Date Completed:_____ PERMIT # _____

APPLICATION FOR: RESIDENTIAL BUILDING PERMIT

Mail: 101 White Ave. S.E., Live Oak, FL 32064
Office: 416 Howard St. E, Live Oak, FL 32064
Phone: 386.362.2276 ofc. 368.330.6507 fax

Date Stamp:

- **Submit to the office of the Building Official**

PERMIT FEE:
_____ DATE PAID:
_____ RECEIPT #:
_____

- If Demolition, use separate city Demolition Permit Application
- If Manufactured Home, use separate city Manufactured Home Applications
- If a Driveway, use separate city Driveway Application
- A travel trailer **shall not** be used as a residence – no utilities may be extended to such, etc.
- Single-family homes **shall not** be converted into a duplex or multi-family without zoning approval.
- All new housing requires zoning review and approval prior to permit application.

PERMIT TYPE (please check)
7th EDITION (2020) FLORIDA BUILDING CODES and 2017 NEC

☐ NEW ELECTRICAL SERVICE ☐ ELECTRICAL SERVICE UPGRADE ☐ ELECTRICAL ALTERATION / REWIRING	☐ MECHANICAL / HVAC ☐ PLUMBING ☐ ADA / HANDICAPPED RAMP
☐ ADDITION (LIVING SPACE) TO A RESIDENCE ☐ AWNING / PORCH / COVERED DECK ATTACHED TO A RESIDENCE ☐ INTERIOR ALTERATION / RENOVATION A SINGLE-FAMILY RESIDENCE	☐ UNCOVERED DECK, PATIO, SLAB ☐ DETACHED ACCESSORY BUILDING / SHED, GARAGE, CARPORT, ETC. ☐ POOL AND/OR POOL SCREEN ENCLOSURE ☐ FENCE (subject to Ordinance #1255 requirements)
☐ MODULAR HOME ☐ NEW CONVENTIONAL STICK-BUILT HOME	☐ MOVING OF BUILDING OR STRUCTURE ☐ SLAB WITH FOOTERS
☐ WINDOWS ☐ DOORS ☐ SIDING	☐ RE-ROOF (TEAR-OFF) ☐ ROOF-OVER ☐ SHINGLES ☐ METAL ROOF is this a mobile/Manufactured home? ☐ Yes ☐ No
☐ UTILITY WORK OR CONNECTIONS	☐ IRRIGATION WELL
☐ OTHER (LIST)	

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THIS SECTION TO BE COMPLETED BY APPLICANT

CONTRACTOR E-MAIL ADDRESS REQUIRED

1) **Title Holder/ Property Owner Information**

Name:_____Phone: _____

Mailing Address: _____ e-mail: _____

2) **Contractor / Hired Company – Contractor License Number: _____**

Name:_____Phone:_____

Mailing Address:_____e-mail:_____

3) **Property / Job Location and Use:**

All / Part *(Circle One)* of Tax Parcel Number: _____

Job Location Description / 911 Address: _____

Legal Description (Please give Lot #, Block, Sub-division): ***Please also provide a Property Appraiser Print-out***

_____

Type of Residence: _____

(Single-Family, Duplex & Rental or Owner Occupied)

Acreage/Size of Property (use fractions thereof if applies): _____

Building Size: _____

Scope of work: _____

_____

Valuation of Work: $_____(include owner furnished materials and equipment value)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his designee to enter and inspect the site and premises which is the subject of this application.

_____ _____

Signature of Title Holder or Applicant **Date**

TO BE COMPLETED BY CITY STAFF	
Approved:	
Water _____	**Sewer Service** _____
Storm Drainage_____	**Zoning** _____
Planning: _____	**Flood Zone:** _____
Building Official: _____	_____

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APPLICANTS FOR RESIDENTIAL PERMITS
WILL BE REQUIRED TO FURNISH THE FOLLOWING:

✓

- Property owner name
- Current survey of the property
- Legal description of the property and property I.D. number
- Street address
- Zoning ***(see Development Manager)***
- Plat plan with yard clearances ***(Show how structure will be located on lot)***
- Size and location of off-street parking spaces
- Floor plan or blueprints drawn to scale, including electrical, plumbing and HVAC (2 – 24" X 36" paper sets and 1 set electronic signed and sealed by professional Florida licensed designer)
- Specifications of materials
- Typical wall sections
- Elevations of all walls
- Location of shear wall
- Floor diagrams
- Roof diagrams
- Nailing patterns ***(walls and roof)***
- Connector locations and manufacturers number
- Statement that plans comply with the Florida Building Code and sealed by Florida licensed Engineer or Architect
- Grades of material being used
- Roof framing details
- Engineer cut sheets to be submitted for trusses prior to trusses being set
- All garage door openings must show construction details with required anchorage
- All windows and doors, including garage doors must be certified by manufactured to meet the wind load requirements of the Florida Building Code
- Contractor's name and address
- Self-contracted work to be by owner and for their own personal use ***(Must be owner occupied)***
- Florida energy form to be submitted
- Utility availability form to be completed
- Septic tank permits must be issued ***(If City sewer not existing in area and if allowed by City code – septic's not allowed in many locations – you may have to pay to extend infrastructure)***
- If Flood Hazard Zone: Elevation certificate is required and floor elevation is to be minimum of one foot above Base Flood Elevation (AE Zone), or two feet above highest adjacent grade around perimeter of structure (A Zone) – ***(Fill dirt may also be severely restricted)***
- All plans must show a footing detail, typical wall section with anchorage requirements and must contain a statement by the contractor, architect or engineer that the plans meet the requirements of the Florida Building Code
- Notice of Commencement must be filed prior to any inspections and copy furnished to the building department
- Submit Florida Product Approval Forms
- Pay all impact fees and tap fees, and establish accounts with deposits

There may be other requirements, but the above are the minimum that will be accepted. Should you have any questions, please call the Building Department at 386-362-2276