

# Hamilton County Building Department

204 NE First Street  
Jasper, Florida 32052

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

## 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 the item is marked with an \*, you must have appropriate signature.**

City of Jasper     City of Jennings     City of White Springs     Outside city limits in Hamilton County  
If property is within the city limits of Jasper, Jennings, or White Springs, page 4 must be completed.

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 Duke Energy \_\_\_\_\_ or Suwannee Valley Electric Coop \_\_\_\_\_

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

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

\* **Signature of 911 Address Administrator (386-792-6647):** \_\_\_\_\_

911 Address of Site: \_\_\_\_\_ City and State: \_\_\_\_\_

\* **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 \_\_\_\_\_

\* **Outside city limits, signature of Road Department for Driveway Permit (386-792-1500):** \_\_\_\_\_

\* **Building Department (386-792-1060):** \_\_\_\_\_

The property does \_\_\_ does not \_\_\_ lie within the 10- or 100-year flood area according to the flood map, as attached. If property lies within 100-year flood plain, topographical survey and an elevation certificate will be required. If the property lies in the floodway, a permit from Suwannee River Water Management District is required.

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

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

The following documents must be provided for all construction: (1 copy Residential) (2 copies Commercial)

1. Signed and sealed drawings - 1 set **Digital** sent to email - [www.buildingdepartment@hamiltoncountyfl.org](mailto:www.buildingdepartment@hamiltoncountyfl.org)

2. Copy of Florida Product Approval Form

3. Energy Code Form

4. Signed and sealed truss or roof framing drawings

5. Signed and sealed fire suppression drawings and calculations. (If required)

6. Suwannee River Water Management District permit for storm water retention (Commercial jobs only)

**PLOT PLAN**

- Draw the site plan in the block below or attach a plot plan with directional arrows indicating north, south, east, and west. Or attach a separate plot plan.
- Show setbacks from property lines (refer to page 2, Land Use Administrator).
- 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** \_\_\_\_\_

**\* Signature of Land Use Administrator (386-792-0507):** \_\_\_\_\_

***You will be required to furnish a copy of Deed and/or Proof of ownership of said land.***

Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_

Zoning classification: \_\_\_\_\_ Intended use: \_\_\_\_\_

***Based upon information provided by applicant, this Property meets Zoning Regulations for Building Purposes.***

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: \_\_\_\_\_

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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. (In accordance to the Florida Building Code) (FBC)).
- 4) Electrical plan showing location and amperage of panel, location of 15 and 20 amp and GFCI, AFCI receptacles, lights, power vents, smoke alarms, and switches (2020) 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.
- 7) All sub-permits need to be pulled separately by individual contractors.

- 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 of work that is a part of this 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: \_\_\_\_\_

APPROVAL FOR CONSTRUCTION WITHIN THE CITY LIMITS OF:

(If your property is outside the city limits, skip this page.)

Jasper \_\_\_\_\_  
Jennings \_\_\_\_\_  
White Springs \_\_\_\_\_

Property owner: \_\_\_\_\_

911 address: \_\_\_\_\_

Parcel No. \_\_\_\_\_

Lot size: \_\_\_\_\_

Description of project: \_\_\_\_\_

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**Send this to City Hall for a signature of approval.**

Approval for construction within the City limits:

\_\_\_\_\_  
Signature of City Manager or Clerk

\_\_\_\_\_  
Date

# NOTICE OF COMMENCEMENT

(Must be filed if cost of project exceeds \$2,500)

**State of Florida**                      **County of Hamilton**                      **City of \_\_\_\_\_**

The undersigned hereby gives notice that improvement(s) 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:

### DESCRIPTION OF PROPERTY

Street address: \_\_\_\_\_ Parcel ID \_\_\_\_\_  
Section: \_\_\_\_\_ Township: \_\_\_\_\_ Range: \_\_\_\_\_ Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision: \_\_\_\_\_

### GENERAL DESCRIPTION OF IMPROVEMENT

To construct: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

### OWNER INFORMATION

Owner(s) name(s): \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

### CONTRACTOR INFORMATION

Contractor name: \_\_\_\_\_  
Business name: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

### LENDER INFORMATION

Lender name: \_\_\_\_\_ Contact: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip code: \_\_\_\_\_ Phone: \_\_\_\_\_

Persons within the State of Florida, designated by Owner upon whom notices, or other documents may be served as provided by Section 713.13(1)(a)7, Florida Statutes: Name: \_\_\_\_\_  
Address: \_\_\_\_\_

In addition to himself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

Expiration is one (1) year from date of recording unless otherwise specified.

Signature of owner: \_\_\_\_\_ Printed name: \_\_\_\_\_

Sworn to and subscribed before me this \_\_\_\_ day of \_\_\_\_\_, AD 201\_\_.

Notary Public: \_\_\_\_\_ My Commission expires: \_\_\_\_\_  
Signature

## MAP AND INSTRUCTIONS FOR PERMIT APPLICATION

**Fill in all blanks and fill out plot plan (if you need assistance, please advise us).**

1. Go to Property Appraiser's office, Room 108, Courthouse, to get Parcel, Section, Township, and Range numbers.
2. If your application is for a mobile home, go to Tax Collector's office, Room 104, Courthouse, for tag registration or proof of fee being paid.
3. Go to Health Department, 209 South Central Avenue, or City Manager, City Hall, 208 Hatley Street, for sewer or septic permit.
4. Go to County Road Department, 1623 MLK Drive, for driveway permit.
5. Go to Land Use Administrator, 204 NE 1<sup>st</sup> Street, for zoning approval.
6. If site is in city limits of Jennings or White Springs, go to their City Hall for approval of construction in the city limits.
- 7.

**Call the Building Department 24-hours in advance when project needs inspection(s) to schedule.**

## INFORMATION FOR APPLICANT FOR BUILDING PERMIT

Applications for building permits required by the Building Code of the County shall be accompanied by two (2) copies of the plot and construction plans drawn to scale, showing the actual shape and dimensions of the lot to be built upon, the actual size and locations on the lot of existing structures (if any), the exact size and location on the lot of building or structure to be erected or altered. The intended use of each building or structure or parts thereof, the number of families the building is designed to accommodate, the location and number of required off-street parking and off-street loading spaces and such other information with regard to the lot and existing and proposed structures as may be necessary to determine and provide for the enforcement of the land development regulations. The application shall be accompanied by a survey of the lot, prepared by a surveyor or engineer registered in Florida. All property stakes shall be in place at the time of application.

Public record: One (1) copy of the plot and construction plan shall be returned to the applicant by the Building Official, after marking such copy either approved or disapproved and attested by the Building Official's signature on the plans. The second copy of the plot plan and construction plans similarly marked shall be retained by the Building Official as part of public records.

Display of permit: Building permits shall be kept on the premises affected prominently displayed and protected from the weather when construction work is being performed thereon. No owner, contractor, workman or any person shall perform any building operation of any kind unless a building permit covering such operation has been displayed as required by the land development regulations, nor shall they perform building operations of any kind after notification of the revocation of the building permit.

Expiration of building permits: Every permit issued shall become invalid unless the work authorized by such permit is commenced in the form of actual construction within six (6) months after issuance, or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. One (1) or more extensions of time, for periods not to exceed ninety (90) days each, may be allowed. Such extensions shall be authorized in writing by the Building Official.

Construction and use to be as provided in application: Building permits issued on the basis of plans and specifications approved by the Building Department authorizes only the use, arrangement, and construction set forth in such approved plans and application, and no other use, arrangement or construction. Use, arrangement or construction different from that authorized shall be deemed a violation of the land development regulations and punishable as set out in the land development regulations in Article 15.

Statements made by the applicant on the building permit application: Application shall be deemed your official statement. Approval of application by the Building Department shall in no way exempt the applicant from strict observance of applicable provisions of the land development regulations and all other applicable regulations, ordinances, codes, and laws.

Building permits issued in error: Building permits issued in error shall not confer any rights or privileges to the applicant to proceed with construction. The Building Official shall have the power to revoke such permit.

Violation of code provisions: The Building Official may revoke a permit upon determination by the Building Official that the construction, erection, alteration, repair, moving, demolition, installation, or replacement of the building, structure, electrical, gas, mechanical, or plumbing systems for which the permit was issued is in violation of or not in conformity with the provisions of the Florida Building Code.

Revocation of permits: Misrepresentation of application The Building Official may revoke a permit or approval, issued under the provisions of this code, if there has been any false statement or misrepresentation as to the material fact in the application or plans on which the permit or approval was based.

## PRODUCT APPROVAL SPECIFICATION SHEET

**Location:** \_\_\_\_\_

**Project Name:** \_\_\_\_\_

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and the product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit on or after April 1, 2004. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. More information about statewide product approval can be obtained at [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>A. EXTERIOR DOORS</b>			
1. Swinging			
2. Sliding			
3. Sectional			
4. Roll up			
5. Automatic			
6. Other			
<b>B. WINDOWS</b>			
1. Single hung			
2. Horizontal Slider			
3. Casement			
4. Double Hung			
5. Fixed			
6. Awning			
7. Pass-through			
8. Projected			
9. Mullion			
10. Wind Breaker			
11 Dual Action			
12. Other			
<b>C. PANEL WALL</b>			
1. Siding			
2. Soffits			
3. EIFS			
4. Storefronts			
5. Curtain walls			
6. Wall louver			
7. Glass block			
8. Membrane			
9. Greenhouse			
10. Other			
<b>D. ROOFING PRODUCTS</b>			
1. Asphalt Shingles			
2. Underlayment			
3. Roofing Fasteners			
4. Non-structural Metal Rf			
5. Built-Up Roofing			
6. Modified Bitumen			
7. Single Ply Roofing Sys			
8. Roofing Tiles			
9. Roofing Insulation			
10. Waterproofing			
11. Wood shingles /shakes			
12. Roofing Slate			

Category/Subcategory (cont.)	Manufacturer	Product Description	Approval Number(s)
13. Liquid Applied Roof Sys			
14. Cements-Adhesives – Coatings			
15. Roof Tile Adhesive			
16. Spray Applied Polyurethane Roof			
17. Other			
<b>E. SHUTTERS</b>			
1. Accordion			
2. Bahama			
3. Storm Panels			
4. Colonial			
5. Roll-up			
6. Equipment			
7. Others			
<b>F. SKYLIGHTS</b>			
1. Skylight			
2. Other			
<b>G. STRUCTURAL COMPONENTS</b>			
1. Wood connector/anchor			
2. Truss plates			
3. Engineered lumber			
4. Railing			
5. Coolers-freezers			
6. Concrete Admixtures			
7. Material			
8. Insulation Forms			
9. Plastics			
10. Deck-Roof			
11. Wall			
12. Sheds			
13. Other			
<b>H. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
1.			
2.			

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 manufacturer's installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection.

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Contractor or Contractor's Authorized Agent Signature

Print Name Date

Location

Permit # (FOR STAFF USE ONLY)