

**DOCUMENTS REQUIRED TO MAKE APPLICATION FOR AN  
ADDITION TO A RESIDENCE OR MOBILE HOME  
DUE TO TIME INVOLVED TO PROCESS PAPERWORK**

**NO APPLICATION OR PERMIT WILL BE PROCESSED AFTER 4:30 P.M.**

1. **Two complete sets of sealed plans & a digital copy** in compliance with the Florida Building Code 2014 (5<sup>th</sup> Edition).
2. Completed **Florida Energy Efficiency Code form** - (form available at the Building Department). Product Approval Specification Sheet as required by Florida Statute 553.842 and Florida Administrative Code 9B-72. **(TWO COPIES)**
3. Parcel description of property (**property card**) from Property Appraiser's Office or at [www.suwanneepa.com](http://www.suwanneepa.com). If property card is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property.
4. Completed **application**.
5. Approval for existing septic tank from Environmental Health Department (386/362-2708 Ext. 243). **To be obtained after application for permit is filed with Building Department and approval for Building Permit from Zoning Dept is granted (it will be faxed to septic dept). GO TO ENVIRONMENTAL HEALTH BEFORE RETURNING FOR BUILDING PERMIT.**
6. **Survey of property** prepared by a land surveyor or engineer registered in Florida or an exemption letter from Suwannee County Zoning Department. All property stakes shall be in place at the time of application.
7. **Site plan** showing location of residence, septic tank and well and distance from the front, sides and rear of property. (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.)
8. Owner/Builder Disclosure Statement signed if owner building addition.
9. Good directions to property from **this office**. Please show street names/road numbers.
10. 911 address numbers **MUST** be displayed at driveway entrance (see insert in packet)
11. If it is determined that your parcel lies in a flood prone area a survey by a land surveyor or engineer registered in Florida will be required. All property stakes shall be in place at the time of application.
12. **NOTE!!!** If your property is in a special flood hazard area (SFHA), according to the Federal Emergency Management Agency (FEMA) Flood Insurance Rate Maps (FIRM), an Elevation Certificate (EC) prepared by a Registered Surveyor or Professional Engineer certifying that the bottom of the lowest horizontal structural member of the lowest floor is at least one foot above the base flood elevation is required **upon placement of the lowest floor**. If your property is located in the floodway of the SFHA, you will be required to obtain both an Environmental Resource Permit (ERP) from the Suwannee River Water Management District **and** a Zero Rise Certification from a Registered Professional Engineer **before** issuance of the building permit, in addition to the EC. The ERP will also be required if your property fronts the river, even if the building site is located out of the floodway.
13. All buildings shall have pre-construction treatment protection against subterranean termites. A Certificate of Compliance shall be issued to the Building Department by the licensed pest control company that contains the following statement: "The building has received a complete treatment for the prevention of subterranean termites. Treatment is in accordance with rules and laws established by the Florida Department of Agriculture and Consumer Services."
14. **Processing Time** - Three work days for plan review and approval  
Twenty-four hour notice is required for an inspection.  
**DUE TO POSSIBLE DUPLICATION OF NAME, AND TIME INVOLVED  
IN LOOKING FOR PERMIT NUMBER. YOU MUST PROVIDE OFFICE  
PERSONNEL WITH PERMIT NUMBER WHEN CALLING FOR  
INSPECTION.**

**FEES: 32¢ sq. ft. habitable, 18¢ sq. ft. non-habitable, 2.5% of permit fee - State surcharge (minimum \$4.00).  
Minimum Permit Fee is \$100.00 plus State Surcharge**

# RETURN THIS TO BUILDING DEPARTMENT

## SUWANNEE COUNTY BUILDING DEPARTMENT

### RESIDENTIAL MINIMUM PLAN REQUIREMENTS AND CHECKLIST FOR FLORIDA BUILDING CODE 2014 (5<sup>th</sup> Edition) ALL REQUIREMENTS SUBJECT TO CHANGE

All building plans must include the following items and indicate compliance with Florida Building Code 2014 (5<sup>th</sup> Edition) by providing calculations and details that have the seal and signature of a certified Architect or Engineer registered in the State of Florida, or alternate methodologies approved by the Florida Building Commission for one- and two-family dwellings. For design purposes a basic wind speed of 110 mph shall be used.

**GENERAL REQUIREMENTS:** Two (2) complete sets containing the following:

#### Applicant Plans Examiner

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- |   |   |   |
|---|---|---|
| ! | ! | All drawings must be clear, concise and drawn to scale ("Optional" details that are not used shall be marked void or crossed off). Square footage of different areas shall be on plans.   |
| ! | ! | Designer's name and signature on document (FBC 106.3.4.3.) If licensed architect or engineer, official seal shall be affixed.   |
| ! | ! | <b><u>Site Plan – Including:</u></b><br>a) Dimensions of lot<br>b) Dimensions of building setback<br>c) Location of all other buildings on lot, well and septic tank if applicable, and all utility easements.  |
| ! | ! | <b><u>Wind-load Engineering Summary, calculations and any details required.</u></b><br><b><u>Elevations including:</u></b><br>a) All Sides<br>b) Roof Pitch<br>c) Overhang dimensions and detail with attic ventilation<br>d) Location, size and height above roof of chimneys<br>e) Location, size and height of skylights   |
| ! | ! | <b><u>Floor Plan including:</u></b><br>a) Rooms labeled and dimensioned<br>b) Shear walls<br>c) Windows and Doors showing size, manufacturer, approval listing and attachment specs. FBC and safety glazing where needed<br>d) Fireplaces (gas appliance [vented or non-vented] or wood burning) with hearth<br>e) Stairs with dimensions (width, tread and riser) and detail of guardrails and handrails |
| ! | ! | <b><u>Foundation Plan including:</u></b>  |

- ! ! a) Location of all load bearing walls with required footings indicated as standard or monolithic and their dimensions and reinforcing
- ! ! b) All post and/or column footing including size and reinforcing
- ! ! c) Any special support required by soil analysis such as piling
- ! ! d) Location of any vertical steel

**Roof System**

- ! ! a) Truss Package including
  - 1) Truss layout and truss details signed and sealed by Florida Registered Professional Engineer
  - 2) Roof assembly (FBC Roofing system, materials, manufacture, fastening requirements and product evaluation with wind resistance rating)
- ! ! b) Conventional Framing Layout including:
  - 1) Rafter size, species, and spacing
  - 2) Attachment to wall and uplift
  - 3) Ridge Beam sized and valley framing and support details
  - 4) Roof assembly (FBC Roofing system, materials, manufacture, fastening requirements and product evaluation with wind resistance rating)

**Wall Sections – including:**

- ! ! a) Masonry wall
  - 1) All materials making up wall
  - 2) Block size and mortar type with size and spacing of reinforcement
  - 3) Lintel, tie-beam sizes and reinforcement
  - 4) Gable ends with rake beams showing reinforcement or gable truss and wall bracing detail
  - 5) All required connectors with uplift rating and required number and size of fasteners for continuous tie from roof to foundation
  - 6) Roof assembly shown here or on roof system detail (FBC Roofing system, materials, manufacturer, fastening requirements and product evaluation with wind resistance rating)
- ! ! b) Wood Frame wall
  - 1) All materials making up wall
  - 2) Size and species of studs
  - 3) Sheathing size type and nailing schedule
  - 4) Headers sized
  - 5) Gable end showing balloon framing detail or gable truss and wall hinge bracing detail
  - 6) All required connectors with uplift rating and required number and size of fasteners for continuous tie from roof to foundation (truss anchors, straps, anchor bolts and washers)
  - 7) Roof assembly shown here or on roof system detail (FBC Roofing system, materials, manufacturer, fastening requirements and product evaluation with wind resistance rating)

- ! ! c) Metal Frame wall and roof (Designed and signed and sealed by Florida Registered Professional Engineer or Architect)

**Floor Framing System**

- ! ! a) Floor truss package including layout and details signed and sealed by Florida Registered Professional Engineer
- ! ! b) Floor joist size, species and spacing
- ! ! c) Girder size and species
- ! ! d) Attachment of joist to girder

- ! ! e) Wind load requirements where applicable
- ! ! **Plumbing Fixture Layout**
- ! ! **Electrical Layout including:**
  - a) Switches, outlets/receptacles, lighting, all required GFCI outlets identified
  - b) Ceiling fans
  - c) Smoke detectors
  - d) Service-panel and sub-panel size and location(s)
  - e) Meter location with type of service entrance (overhead or underground)
  - f) Appliances and HVAC equipment
  - g) Name of electrical power company that will provide service
- ! ! **Heating, Ventilation and Air Conditioning Information Containing the following:**
  - a) Manual J sizing equipment or equivalent computation
  - b) Manual D sizing duct or equivalent with duct layout (include location & size of return)
  - c) Exhaust fans in bathrooms
- ! ! **Energy Calculations** (dimensions shall match plans)
- ! ! **Gas System** Type (LP or Natural) Location and BTU demand of equipment

**REINSPECTION FEES:**

1. There will be a \$35 reinspection fee for any reinspection caused by required work not being ready or incorrect at the requested time.
2. There will be a \$50 reinspection fee for each additional corrective reinspection.

**If you have any questions contact the Suwannee County Building Department at 386/364-3407 or 386/208-1606 between 8:00 a.m. and 4:30 p.m. Monday through Friday.**

# ADDITION PERMIT APPLICATION

**MUST COMPLY WITH FLORIDA BUILDING CODE 2014 (5<sup>th</sup> Edition)**

SUWANNEE COUNTY BUILDING DEPARTMENT  
224 PINE AVENUE, LIVE OAK FL 32064  
386/364-3407 \* FAX 386/364-3754

APPLICANT: \_\_\_\_\_ PHONE NO. \_\_\_\_\_

CURRENT ADDRESS: \_\_\_\_\_

PROPERTY OWNER NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

LEGAL DESCRIPTION: (as found on the parcel description printout)

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ S Rge. \_\_\_\_\_ E Tax Parcel No. \_\_\_\_\_

Lot \_\_\_\_\_ Subdivision \_\_\_\_\_

Size \_\_\_\_\_ Acres Number of Other Dwellings: \_\_\_\_\_

HOW DO YOU GET THERE FROM THIS OFFICE: **[You MUST give road numbers and EXACT directions]**

Job Description \_\_\_\_\_ Use \_\_\_\_\_

Sq. Ft Habitable: \_\_\_\_\_ Sq. Ft Non-Habitable: \_\_\_\_\_ Sq. Ft Total: \_\_\_\_\_ Value \$: \_\_\_\_\_

Contractors: Bldg: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Plumbing: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Elec: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Mechanical: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Alarm System: \_\_\_\_\_ License # \_\_\_\_\_ Contact # \_\_\_\_\_

Plans Dated: \_\_\_\_\_ Designer: \_\_\_\_\_ Power Company: \_\_\_\_\_ SVEC: \_\_\_\_\_

FP&L: \_\_\_\_\_

PROGRESS ENERGY: \_\_\_\_\_

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 and zoning in Suwannee County. I certify that all the foregoing information and site plan is accurate. I understand that I **MUST** supply the office personnel with the **permit number** when calling for inspections.

DATE: \_\_\_\_\_

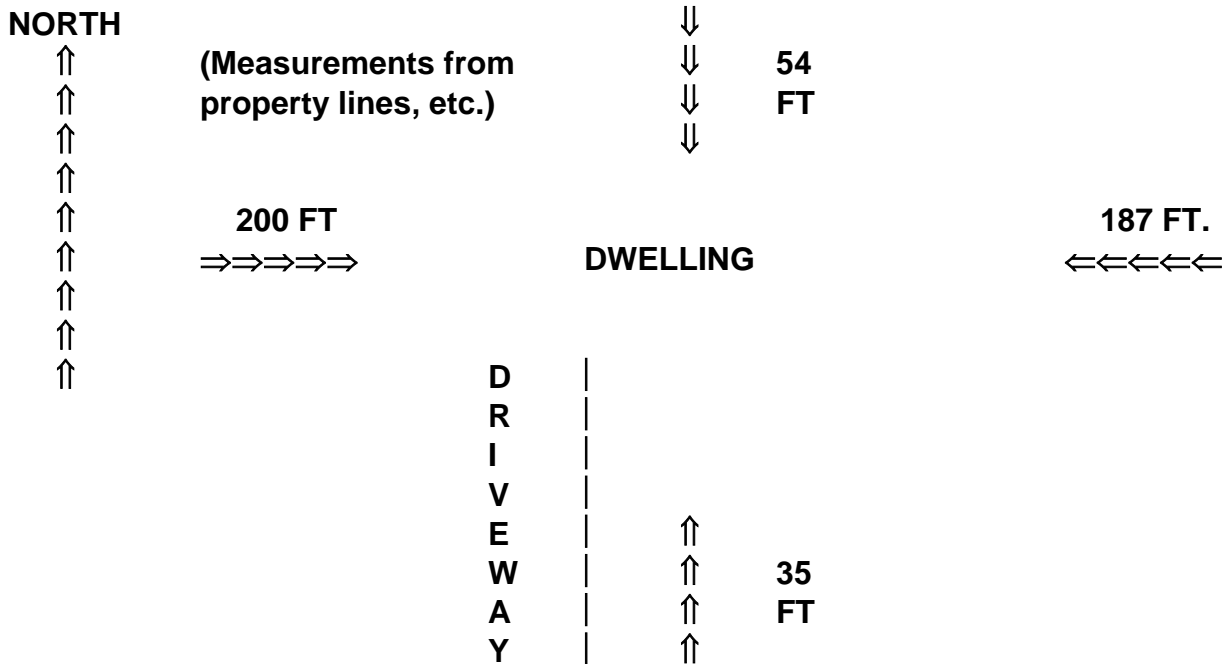
\_\_\_\_\_  
Applicant/Owner/Contractor

**THIS APPLICATION WILL EXPIRE IN 90 DAYS UNLESS A PERMIT IS ISSUED.**

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

\_\_\_\_\_  
JOHN DOE

**EXAMPLE SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**



\_\_\_\_\_  
Name of Road

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNs, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES, WELL, POWER POLE & SEPTIC TANK FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SETBACKS & DIRECTION FROM ROADWAY
- 7) SITE PLAN MUST BE COMPLETED, SIGNED AND DATED PRIOR TO BRINGING IT BACK TO THE OFFICE.
- 8) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
JOHN DOE

SIGNATURE

\_\_\_\_\_  
01/01/00

DATE

I UNDERSTAND THAT ACCURATE MEASUREMENTS AND NORTH, SOUTH, EAST, WEST DIRECTIONS ARE INTEGRAL PARTS OF MY SITE PLAN WHICH WILL BE USED TO DETERMINE SETBACKS FOR ZONING COMPLIANCE. I ALSO UNDERSTAND THAT IF INSUFFICIENT OR INCORRECT INFORMATION IS SUPPLIED IT WILL CREATE A DELAY IN THE ISSUANCE OF A BUILDING PERMIT.

**SITE PLAN FORM**  
**SUWANNEE COUNTY BUILDING DEPARTMENT**

**NORTH**



**Do Site Plan on survey or GIS map  
obtain from Property Appraiser Website.  
[www.suwanepa.com](http://www.suwanepa.com)**

**Identify access roadway to dwelling.**

**ITEMS THAT MUST BE ON THE FORM**

- 1) STREET & ROAD NUMBERS (EXAMPLE - 56TH STREET)
- 2) ALL RESIDENCES, BARNS, & ALL OTHER BUILDINGS & SHEDS
- 3) DRIVEWAYS & ENTRANCEWAYS TO PROPERTY
- 4) MEASUREMENTS FROM ALL STRUCTURES & POWER POLE FROM PROPERTY LINE
- 5) MUST HAVE NORTH, SOUTH, EAST & WEST LOCATION ON PLAN
- 6) SITE PLAN MUST BE COMPLETED, SIGNED & DATED **PRIOR** TO BRINGING IT BACK TO THE OFFICE.
- 7) **ALL DWELLINGS ON SAID PARCEL MUST BE SHOWN ON SITE PLAN – AND DISTANCE BETWEEN EACH DWELLING INDICATED.**

PLAN DRAWN BY:

\_\_\_\_\_  
SIGNATURE

\_\_\_\_\_  
DATE

**SUWANNEE COUNTY BUILDING DEPARTMENT**  
**224 Pine Ave., Live Oak, FL 32064**  
**Phone 386-364-3407**

**CONTRACTORS' ADDENDUM TO BUILDING PERMIT**

Building Permit No. \_\_\_\_\_ Date: \_\_\_\_\_

Owner(s) Name: \_\_\_\_\_

Sec. \_\_\_\_\_ Twp. \_\_\_\_\_ Rge. \_\_\_\_\_ Tax Parcel #: \_\_\_\_\_

Lot #: \_\_\_\_\_ Block \_\_\_\_\_ Subdivision \_\_\_\_\_

I hereby certify that the following subcontractors will be used on the above referenced job.

<u>CONTRACTOR</u>	<u>LICENSE NO.</u>
ELECTRICAL: _____ _____ Signature	_____ _____
PLUMBING: _____ _____ Signature	_____ _____
MECHANICAL: _____ _____ Signature	_____ _____
ROOFING: _____ _____ Signature	_____ METAL ___ SHINGLES ___
ALARM SYSTEM: _____ _____ Signature	_____ _____

Subcontractors **must** sign in office **before** commencing work on the job. **If signed outside of building department office signature must be notarized.**

\_\_\_\_\_  
Contractor & License #



# NOTICE OF COMMENCEMENT

A RECORDED COPY MUST BE POSTED ON THE JOB SITE AT TIME OF FIRST INSPECTION

STATE OF FLORIDA  
COUNTY OF SUWANNEE

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

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Legal Description of Property: \_\_\_\_\_  
\_\_\_\_\_
2. General Description of Improvements: \_\_\_\_\_  
\_\_\_\_\_
3. **Owner Information:**
  - a. Name and Address & Phone Number \_\_\_\_\_  
\_\_\_\_\_
  - b. Interest in Property: \_\_\_\_\_
  - c. Name and Address & Phone Number of Fee Simple Titleholder (if other than owner): \_\_\_\_\_  
\_\_\_\_\_
4. Contractor (name, address & phone number): \_\_\_\_\_  
\_\_\_\_\_
5. **Surety:**
  - a. Name and Address: \_\_\_\_\_  
\_\_\_\_\_
  - b. Amount of Bond: \_\_\_\_\_
6. Lender (name, address & phone number): \_\_\_\_\_  
\_\_\_\_\_
7. Identity of person within the State of Florida designated by owner upon whom notices or other documents may be served as provided by Florida Statutes 713.13(1)(a)(7):  
Name, Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_
8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes:  
Name, Address & Phone Number: \_\_\_\_\_  
\_\_\_\_\_
9. Expiration date of Notice of Commencement (**the expiration date is 1 year from the date of recording unless a different date is specified**): \_\_\_\_\_

**WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

\_\_\_\_\_  
Type Owner Name: \_\_\_\_\_

\_\_\_\_\_  
Type Owner Name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

Personally Known \_\_\_\_\_

Produced ID \_\_\_\_\_

Did/Did Not Take an Oath \_\_\_\_\_

\_\_\_\_\_  
Type Notary's Name \_\_\_\_\_

Notary Public, State of Florida

Commission Expire & Number: \_\_\_\_\_

# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products.

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL			
D. ROLL UP			
E. AUTOMATIC			
F. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. DOUBLE HUNG			
E. FIXED			
F. AWNING			
G. PASS THROUGH			
H. PROJECTED			
I. MULLION			
J. WIND BREAKER			
K. DUAL ACTION			
L. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. EIFS			
D. STOREFRONTS			
E. CURTAIN WALLS			
F. WALL LOUVER			
G. GLASS BLOCK			
H. MEMBRANE			
I. GREENHOUSE			
J. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. UNDERLAYMENTS			
C. ROOFING FASTENERS			
D. NON-STRUCTURAL METAL ROOFING			
E. WOOD SHINGLES AND SHAKES			
F. ROOFING TILES			
G. ROOFING INSULATION			
H. WATERPROOFING			
I. BUILT UP ROOFING ROOF SYSTEMS			
J. MODIFIED BITUMEN			
K. SINGLE PLY ROOF SYSTEMS			
L. ROOFING SLATE			
M. Cements-Adhesives-Coatings			

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
N. LIQUID APPLIED ROOF SYSTEMS			
O. ROOF TILE ADHESIVE			
P. SPRAY APPLIED POLYURETHANE ROOF			
Q. OTHER			
<b>5. SHUTTERS</b>			
A. ACCORDION			
B. BAHAMA			
C. STORM PANELS			
D. COLONIAL			
E. ROLL-UP			
F. EQUIPMENT			
G. OTHERS			
<b>6. SKYLIGHTS</b>			
A. SKYLIGHT			
B. OTHER			
<b>7. STRUCTURAL COMPONENTS</b>			
A. WOOD CONNECTORS/ ANCHORS			
B. TRUSS PLATES			
C. ENGINEERED LUMBER			
D. RAILING			
E. COOLERS-FREEZERS			
F. CONCRETE ADMIXTURES			
G. MATERIAL			
H. INSULATION FORMS			
I. PLASTICS			
J. DECK-ROOF			
K. WALL			
L. SHEDS			
M. OTHER			
<b>8. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
A.			-
B.			-

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

\_\_\_\_\_  
APPLICANT SIGNATURE

\_\_\_\_\_  
DATE

