



Taylor County Board of County Commissioners Building and Planning Department

Please provide all applicable items listed below.

1. ___ TWO COMPLETE SETS OF PAPER PLANS and drawn to scale (24"x36").

Containing:

2. a ___ Site plan

b ___ Foundation & footing plans

c ___ Floor plan, indicate all bearing walls

d ___ Wall section(s), foundation through roof. **Include panel nailing schedules. **

e ___ Roof framing or truss layout plan

f ___ Electrical, plumbing and HVAC plans. ** (Locate all smoke detectors) **

g ___ Detail all window and door sizes

h ___ Method of compliance w/wind-load & wind-borne debris. WBD area is within 1 mile of coastline and all Risk Category IV and health care structures with 130 mph or greater vult wind design

i ___ Engineering for open structures; porches, balconies, etc.

Wind-load Design

CHECK ONE

___ a) ICC-600/WFCM

___ b) Architect's/Engineer's Design

___ c) Other

WBD Protection

CHECK ONE

___ a) N/A – Not in WBD area

___ b) Impact Resistant Shutters

___ c) Impact Resistant Glass

___ d) Wood Panels-AFFIDAVIT

REQUIRED:

Complete, notarized Building Permit Packet including

a ___ Notarized Owner/Builder Affidavit (if not using a licensed contractor)

b ___ Recorded Notice of Commencement

c ___ Signed "A" and "V" Flood Zone handout

d ___ Signed Driveway Affidavit

e ___ Signed Statement of Water or Receipt from water provider

f ___ Signed Florida Product Approval Affidavit

g ___ I affirm building is for residential use only (1&2) Family dwelling unit purposes or accessory structure.

3. ___ Florida Energy Form (R405-2022)

4. ___ Manual D (drawings to scale with duct dimensions)

5. ___ Verified legal address letter

6. ___ Septic Tank Permit or utility sewer receipt.

7. ___ DUKE ENERGY ___ TRI-COUNTY ELECTRIC COOPERATIVE

Applicant's Signature _____
Date _____ Phone Number _____

TAYLOR COUNTY
BUILDING & PLANNING
201 E GREEN ST.
PERRY, FL 32347
850-838-3500 EX 1

Permit _____
Date: _____

APPLICATION FOR BUILDING PERMIT
Code in effect 8th Edition Florida Building Code and the 2020 NEC

OWNER'S NAME: _____ Phone #: _____

Address: _____

PROJECT ADDRESS: _____ Parcel ID _____

Proposed use of site: _____

Commercial Projects, please list name and type of business: _____

GENERAL CONTRACTOR: _____

Address: _____

Contact Phone #: _____ Cell #: _____

E-mail: _____ State License #: _____

General Liability Insurance: _____

Worker Compensation Insurance: _____

Local Competency Card: _____

MECHANICAL CONTRACTOR: _____

Address: _____

Contact Phone #: _____ Cell #: _____

E-mail: _____ State License #: _____

General Liability Insurance: _____

Worker Compensation Insurance: _____

Local Competency Card: _____

ELECTRICAL CONTRACTOR: _____

Address: _____

Contact Phone #: _____ **Cell #:** _____

E-mail: _____ **State License #:** _____

General Liability Insurance: _____

Worker Compensation Insurance: _____

Local Competency Card: _____

PLUMBING CONTRACTOR: _____

Address: _____

Contact Phone #: _____ **Cell #:** _____

E-mail: _____ **State License #:** _____

General Liability Insurance: _____

Worker Compensation Insurance: _____

Local Competency Card: _____

INTENDED OCCUPANCY:

Single Family Residence

Public Lodging Establishment*

Commercial

BUILDING INFORMATION:

Residential Commercial Valuation of Work: \$ _____

New Addition Alter/Repair Other: _____

Number of Stories: _____ Number of Units: _____ Square Ft. – U.R.: _____

Square Ft. – H/C: _____

Single Family: _____ Dock/seawall: _____ Accessory Structure: _____

Duplex

Storage

Doors

Multi-Family

Demolition

Vinyl Siding

Garage/Carport

Swimming pool

Shutters

Other (describe)

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 government entities such as water management districts, state agencies, or federal agencies

NOTICE OF COMMENCEMENT

Permit No. _____ Tax Folio No. _____

State of Florida

County of Taylor

To Whom It May Concern:

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](#).

Description of property (legal description of the property, and street address if available):

General description of improvement: _____

Owner Name: _____

Address: _____

Owner's interest in site of the improvement: _____

Fee Simple Titleholder Name: _____

Address: _____

Contractor Name: _____

Address: _____ Phone Number: _____

Payment Bond Surety: _____

Address: _____ Amount of Bond: \$ _____

Lener Name: _____

Address: _____ Phone Number: _____

Person 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: _____

Phone Number: _____

In addition to himself or herself, Owner designates _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes. Phone Number: _____

Expiration date of **Notice of Commencement** is one (1) year from date of recording unless a different date is specified _____.

Signature of Owner

Sworn to (or affirmed) and subscribed before me this _____ day of _____, 20____, by _____ (name of person making statement).

Signature of Notary Public (State of Florida) _____

NOTARY SEAL

Personally Known ____ or Produced Identification ____

Type of Identification Produced _____

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. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK ON RECORDING YOUR NOTICE OF COMMENCEMENT.

TAYLOR COUNTY BUILDING DEPARTMENT
RESIDENTIAL DRIVEWAY AFFIDAVIT

This notice is to inform you that a driveway initial location and final inspection will be needed for your project if it is on a County road.

_____ **New driveway** - you will need to apply to the Building Department for a Driveway Permit for a new access to a County road.

_____ **Existing driveway** - the inspection is still required but is free of charge.

_____ **Private Roadway** – No permit or inspection is required.

All questions regarding driveway permits and inspections should be directed to the Public Works Department at (850) 838-3529.

Separation of access points.

The separation between access points on state-maintained roads shall be in accordance with Florida Department of Transportation Rules, chs. [14-96](#)—[14-97](#).

On roads that are not maintained by the state, the separation between access points onto arterial and collector roadways, or between an access point and an intersection of an arterial or collector road with another road, shall be as shown in the following table:

Functional Class of Roadway	Distance Between Access Points (feet)
Major arterial	300
Minor arterial	245
Collector	140

The distance between access points shall be measured from the centerline of the proposed driveway or roadway to the centerline of the nearest adjacent roadway or driveway.

The county engineer may permit a single access point for a property that cannot be permitted access consistent with the standards set forth in this subsection and which has no reasonable alternative access as determined by the county engineer in concurrence with the planning director.

I have read and understand the above,

Homeowner/Agent/Contractor Signature

Date

TAYLOR COUNTY BUILDING DEPARTMENT

STATEMENT FOR WATER

Site Address: _____

_____ **WELL** - A working potable water well located on the site which will be used water supply to the structure. (no public utilities are available)

_____ **SEPTIC TANK** - A new or existing septic system located on the site will be used (Provide a current septic permit or existing system letter from the Taylor County Health Department before building permit can be issued.

_____ **PUBLIC UTILITIES – WATER** is available and will be utilized for water to the structure. (Provide water receipt from serving utility company indicating available service and that all tap fees and impact fees have been paid)

_____ **PUBLIC UTILITIES – SEWER** is available and will be utilized for sewer to the structure. (Provide sewer receipt from serving utility company indicating available services and that all tap fees paid)

Electricity cannot be turned on

Until the Septic System final inspection is approved and filed.

I have read and understand the above,

Homeowner/Agent/Contractor Signature

Date

WIND-BORNE DEBRIS PROTECTION AFFIDAVIT AND NOTICE

For the purpose of documenting the wind-borne debris protection method for the exterior glazing (windows of the structure located at: _____

I (print name) _____ attest to the following:

- 1) The structure is classified as an R-3 or R-4 occupancy with mean roof height of 33 ft. or less
- 2) The building is within one mile of the mean coastal high water line.
- 3) I have applied for a Building Permit under an exception to the required "Protection of Openings" found in the Florida Building Code. (R301.2.1.2 and 1609.1.2)

NOTICE: This is only an option for Groups R-3 and R-4 occupancies.

• **Exception:** Wood structural panels with a thickness of not less than 7/16 inch (11 mm) and a span between lines of fasteners of 44 inches (1118 mm) shall be permitted for opening protection in buildings with a mean roof height of 33 feet or less in locations where Vult is 180 mph or less. Panels shall be precut to overlap the wall such that they extend a minimum of 2 inches (50.8 mm) beyond the lines of fasteners and attached to the framing surrounding the opening containing the product with the glazed opening. Panels shall be predrilled as required for the attachment method and secured with corrosion-resistant attachment hardware permanently installed on the building.

a. Attachments shall be designed to resist the component and cladding loads determined in accordance with either Table R301.2 (2) or ASCE 7, with the permanent corrosion-resistant attachment hardware provided and anchors permanently installed on the building.

b. As an alternative, panels shall be fastened at 16 inches (406.4 mm) o.c. along the edges of the opposing long sides of the panel.

I. For wood frame construction, fasteners shall be located on the wall such that they are embedded into the wall framing members, nominally a minimum of 1 inch (25.4 mm) from the edge of the opening and 2 inches (50.8 mm) inward from the panel edge. Permanently installed anchors used for buildings with wood frame wall construction shall have the threaded portion that will be embedded into the wall framing based on 1/4-inch (6.35 mm) lag-screws and shall be long enough to penetrate through the exterior wall covering with sufficient embedment length to provide an allowable minimum 300 pounds ASD design withdrawal capacity. For concrete or masonry wall construction, fasteners shall be located on the wall a minimum of 1.5 inches (37.9 mm) from the edge of the opening and 2 inches (50.8 mm) inward of the panel edge. Permanently installed anchors in concrete or masonry wall construction shall have an allowable minimum 300 pounds ASD design withdrawal capacity.

II. For concrete or masonry wall construction, fasteners shall be located on the wall a minimum of 1.5 inches (37.9 mm) from the edge of the opening and 2 inches (50.8 mm) inward of the panel edge. Permanently installed anchors in Concrete or masonry wall construction shall have an allowable minimum 300 pounds ASD design withdrawal capacity and an allowable minimum 525 pounds ASD design shear capacity with a 1.5 inch edge distance. Hex nuts, washered wing-nuts, or bolts used to attach the wood structural panels to the anchors shall be minimum 1/4-inch hardware and shall be installed with or have integral washers with a minimum 1-inch outside diameter.

III. Vibration-resistant alternative attachments designed to resist the component and cladding loads determined in accordance with provisions of Table R301.2(2) or ASCE 7 shall be permitted.

I understand and agree to all of the above,

Signature of Owner/Agent/Contractor

Date

Florida Product Approval Affidavit

In complying with Florida Law and Chapter 17 of the Florida Building Code,

I _____ as the contractor/builder, attest the structure to be built or renovated at _____ will comply with the established standards for performance of products and materials set forth by the product approval guidelines as required by Florida Statute 553.842 and Florida Administrative Code 61G20-3.

Information and approval numbers of the building components will be listed before a permit will be issued, and available at the site of inspection for these products 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 (located at the site of construction)
- (4) Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

A copy of the completed Product Approval Specification Sheet will be returned to Taylor County Building Department before a Certificate of Occupancy will be issued. The products manufacturer, description, and approval numbers can be obtained from the Florida Building Code information system on the web @ Florida Building Code Online. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite.

Contractor/Builder Signature

Date

PRODUCT APPROVAL SPECIFICATION SHEET

I.	Built Up Roofing Roof Systems			
J.	Modified Bitumen			
K.	Single Ply Roof Systems			
L.	Roofing Slate			
M.	Cements-Adhesives Coatings			
N.	Liquid Applied Roof Systems			
O.	Roof Tile Adhesive			
P.	Spray Applied Polyurethane Roof			
Q.	Other			
5.	Shutters			
A.	Accordion			
B.	Bahama			
C.	Storm Panels			
D.	Colonial			
E.	Roll-up			
F.	Equipment			
G.	Other			
6.	Skylights			
A.	Skylight			
B.	Other			
7.	Structural Components			
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			
8.	New Exterior Envelope Product			

**“A” AND “V” FLOOD ZONES
IMPORTANT INFORMATION FOR
THOSE WHO BUILD ON PROPERTIES IN SPECIAL FLOOD HAZARD AREAS**

A special flood hazard area is where FEMA has determined that there is a greater chance for flooding to occur. The effective FEMA map is dated March 27, 2024. When building in these areas, two additional documents will be needed for your file and certain procedures must be followed. Failure to follow them could result in substantial extra costs and delays.

A suggested first step when building in these areas is to obtain a licensed land surveyor. He or she will first determine the Base Flood Elevation (BFE) of the area. This is the expected highest level of the water during a flood. He or she then places a “benchmark” on the property, which is used to determine how high this flood water level will be on your property.

- **You must then build your floor above that flood water level.**
- **For manufactured homes approved by HUD, only a final elevation certificate is required. For site built homes, two elevation certificates are required.**

In unincorporated Taylor County, your lowest floor must be 1 foot above the BFE. Immediately after your slab is poured (or joists and girders installed for framed floor systems), the surveyor must then prepare a document called an “Elevation Certificate” (EC) that will verify your building floor is in compliance.

- **Don’t wait to get this first Elevation Certificate.**

It is important to get this first EC done soon after the floor is finished because, if for any reason, the floor is too low (below BFE), **it will have to be raised to the proper level.**

- **NOTE: Section 110.3 of the code requires the under construction elevation certificate to be submitted to the building official prior to vertical framing.**

The *second* EC is called for when the home and site (finished grade) are completed and nearing the final inspection. It again documents compliance of the floor and additionally documents other items like finished grade, equipment (such as air conditioning systems, and electrical equipment; these items must also meet the elevation requirements), flood venting if needed, etc.

- **NOTE: Per section 110.3 of the code, the final inspection and Certificate of Occupancy cannot be given until this second EC (Finished Construction EC) is provided for the file.**

For additions to existing homes located in flood zones, please make an appointment with staff to consider the applicable rules. “V” zones have wave action in addition to flooding hazards. They must meet all the above and they have unique foundation requirements that will need structural engineering. If you have questions, please call for assistance.

Why all the paperwork? FEMA provides low cost flood insurance for communities that make sure their new homes and additions are safe from flooding, and it’s the law. Need further information? For questions regarding your construction, call 248-8250, regarding the FEMA flood insurance program or go to <https://www.fema.gov/national-flood-insurance-program> .

I have read and understand the above,

Homeowner/Agent/Contractor Signature

Date

TEMPORARY POWER AFFIDAVIT

**STATE OF FLORIDA
COUNTY OF TAYLOR**

Permit Number: _____

Project Address: _____

I, the Contractor of Record, agree and accept all responsibility to have Temporary Power turned on at the above listed project address. At any time prior to issuance of a Certificate of Occupancy, I authorize the County to have power disconnected from the building or premises noted above.

I acknowledge that authorization for Temporary Power is for a period of 180 days from the date permanent power is applied and an extension of 90 days may be granted if requested.

I affirm that this building, nor any portion thereof, shall not be occupied without the issuance of a Certificate of Occupancy. Violation of this will result in cancellation of Temporary Power.

I have read and understand the above,

Homeowner/Agent/Contractor Signature

Date