.00	9046.00	9815.00	10649.00

CONSTRUCTION METER

\$100.00

15.00 (Non-Refundable Service Fee)

\$115.00

TEMPORARY FIRE HYDRANT METER

\$100.00 Installation

         Deposit for a 2" Meter

\$

UTILITY DEPOSIT FOR IRRIGATION

<u>Meter Size</u>	<u>4/1/93</u>	<u>9/1/93</u>	<u>1994</u>	<u>1995</u>	<u>1996</u>	<u>1997</u>	<u>1998</u>
5/8"&3/4"	\$37.00	\$40.00	\$43.00	\$47.00	\$51.00	\$55.00	\$60.00
1"	75.00	81.00	88.00	96.00	104.00	113.00	122.00
1½"	147.00	159.00	173.00	187.00	203.00	221.00	239.00
2"	255.00	277.00	300.00	326.00	353.00	383.00	416.00
3"	481.00	522.00	566.00	614.00	666.00	723.00	784.00
4"	849.00	921.00	999.00	1084.00	1176.00	1276.00	1385.00
6"	1631.00	1770.00	1920.00	2084.00	2261.00	2453.00	2661.00

Temp. Fire Hydrant Meters-Installation Charge \$100.00-~~deposit~~ of 2" meter.

TREE REMOVAL AND REPLACEMENT PERMIT APPLICATION

Date Submitted\_\_\_\_\_Application No.\_\_\_\_\_

Owner's Name\_\_\_\_\_Phone Number\_\_\_\_\_

Mailing Address\_\_\_\_\_

Authorized Agent\_\_\_\_\_Phone Number\_\_\_\_\_

Address of Subject Property\_\_\_\_\_

Tree Species and Size\_\_\_\_\_

Reason for Removal\_\_\_\_\_

Species & number of replacement trees\_\_\_\_\_

No Tree Verification (Signature must be notarized)\_\_\_\_\_

Signature\_\_\_\_\_

Attachments: Please attach 2 copies of your existing tree location plan to this application.

FOR OFFICE USE ONLY

Received by\_\_\_\_\_Findings of Fact\_\_\_\_\_

Inspected by\_\_\_\_\_Date\_\_\_\_\_

Permit Date\_\_\_\_\_Expiration Date\_\_\_\_\_

LAND ALTERATION/SITE CLEARING PERMIT APPLICATION

Date Submitted \_\_\_\_\_ Application No. \_\_\_\_\_  
Owner's Name \_\_\_\_\_ Phone Number \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
Authorized Agent \_\_\_\_\_ Phone Number \_\_\_\_\_  
Address of Subject Property \_\_\_\_\_  
Existing/Proposed Property Use \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Trees Species & Sizes Proposed for Removal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Reason for Removal \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Statement of how applicant proposes to relocate, remove, or  
replace protected trees \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Species and number of replacement trees \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

No Tree Verification (Signature must be notarized) \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Signature \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Attachments: Please attach 3 copies of your proposed detailed  
site/landscaping/parking plans. See attached list for items to be  
included on landscaping plans.

FOR OFFICE USE ONLY

Received by \_\_\_\_\_ Findings of Fact \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Inspected by \_\_\_\_\_ Date \_\_\_\_\_  
Permit Date \_\_\_\_\_ Expiration Date \_\_\_\_\_  
Re-Inspection Date \_\_\_\_\_  
Six Month Inspection Date \_\_\_\_\_  
One Year Inspection Date \_\_\_\_\_



Bay County

- BAY COUNTY/PANAMA CITY, FLORIDA -  
APPLICATION FOR BUILDING PERMIT

DATE: \_\_\_\_\_ PERMIT FEE \$ \_\_\_\_\_ PERMIT #: \_\_\_\_\_

OWNER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

FEE SIMPLE TITLEHOLDER (IF OTHER THAN OWNER)

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

CONTRACTOR'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY & STATE: \_\_\_\_\_ PHONE: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ COMPETENCY CARD #: \_\_\_\_\_

PROPOSED USE OF SITE: \_\_\_\_\_

JOB ADDRESS: \_\_\_\_\_

DRIVING DIRECTIONS TO JOB: \_\_\_\_\_

LEGAL DESCRIPTION OF PROPERTY: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

BONDING COMPANY: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY & STATE: \_\_\_\_\_

ARCHITECT'S/ENGINEER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY & STATE: \_\_\_\_\_

MORTGAGE LENDER'S NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ CITY & STATE: \_\_\_\_\_

APPLICATION IS HERBY MADE TO OBTAIN A PERMIT TO DO THE WORK AND INSTALLATIONS AS INDICATED. I CERTIFY THAT NO WORK OR INSTALLATION HAS COMMENCED PRIOR TO THE ISSUANCE OF A PERMIT AND THAT ALL WORK WILL BE PERFORMED TO MEET THE STANDARDS OF ALL LAWS REGULATING CONSTRUCTION IN THIS JURISDICTION. I UNDERSTAND THAT A SEPARATE PERMIT MUST BE SECURED FOR ELECTRICAL WORK, PLUMBING, SIGNS, ROOFING, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, ETC.

DESIGNATED LAND USE DISTRICT: \_\_\_\_\_ MINOR DEVELOPMENT: \_\_\_\_\_

WATER SYSTEM PROVIDER: \_\_\_\_\_ SEWER SYSTEM PROVIDER: \_\_\_\_\_

PRIVATE WATER WELL: \_\_\_\_\_ SEPTIC TANK PERMIT #: \_\_\_\_\_

PURPOSE OF BUILDING: New Mobile Home \_\_\_\_\_ Replacing Mobile Home \_\_\_\_\_

Single Family \_\_\_\_\_ Duplex \_\_\_\_\_ Multi-Family \_\_\_\_\_ Sign \_\_\_\_\_

Commercial \_\_\_\_\_ Industrial \_\_\_\_\_ Swimming Pool \_\_\_\_\_ Storage \_\_\_\_\_

Relocation \_\_\_\_\_ Demolition \_\_\_\_\_ Townhouse \_\_\_\_\_ Other \_\_\_\_\_

Alterations, Additions, or Renovations to \_\_\_\_\_ Building

Distance from property line: Front \_\_\_\_\_ Side \_\_\_\_\_

COST OF CONSTRUCTION: \$ \_\_\_\_\_ EPI \_\_\_\_\_ FLOOD ZONE: \_\_\_\_\_

SQUARE FOOTAGE: \_\_\_\_\_ LOWEST FLOOR ELEVATION: \_\_\_\_\_

AREA HEATED/COOLED: \_\_\_\_\_ # OF STORIES: \_\_\_\_\_ UNITS: \_\_\_\_\_

ROOF TYPE: \_\_\_\_\_ WALLS: \_\_\_\_\_ FLOOR: \_\_\_\_\_

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTENT TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

OWNER'S AFFIDAVIT: I HEREBY CERTIFY THAT THE INFORMATION CONTAINED IN THIS APPLICATION IS TRUE AND CORRECT AND THAT ALL WORK WILL BE DONE IN COMPLIANCE WITH ALL APPLICABLE LAWS REGULATING CONSTRUCTION AND ZONING.

Signature: Owner or Agent \_\_\_\_\_

Date: \_\_\_\_\_

Notary as to Owner or Agent \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

Signature: Contractor \_\_\_\_\_

Date: \_\_\_\_\_

Notary as to Contractor \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

APPLICATION APPROVED BY: \_\_\_\_\_ Building Official

## BAY COUNTY BUILDING DIVISION

### PLAN REVIEW SUBMITTAL FORM FOR 1 & 2 FAMILY DWELLINGS

All items listed below must be submitted when building permit is applied for.

#### **INCOMPLETE SUBMITTALS WILL NOT BE REVIEWED!**

1. Two complete sets of plans, drawn to scale. Including:
  - \_\_\_ A. Site plan.
  - \_\_\_ B. Foundation plan & footing details.
  - \_\_\_ C. Floor plan, indicate all bearing walls.
  - \_\_\_ D. Wall sections, foundation through roof.
  - \_\_\_ E. Roof framing or truss plan.
  - \_\_\_ F. Connectors - anchor bolts, hold downs, framing anchors and nailing schedule.
  - \_\_\_ G. Electrical, plumbing and HVAC plans.
  - \_\_\_ H. Window and door schedule.
  - \_\_\_ I. Method of compliance with windload. Bay County is 100 MPH except within 1,500' of Coastal Control Line which is 110 MPH.
    - \_\_\_ 1) SSTD 10-93 \_\_\_
    - \_\_\_ 2) Bay County Alternatives \_\_\_
    - \_\_\_ 3) Architect's or Engineer's Design \_\_\_
    - \_\_\_ 4) Other \_\_\_
2. \_\_\_ Septic Tank Permit or Sewer Approval.
3. \_\_\_ Approval from City Planning Department.
4. \_\_\_ Florida Energy Form.
5. \_\_\_ Verification of Address.
6. \_\_\_ Complete Building Permit Application.

**PLEASE MAKE SURE SUBMITTALS ARE COMPLETE TO AVOID DELAYS**

APPLICANTS SIGNATURE \_\_\_\_\_ PHONE #: \_\_\_\_\_

Do not write below this line

Stories \_\_\_ Number of Units \_\_\_ Total Square Footage \_\_\_ Valuation \_\_\_\_\_

Plumbing Fixtures \_\_\_\_\_ Flood Zone \_\_\_ Elevation \_\_\_ Land Use District \_\_\_\_\_

Contractor's License \_\_\_\_\_

Permit Fee \_\_\_\_\_

Surcharge \_\_\_\_\_

Total \_\_\_\_\_

Approved as noted: \_\_\_\_\_

Date: \_\_\_\_\_

FROM APPENDIX B, STANDARD BUILDING CODE, (per thousand)

1-25.00	39-205.00	77-368.00
2-25.00	40-210.00	78-372.00
3-25.00	41-215.00	79-376.00
4-30.00	42-220.00	80-380.00
5-35.00	43-225.00	81-384.00
6-40.00	44-230.00	82-388.00
7-45.00	45-235.00	83-392.00
8-50.00	46-240.00	84-396.00
9-55.00	47-245.00	85-400.00
10-60.00	48-250.00	86-404.00
11-65.00	49-255.00	87-408.00
12-70.00	50-260.00	88-412.00
13-75.00	51-264.00	89-416.00
14-80.00	52-268.00	90-420.00
15-85.00	53-272.00	91-424.00
16-90.00	54-276.00	92-428.00
17-95.00	55-280.00	93-432.00
18-100.00	56-284.00	94-436.00
19-105.00	57-288.00	95-440.00
20-110.00	58-292.00	96-444.00
21-115.00	59-296.00	97-448.00
22-120.00	60-300.00	98-452.00
23-125.00	61-304.00	99-456.00
24-130.00	62-308.00	100-460.00
25-135.00	63-312.00	101 - 500= \$460 + (\$3.00 each additional thousand)
26-140.00	64-316.00	501 and up= \$1,660 + (\$2.00 each additional thousand)
27-145.00	65-320.00	
28-150.00	66-324.00	
29-155.00	67-328.00	
30-160.00	68-332.00	
31-165.00	69-336.00	
32-170.00	70-340.00	
33-175.00	71-344.00	
34-180.00	72-348.00	
35-185.00	73-352.00	
36-190.00	74-356.00	
37-195.00	75-360.00	
38-200.00	76-364.00	

effective 7/15/91

#### TECHNICAL ASSISTANCE

Staff within the Division of Engineering/Planning Services are available to assist persons wanting to obtain development approval. This assistance can be in the form of explaining the various regulations and review processes to pre-application review of proposed site plans. All persons interested in development within the City are strongly encouraged to work with City Staff in order to achieve an acceptable development project. For further information contact:

James M. Southall, P.E.  
Director of Engineering/Planning  
(904) 872-3013

Joan Schallreier  
City Planner  
(904) 872-3025

City of Panama City  
Division of Engineering/Planning Services  
Room 204, City Hall, 9 Harrison Avenue  
P. O. Box 1880  
Panama City, Florida 32402

#### SUMMARY

An important distinction, resulting from the preceding text is to realize the difference between the Comprehensive Plan and the Land Development Code. Any person wanting to change the designation of land as shown on the Future Land Use Map (e.g. from a residential district to a commercial district) must first be granted a plan amendment. The plan amendment process involves review by state agencies which is beyond the control of the City and generally takes at least 100 days to complete. Other than plan amendments, there are no variance or appeal procedures provided in the Comprehensive Plan. The Land Development Code addresses detailed requirements for development in each land use district as specified in the Comprehensive Plan. The Code is administered by the City and does not involve state oversight.

Another important point is that all development undertaken in the City, from land clearing to building construction, must be authorized by a development order. A development order must be obtained from the Division of Engineering/Planning Services before a building permit can be issued by the Bay County Building Department. Also, provisions of both the Comprehensive Plan and the Land Development Code apply only to areas within the city limits. Other regulations may apply for other cities or unincorporated Bay County.

Any person wanting to undertake development within the City must first obtain a development order, issued by the City, prior to obtaining a building permit from the Bay County Building Department. Generally, the City will also require that a developer obtain other applicable permits from state or federal agencies (e.g. dredge and fill, drainage, etc.) prior to issuing a final development order.

#### FINAL SITE INSPECTION AND ACCEPTANCE

After all construction at the site is completed the developer must provide a "Notice of Development Completion" to the Division of Engineering/Planning Services. Division staff will then conduct a "Final Site Inspection" to ensure that the development project was constructed in accordance with the approved development order.

Based upon the findings of the final site inspection the City will either accept or not accept the development project as-built. If the project is accepted by the City, a notice will be sent to the Bay County Building Department authorizing a "Certificate of Occupancy." A finding of non-acceptance will result in no certificate of occupancy, utilities or electric connections, or acceptance of any dedicated streets or easements by the City until such time as the identified problem(s) is corrected.

#### VARIANCES AND APPEALS

Any "adversely affected person" that might be affected by the approval or denial of a development order has the right to administrative relief in the form of a variance or an administrative appeal. Requests for variances generally come from the person applying for development approval.

A variance represents permission to undertake a development project which is not in total compliance with the Land Development Code. Issuance of variances is strictly intended to provide hardship relief to persons who, because of unique or unusual circumstances, would otherwise be unable to use their property. Variances can be issued by the Board of Administrative Appeals only for projects which do not require an amendment to the Comprehensive Plan.

Any affected person, including an applicant for development approval or adjacent property owners, has the right to appeal any decision, determination, or interpretation made by the City with respect to the provisions of the Land Development Code. Appeal petitions must be sent to the Director of Engineering Services within ten (10) days after the decision is made. Appeal petitions will be considered and decided by the Board of Administrative Appeals. Action by the Board of Administrative Appeals is final and represents the last avenue of administrative relief available to a petitioner.

PERMITS THAT MAY BE REQUIRED FROM OTHER AGENCIES

- MOBILE HOME OR R/V PARKS  
Department of Health & Rehabilitative Services (HRS)  
Ch. 10D-26, FAC
- SIGNS ON FEDERAL AID HIGHWAYS  
Department of Transportation (DOT)  
Ch. 14-10, FAC
- DRAINAGE CONNECTIONS ONTO STATE ROADS  
Department of Transportation (DOT)  
Ch. 14-86, FAC
- DRIVEWAY CONNECTIONS ONTO STATE ROADS  
Department of Transportation (DOT)  
Ch. 14-96, FAC
- DOCKS, PIERS, SEAWALLS, DREDGE AND FILL  
Department of Natural Resources (DNR), Ch. 18-21, FAC  
Department of Environmental Regulation (DER), Ch. 17-312, FAC  
U.S. Army Corps of Engineers
- STORMWATER MANAGEMENT  
Applicable to all development projects except single-family  
through quadruplex residential dwellings.  
Department of Environmental Regulation (DER)  
Ch. 17-25, FAC
- DIVERSION OR IMPOUNDMENT OF SURFACE WATERS  
Northwest Florida Water Management District (NWFWD)  
Ch. 40A-4, FAC
- BUILDING PERMIT  
Bay County Building Department  
Standard Building Code

Once approved by the City, the proposed plan amendments must be sent to certain State agencies for their review and approval. As such, the entire City/State Agency review and approval process for plan amendments will most likely involve a minimum of 100 days.

2. Concurrency. The term "concurrency" means that adequate public facilities and services (e.g. roads, water, sewer, drainage, etc.) must be in place to serve a development project when the impacts of that project occur. Impacts from a development project are evaluated using "level of service" standards established in the Plan. These standards set forth units of demand, such as number of gallons per person per day for water and sewer or number of vehicles per hour for roads, from which the impacts of development can be estimated. Any project which has the potential to decrease the established level of service standard will not be permitted. At that point, the City can upgrade its facilities through its capital improvements program, or require the developer (at his expense) to upgrade the affected facility to City standards.

3. Capital Improvements. The Comprehensive Plan contains a "Five-Year Schedule of Capital Improvements" which identifies major capital projects to be undertaken over the next five years. The purpose of these improvements is to bring public facilities up to established level of service standards (if existing deficiencies exist) and to provide adequate facilities to serve estimated future growth. The schedule of capital improvements indicates to developers where upgrades of facilities will be occurring. This serves to guide development to those areas so that concurrency provisions can be met.

In very general terms, the preceding components work together as follows. The land use plan allows the City to estimate the demand for services based on the type and amount of allowed development within each land use district. If there are insufficient public facilities to serve the allowed development, the concurrency provision restrains further development until the necessary capital improvements can be provided.

In addition to the preceding, the Comprehensive Plan also contains objectives and policies concerning protection of natural resources, affordable housing, transportation and other related growth management topics. As a whole, the combined objectives and policies found in the Comprehensive Plan form the basis for a balanced program of development regulations and capital improvements intended to promote orderly and efficient growth patterns.

## Land Development Code

The Land Development Code builds upon the objectives and policies of the Comprehensive Plan by providing the detailed and specific provisions necessary to implement the Plan. For example, whereas the Comprehensive Plan establishes residential districts and allowed land uses generally, the Development Code provides the "nuts and bolts" of where the residential building can be placed on the property, required setbacks, building height, placement of driveways, etc.

An important part of the Code is the administrative procedures section. This section establishes the process by which a development project can be approved by the City. This includes information that will be required from the developer, development review standards and timeframes, responsibilities for approval or denial, and appeal procedures for unapproved projects.

## DEVELOPMENT REVIEW AND APPROVAL

Any person wanting to undertake any "development" within the City must first obtain necessary approvals. The term "development" means any building or construction activity from decks and fences to shopping centers and industrial warehouses. Development also includes any land clearing associated with the building or construction activity.

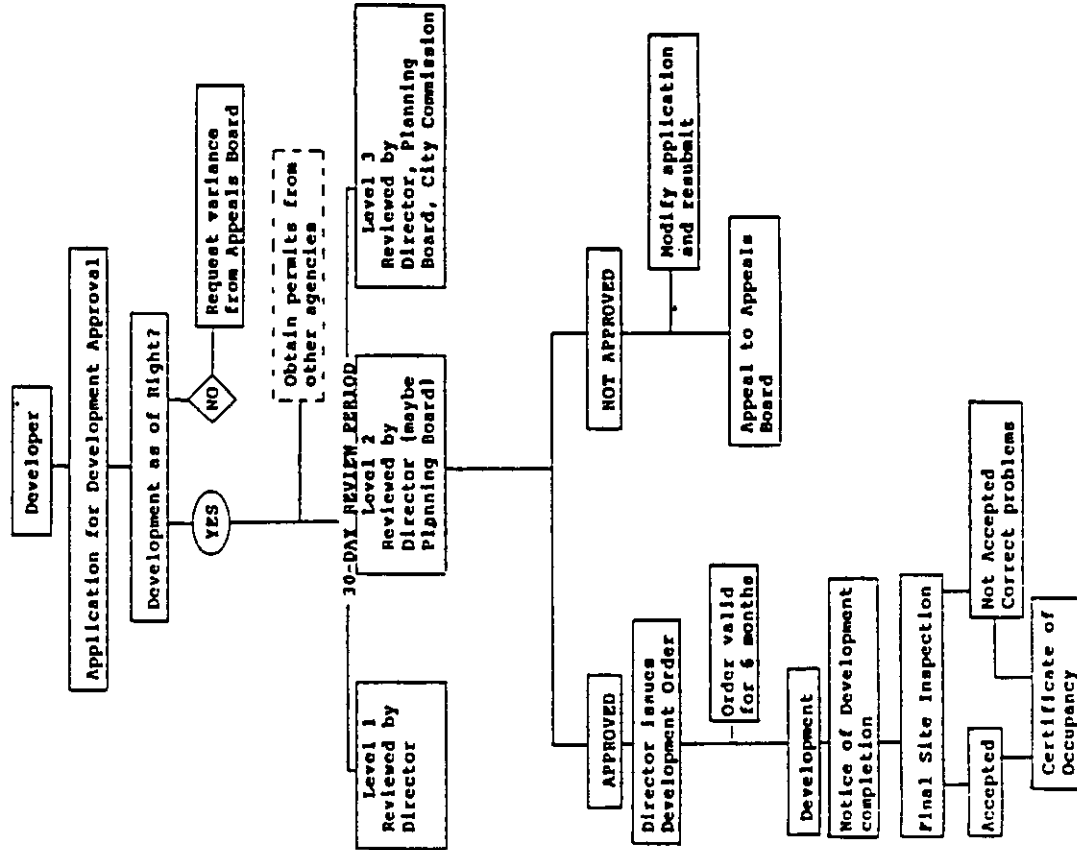
The first step in the development review and approval process is to obtain an "Application for Development Approval" from the City's Division of Engineering/Planning Services. This application, including site plans and building plans showing the proposed development project, should be completed by the developer and submitted back to the Division of Engineering/Planning Services.

Development review and approval will take place based on the size of the proposed activity at one of the following levels.

Level 1 - Minor Development. Minor development includes accessory structures such as fences, garages, decks, pools, signs, etc.; construction of a single-family, duplex, triplex or quadplex residence on one lot or parcel; location or placement of one mobile home on one lot or parcel; and, the adding onto, or substantial remodeling/renovation of, an existing structure. Development approval for minor development projects can be granted by the Director of Engineering/Planning Services without any further review or approvals with the exception of the placement of mobile homes which will require approval of the Planning Board.



# DEVELOPMENT REVIEW PROCESS



**Level 2 - Small Scale Development.** Small-scale development projects are those not considered to be minor development but which involve any residential development of five (5) acres or less with a density of five (5) units per acre or less; or any non-residential development of three (3) acres or less. Small-scale development projects can be approved by the Director of Engineering/Planning Services; however, the Director may require review and approval by the Planning Board prior to issuing final approval.

**Level 3 - Large-Scale Development.** Large-scale development projects are those which, because of their size or nature, can not be considered Level 1 or Level 2 developments. Approval of these projects can be granted by the Director of Engineering/Planning Services only after review and approval by the Planning Board and the City Commission.

Once an application for development approval has been submitted and deemed complete, the City has thirty (30) days to review the application and make its recommendations for approval or denial. Submittal of incomplete applications will not start the 30-day review period.

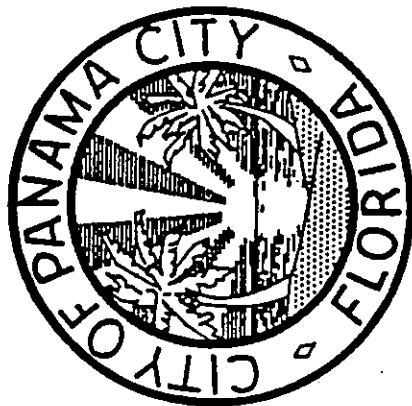
Projects located in the Downtown Improvement or St. Andrews Improvement Special Treatment Zones as shown on the Future Land Use Map must also be reviewed by the Downtown Improvement Board/Community Redevelopment Agency. Review by these boards is necessary to ensure conformance with the specialized plans for these areas.

## DEVELOPMENT ORDERS

Once all required reviews and approvals have been completed, the Director of Engineering/Planning Services can issue a final development order. Issuance of this order allows the developer to begin land clearing and construction. Development orders are valid for a period of six (6) months from the date of issuance.

An important and sometimes overlooked distinction is the difference between a "development order" and a "building permit." A development order authorizes development of the entire site including allowable land uses, densities, open space, drainage, parking, landscaping and other similar considerations. A building permit authorizes construction of the building to be placed on the site to ensure that the building is constructed in conformance with building, electrical, plumbing, fire or other applicable structural codes.

CITY OF PANAMA CITY  
**GROWTH MANAGEMENT  
HANDBOOK**



DIVISION OF ENGINEERING/PLANNING SERVICES

## PREFACE

This handbook has been prepared to provide general information on growth management regulations in effect for the City of Panama City. These regulations are extensive and somewhat technical in nature. In this regard, this publication is intended to provide a condensed overview of the more important points found in these regulations, and to promote a general understanding of how the development review process works. A more detailed description of the regulations and the development review process can be found in the "Users Guide to the Land Development Code" available through the Panama City Division of Engineering/Planning Services.

## GROWTH MANAGEMENT REGULATIONS

Growth management and development regulations for the City of Panama City are set forth in two documents; the "Comprehensive Plan" and the "Land Development Code." A brief description of these documents follows.

### The Comprehensive Plan

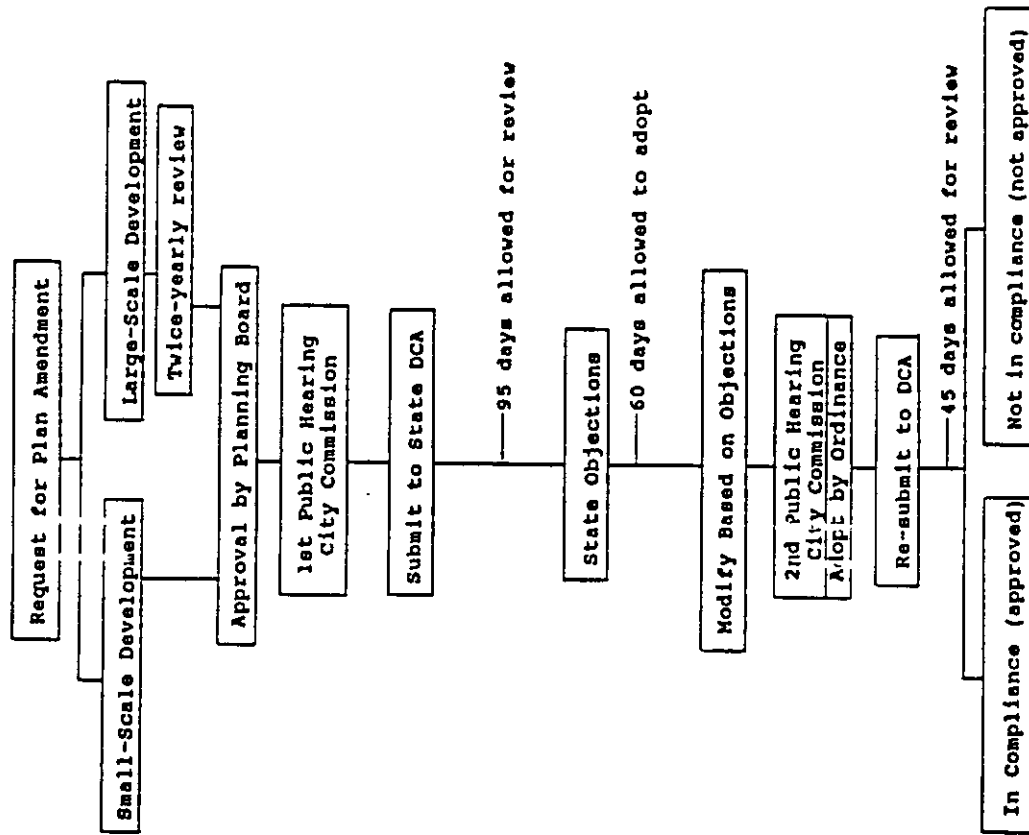
The purpose of the Comprehensive Plan is to establish public policy from which growth and development can be controlled in an orderly manner. The Plan contains general goals, objectives and policies for a five-year and ten-year "planning timeframe" which are implemented by restrictions on development, incentives for development, and a program of capital improvements. These three factors in concert are intended to guide development to areas which minimize environmental damage, and in which adequate public facilities such as roads, water, sewer, etc. are available to accommodate orderly growth.

The basic operational components of the Plan are: designations of land use; concurrency; and, the schedule of capital improvements. A brief description of how these work is as follows.

1. Land Use. The Plan establishes land use districts such as residential, commercial, industrial, etc. which are shown on a Future Land Use Map. Within each of these districts certain restrictions apply. These include the type(s) of development allowed in that district, number of houses per acre, the amount of land that can be developed, and other similar provisions.

Once established, these districts can only be changed via a "plan amendment." For example, a person wanting to change his property from a residential district to a commercial district would have to request a plan amendment. By law, the City can consider requests for plan amendments only twice during any calendar year (except for certain "small-scale amendments" as described in the Plan).

## PLAN AMENDMENT PROCESS



9. Evidence of sewage disposal by either:
  - a) a valid septic tank permit from the Bay County Health Department (HRS)
  - OR:
  - b) a tap fee receipt from an appropriate City showing that the required impact/connection fee has been paid.
10. Evidence of potable water availability by either:
  - a) a potable water well permit issued by the NW Florida Water Management District OR:
  - b) a tap fee receipt from an appropriate City showing that the required impact/connection fee has been paid.
11. A valid street address for the subject property. If it currently does not have one, it may be obtained from the County Engineering Division.
12. A Florida Energy Code survey of the building plans issued by either Gulf Power or the Co-op.

Date Received \_\_\_\_\_

File No.(if applicable) \_\_\_\_\_

**BAY COUNTY  
APPLICATION FOR DEVELOPMENT ORDER**

**A. APPLICANT INFORMATION**

1. Name of Applicant: \_\_\_\_\_
2. Owner \_\_\_\_\_ Authorized Agent \_\_\_\_\_ (Attach Certification)
3. Applicant Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
4. Applicant Telephone: (    ) \_\_\_\_\_

**B. SITE INFORMATION**

5. Proposed Use of Site: \_\_\_\_\_
6. Address of Site to be Developed: \_\_\_\_\_  
(Copy of deed with legal description must be included)
7. Size of site: \_\_\_\_\_ (square feet)  
\_\_\_\_\_ (acres)
8. Name(s) of Adjacent Street(s): North- \_\_\_\_\_ East- \_\_\_\_\_  
South- \_\_\_\_\_ West- \_\_\_\_\_

**C. STAFF FINDINGS**

The proposed development is designated as either a 1) **Level 1-Minor Development**; 2) **Level 2-Small-Scale Development**, or; 3) **Level 3-Major Development**, based on the following findings:

1) \_\_\_\_\_ **Minor Development.**

Section 12.02.02(C)(1) of the Bay County Land Use Code (LUC) defines the following activities as a minor development:

- a) Development of land for single-family or duplex residential dwellings on one lot or parcel of land;
- b) Placement or location of one manufactured housing or mobile home residential unit on one lot or parcel of land;
- c) Construction, placement, or location of accessory buildings and uses.
- d) Remodeling, renovations, expansions, or other similar activity involving an increase in the size or square footage of any structure, including parking areas, provided such activity is less than 10% of the area of the existing structure or 5,000 square feet, whichever is less.

**LEVEL 2 - SMALL-SCALE AND LEVEL 3 - MAJOR DEVELOPMENT**  
**SITE PLAN REQUIREMENTS**

(ALL site plans must be drawn at a scale no greater than 1"=40' and include a north direction indicator)

**\*ALL SITE PLANS MUST BE CERTIFIED BY AN ARCHITECT OR PROFESSIONAL ENGINEER REGISTERED IN THE STATE OF FLORIDA\*:**

**General Information**

1. Owner's name, address, and telephone number.
2. Name, address, and telephone number of architect or engineer of record.
3. Address and legal description of site.
4. Location and vicinity map relative to the surrounding area.
5. Scale of drawing and north directional indicator.
6. Land use designation of the site and all adjacent property as shown on the Future Land Use Map.
7. Proposed use of the site.
8. Boundary lines and dimensions of the site.
9. Names or highway numbers of all adjacent streets.
10. Locations of all alleys, easements, or other public ways.

**Environmental Information**

1. Location and base flood elevation of flood zones, if applicable.
2. Soil types as shown in the "Soil Survey of Bay County, Florida".
3. Wetland areas, if applicable.
4. Location and type of any in-water construction (docks, seawalls, etc.), if applicable.
5. Location of shoreline using mean high water or ordinary high water, as applicable.
6. Location of shoreline setback(s).
7. Location and size of all protected trees.

8. Location of Coastal Construction Control Line, if applicable.

#### **Building Information**

1. Location of the principal building on the site.
2. Location of all accessory buildings or structures.
3. Exterior and interior dimensions and shapes of all buildings and structures.
4. Size (square feet) of all buildings and structures.
5. Height from grade of all buildings, decks and other structures.

#### **Parking and Vehicular Access Information**

1. Location and names or highway numbers of all adjacent streets and highways.
2. Location and right-of-way (ROW) line and ROW distance to centerline of adjacent streets or highways.
3. Location, dimensions, and geometry of vehicular connections onto adjacent streets or highways.
4. Location, dimensions, and configuration of parking areas including parking spaces, aisles, and turnarounds.
5. Location, dimensions, and configuration of required landscaping areas.
6. Location, configuration, and dimensions of acceleration or deceleration lanes, when applicable.
7. Location, configuration, and dimensions of loading zones, when applicable.
8. Type and product designation of parking area construction materials.

#### **Stormwater/Drainage Control Information**

1. Topographic elevations at sufficient intervals to accurately depict pre- and post-development stormwater flow.
2. Dimensions, configurations, locations, and types of retention and/or detention structures.
3. Method of stormwater treatment.
4. Location, dimensions, and configurations of receiving drainage structures.
5. Design storm frequency/intensity calculations.

6. Detailed stormwater flow and retention and detention calculations.
7. Erosion and sediment control measures for both during and after construction.

**Utilities Information**

1. Source of potable water supply.
2. Location and size of water system including distribution lines and tap-ons.
3. Location and size of existing or proposed water wells, if applicable.
4. Source and type of sewage disposal.
5. Location and size of sewer system, including collection lines and tap-ons.
6. Location and design specifications of on-site sewage disposal systems, if applicable.
7. Location and description of proposed gas, telephone, electric and cable lines.
8. Location, dimensions, configuration, and source of dedication for all existing and proposed utility easements.



### **REQUIRED INFORMATION FOR LEVEL 2 & LEVEL 3 SUBMITTALS**

1. A completed, signed, and notarized Application for Development Order obtained from the Bay County Planning Division.
2. Ten (10) copies of the site plan. The site plan should contain the information listed on the site plan checklist.
3. Three (3) sets of the building structural plans. The building plans should include the following information:
  - a) Foundation Plan;
  - b) Structural Plans (Floors, Walls, Columns, Roof)
  - c) Floor Plan;
  - d) Electrical Plans, including exit and emergency lighting;
  - e) Plumbing Plans;
  - f) Mechanical Plans;
  - g) Door & Window schedule;
  - h) Elevations;
  - i) Handicap accessibility features;
  - j) Details on fire rated assemblies including penetrations;
  - k) Fire protection (extinguishers, standpipes, sprinklers, & alarm systems)
  - l) Total area under roof (square feet)
4. Copy of deed to the property (including legal description). Also a copy of the lease if the property is leased from a second party.
5. Department of Environmental Protection (DEP) stormwater permit or swale exemption letter, if issued in lieu of a permit.
6. If the subject property is located on a State or US Highway, a Florida Department of Transportation (DOT) permit for:
  - a) stormwater runoff
  - b) driveway connection, if access to the property will be from the State or US Highway.
7. If the subject property is located on a County road, a driveway permit from the Bay County Engineering Division.
8. Drainage calculations and stormwater retention plan for the site based on a 25 year/24 hour storm event.

2) \_\_\_\_\_ **Small-Scale Development.**

Section 12.02.02(C)(2) of the Bay County Land Use Code (LUC) defines the following activities as a small-scale development:

- a) Any residential development of five (5) acres or less in total land area;
- b) Any non-residential development of three (3) acres or less in total land area;
- c) Excavations as described in Section 12.03.06 of the LUC.

3) \_\_\_\_\_ **Major Development.**

Section 12.02.02(C)(3) of the Bay County Land Use Code (LUC) defines the following activities as a major development:

- a) Any development not classified as Level 1-Minor Development or Level 2-Small Scale Development, or; any Industrial Development.

**D. LAND USE DESIGNATIONS**

- 9. Designated Future Land Use Map District: \_\_\_\_\_
- 10. Designated Character District(s): \_\_\_\_\_
- 11. Designated Future Land Use District of Adjacent Parcels: North-\_\_\_\_\_  
East-\_\_\_\_\_ South-\_\_\_\_\_ West-\_\_\_\_\_

**E. UTILITIES**

- 12. \_\_\_\_\_ Water System                      Provider: \_\_\_\_\_
- 13. \_\_\_\_\_ Sewer System                      Provider: \_\_\_\_\_
- 14. \_\_\_\_\_ Septic Tank
- 15. \_\_\_\_\_ Private Well

**F. ENVIRONMENTAL INFORMATION**

- 16. \_\_\_\_\_ Flood Zone                      Type/Elevation: \_\_\_\_\_
- 17. \_\_\_\_\_ Protected Trees
- 18. \_\_\_\_\_ Wetlands
- 19. \_\_\_\_\_ Shoreline
- 20. \_\_\_\_\_ Coastal Area
- 21. \_\_\_\_\_ Aquifer Recharge
- 22. \_\_\_\_\_ Wildlife Habitat

**G. OTHER REQUIRED PERMITS**

- 23. \_\_\_\_\_ Dredge and Fill (DEP, CORPS)
- 24. \_\_\_\_\_ Stormwater (DEP, FDOT)
- 25. \_\_\_\_\_ Vehicular Connection (FDOT, Bay County)
- 26. \_\_\_\_\_ Water Well (NFWFMD, HRS)
- 27. \_\_\_\_\_ Septic Tank (HRS)
- 28. \_\_\_\_\_ Mobile Home or R/V Park License (HRS)
- 29. \_\_\_\_\_ Other (specify) \_\_\_\_\_

**H. CERTIFICATION (Application MUST be notarized)**

I hereby certify that the information contained in this application is true and correct to the best of my knowledge. I also give my permission for County staff to enter upon my property at reasonable times for the purposes of site inspections and the posting of any necessary public notice signage.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Corporate Officer

\_\_\_\_\_  
Corporate Seal

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The foregoing instrument was acknowledged before me this date \_\_\_\_\_  
by \_\_\_\_\_, who is personally known to me or has produced  
\_\_\_\_\_ as identification and who did not take an oath.

\_\_\_\_\_  
NOTARY

\_\_\_\_\_  
NOTARY SEAL

FOR OFFICIAL USE ONLY

30. Date Application Submitted \_\_\_\_\_  
31. Fee(s) Paid(if applicable) \_\_\_\_\_  
32. Application Status: Complete \_\_\_\_\_ Incomplete \_\_\_\_\_  
33. Date Applicant Notified of Incompleteness(if applicable): \_\_\_\_\_  
34. Application Reviewed By: \_\_\_\_\_ Date Reviewed \_\_\_\_\_  
35. Review Results:

PLANNING OFFICIAL

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

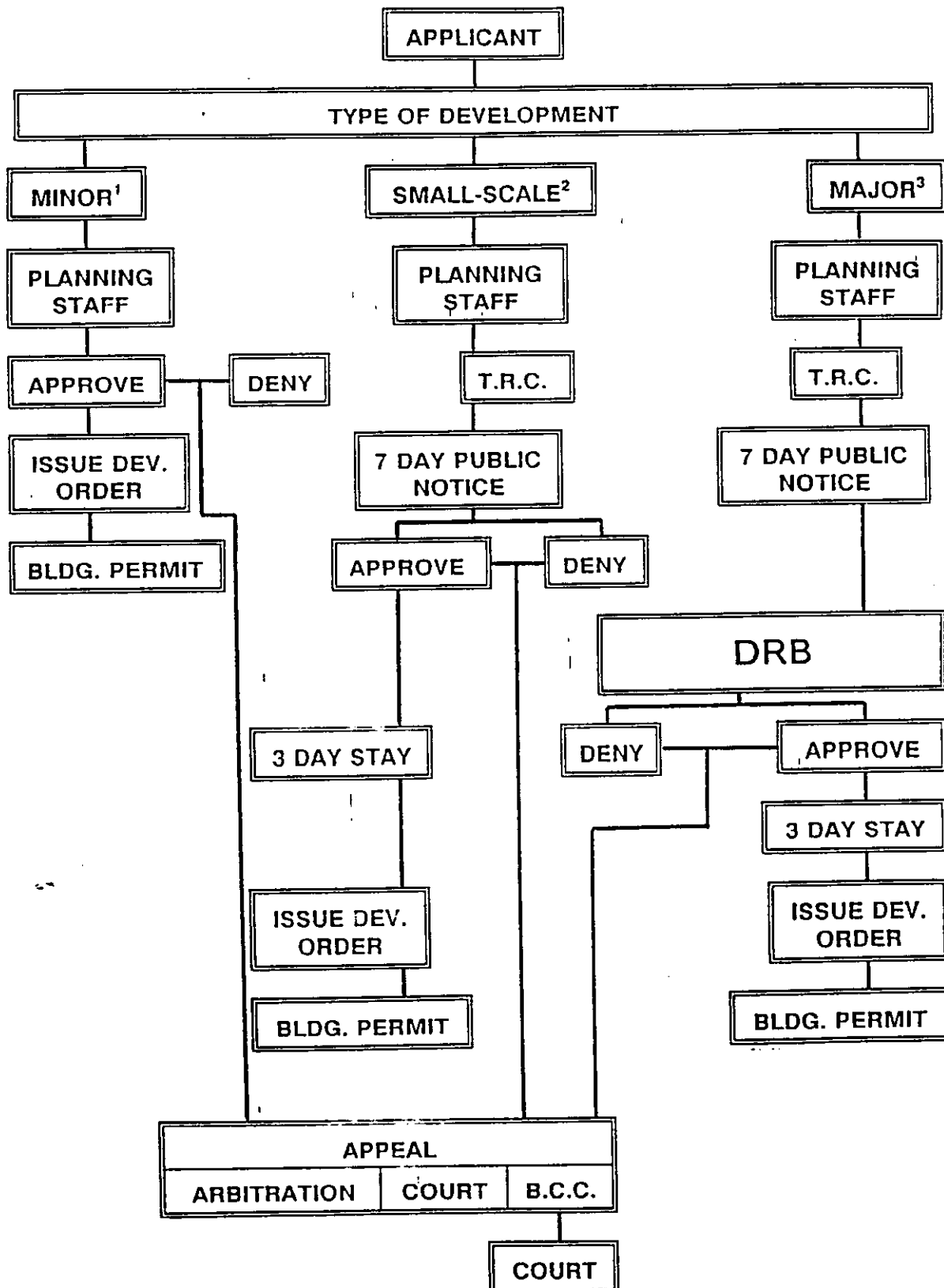
DEVELOPMENT REVIEW BOARD(if required)

Approved \_\_\_\_\_ Denied \_\_\_\_\_ Date \_\_\_\_\_

36. Date Released(if approved): \_\_\_\_\_  
37. Basis for Denial(if applicable): \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

9/24/93

NEW DEVELOPMENT REVIEW PROCESS  
PROPOSED BY STAFF AND DEVELOPMENT REVIEW BOARD



1. SINGLE-FAMILY, DUPLEX, MOBILE HOME, ACCESSORY USE.
2. RESIDENTIAL UNDER 5 ACRES, NON-RESIDENTIAL UNDER 3 ACRES.
3. ANYTHING OVER SMALL-SCALE, ALL INDUSTRIAL