

PROCEDURE FOR HOMEOWNER TO OBTAIN PERMIT FOR ADDITIONS, GARAGES AND ACCESSORY STRUCTURES

We are located in the Administration Building, 477 Houston Street, Green Cove Springs, 3rd Floor, and Zoning Counter.

Bring a copy of your signed deed to prove your ownership of the property. You can obtain a copy of this deed from the Recording Department in the Court House. If you do not own this property, bring a copy of the owner's deed and a notarized letter of permission allowing you to put this structure on their property.

Bring two (2) sets of plans: Additions require an additional floor plan for the Property Appraiser)

Drawings must include a floor plan (showing dimensions, foundation, wall layout)

Side view showing foundation type (mono/slab/stem wall), wall type and roof components. Signed and sealed truss details required when using engineered trusses.

NOTE: Any structure with a wooden floor (sheds, prefab bldgs.), pole barns and similar structures Must be anchored to the ground.

Plot plan showing the actual dimension and distance of the structure from all property lines.

IF you are building an addition that is a bedroom or 750 square feet or bigger and are on a septic system, you must call the Clay County Health Department at 284-6341 or 269-6341 to see if you need a septic tank permit.

Notice of Commencement required on any job over \$2,500.00 in value.

To notarize documents a picture I.D. such as driver's license will be needed.

In order to get fees and to answer any other questions you may have, please call:

Kingsley Lake	533-2111	Orange Park	269-6307
Green Cove Springs	284-6307	Keystone Heights	473-3711

The Florida Bldg. Code and Clay Co. ordinance 2007-67 determines wind loads of 110 MPH west of Hwy 17's centerline 120 MPH east of Hwy. 17's centerline.

Rev. 12-18-2007