

# Hamilton County Building Department

204 NE First Street  
Jasper, Florida 32052

Phone (386)792-1060  
Fax (386)792-3080

## ADDITION/REMODEL BUILDING PERMIT APPLICATION READ APPLICATION COMPLETELY

All Information must be complete before permits can be issued. Please read all information and complete all that applies to you or your Contractor. If property is inside the city limits of Jasper, Jennings, or White Springs, page 4 must be completed.

City of Jasper     City of Jennings     City of White Springs     Outside city limits in Hamilton County

Residential     Commercial     New Construction     Addition     Other \_\_\_\_\_

Date: \_\_\_\_\_

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

Mailing Address: \_\_\_\_\_ City and State: \_\_\_\_\_

Subdivision name (if applicable): \_\_\_\_\_ Lot No: \_\_\_\_\_

Home phone: \_\_\_\_\_ Work phone: \_\_\_\_\_ Cell phone: \_\_\_\_\_

Electric power will be furnished by Progress Energy \_\_\_\_\_ or Suwannee Valley Electric Coop \_\_\_\_\_

Contractor Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Parcel number from Property Appraiser's office (386-792-2791): \_\_\_\_\_

Lot size/acres: \_\_\_\_\_ Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_

911 Address(386-792-6647): \_\_\_\_\_ City and State: \_\_\_\_\_

**IF PROJECT INCLUDES PLUMBING SIGNATURE FROM HEALTH DEPARTMENT IS REQUIRED.**

\* **Signature of County HEALTH Official (386-792-1414)** \_\_\_\_\_ **or if site is in a city, signature of City Manager:** \_\_\_\_\_

Choose one: Septic tank and well \_\_\_\_\_ City water and sewer system \_\_\_\_\_

Total square footage of building: \_\_\_\_\_

Estimated cost of total project: \_\_\_\_\_

Submit 2 copies architect- or engineer-stamped drawings, 3 copies of Signed & Sealed drawings required for Commercial Jobs, **\*\*must indicate wind zone design\*\*** ( mph) **TWO COPIES OF FLORIDA PRODUCT APPROVAL FORM. TWO COPIES OF FLORIDA ENERGY CODE FORM MUST ACCOMPANY PLANS. TWO COPIES OF SIGNED AND SEALED TRUSS OR ROOF FRAMING DRAWING ARE REQUIRED WITH APPLICATION. THREE COPIES OF SIGNED AND SEALED DRAWINGS REQUIRED FOR COMMERCIAL JOBS.**

**PLOT PLAN**

- Draw the site plan in the block below or attach a plot plan with directional arrows indicating north, south, east, and west.
- Show setbacks from property lines
- In block shown below, write size of property or lot on which you are placing your home.
- Show existing buildings on the property.
- Building additions, porches, sheds, etc. require additional permit.
- Show width and length of home on property.
- Show where well and septic tank will be placed on your property.
- Write name of highway, street, or road that runs in front, back, and side of property.
- Write directions to your home from Jasper.
- You must have all the information on the plot plan or application will not be complete.

Parcel number or address \_\_\_\_\_

Owner: \_\_\_\_\_ Phone: \_\_\_\_\_

911 address of owner: \_\_\_\_\_ City \_\_\_\_\_

Contractor: \_\_\_\_\_ Phone: \_\_\_\_\_

License number: \_\_\_\_\_ Expiration date: \_\_\_\_\_

Address of contractor (if applicable): \_\_\_\_\_

(If the owner acts as his own contractor, he must submit additional notarized statement furnished by Building Department.)

Directions to property to be inspected: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Plans must include the following:

- 1) Footer/foundation plan showing dimensions and placement of steel reinforcement of footers, pier pads and piers, and size and placement of girders or beams.
- 2) Floor plan showing dimensions and purpose of each room, overall length and width of building, size of and placement of windows and doors, location of stairs, fireplace, and attic access.
- 3) Typical wall sections showing foundation details, floor structural dimensions and spacing, wall structural dimensions and spacing, and ceiling and roof structural dimensions and spacing. Show fastening details such as anchors, hurricane ties, collar ties, and shear wall anchors, etc. (Section 1606 of Florida Building Code (FBC)).
- 4) Electrical plan showing location and amperage of panel, location of 15 and 20 amp and GFI receptacles, lights, power vents, smoke alarms, and switches (2008 National Electrical Code).
- 5) Plumbing plan showing riser diagram, type and size of water supply, drains, vents and clean-outs and their locations.
- 6) Mechanical: The requirements of the FBC must be met for all air conditioning/heating equipment, ventilation and exhaust systems, fireplaces, chimneys, heat vents, all ducts, and plenums.

- I certify that the foregoing information is accurate to the best of my knowledge.**
- I understand that separate permits must be obtained for electrical, plumbing, air conditioning and any other type work that is a part of the home construction.**
- I understand that the application must be completed including all signatures, and everything must be completed before any permits are issued or before any CO, CC, or Final Power is released.**
- I further understand that the County will not issue permits to unlicensed contractors.**

\_\_\_\_\_  
Signature of applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Address

\_\_\_\_\_  
Phone No.

\_\_\_\_\_  
Owner(s) agent

\_\_\_\_\_  
Phone No.

Address: \_\_\_\_\_