

HOW TO OBTAIN A COMMERCIAL PERMIT

NEW CONSTRUCTION

1. Check with the Engineering Department to schedule a Development Review Committee (DRC) meeting. You can call the dept. at 284 - 6301, Green Cove Springs or 269 - 6301 for Orange Park. The dept. is located in the Administration Bldg. 477 Houston St. Green Cove Springs, Florida, 32043.
2. After review by DRC, submit six (6) **complete** sets of **sealed** plans to Engineering Department. The dept. will call you upon completion of the plans review.
3. After you have been called, bring the following documents in order to get your permit:
 - A **Signed** deed, purchase agreement or lease.
Building permit application signed by owner and notarized.
 - B Notice of Commencement
 - C Energy forms if applicable.
 - D Concurrency Reservation Certificate (CRC) from Planning Department.

REMODELS ,BUILT-OUTS, and REVISIONS:

1. Submit three (3) **complete** sets of **sealed** plans to Building Department. Plans do not have to be sealed if job value is **under** \$75,000.00
2. The Dept. will call you upon completion of the plans review,(could take up to 30 days).
After you have been called, bring items A, B, C, and D in order to get your permit.
The Bldg. Dept. is located in the Administration Bldg., 477 Houston St. 3rd floor, Green Cove Springs, Florida, 32043.
Phone #: 284 - 6307 , Green Cove Springs
Phone # 269 - 6307 , Orange Park/Jax

NOTE: The Florida Building Code (section 1609) and Clay County Ordinance 2007-67 determines wind loads of 110 MPH West of Hwy. 17's centerline and 120 MPH East of Hwy.17's centerline.

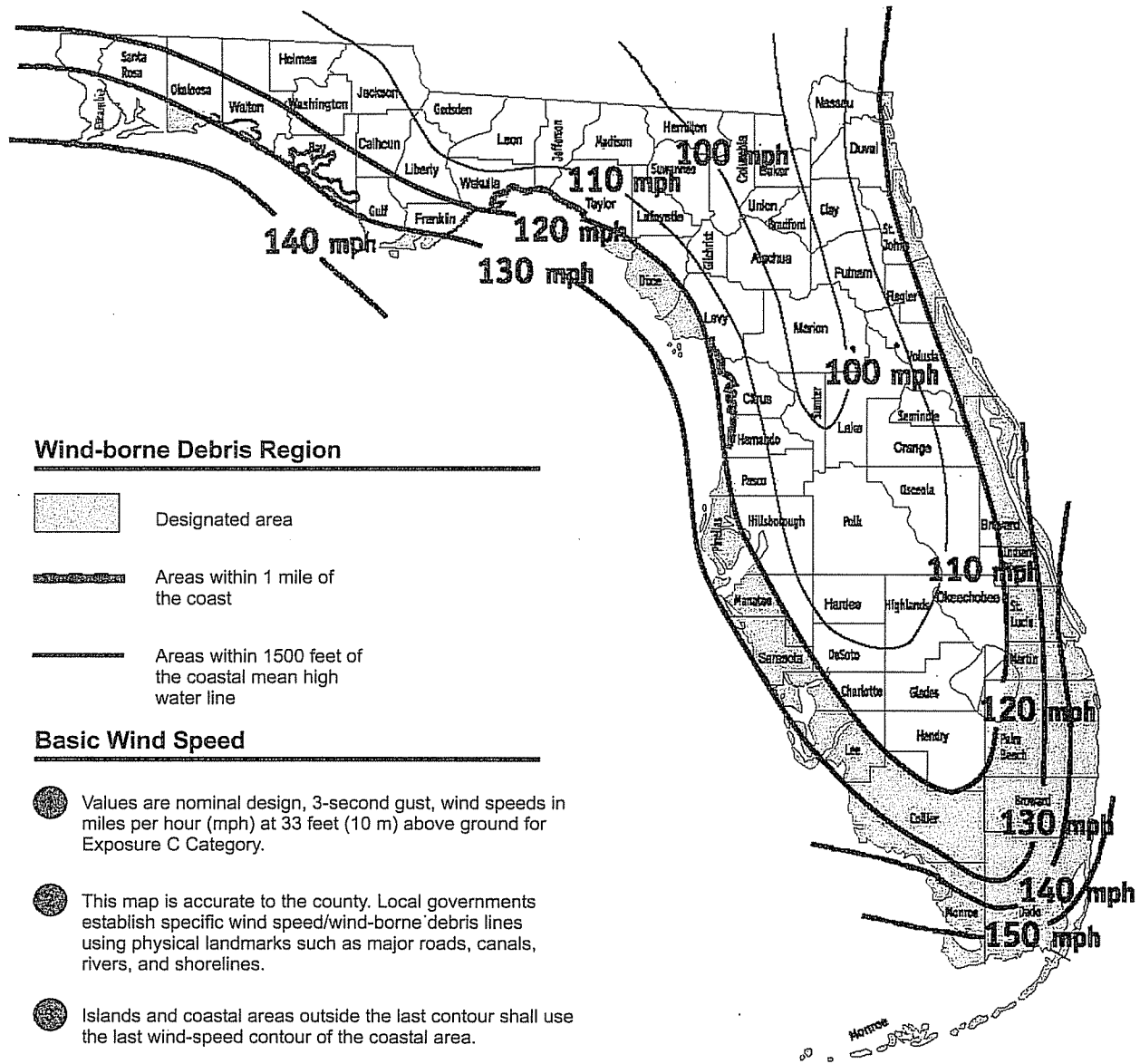


FIGURE R301.2(4)
BASIC WIND DESIGN SPEEDS

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