

How to Obtain Permits for Residential Construction

An application for Residential Construction may be made by a homeowner; A State certified Contractor or a Clay County Licensed Contractor who is State Registered.

1. If residence is not served by a central sewer system, prior to making application for building permit, obtain a septic tank permit or letter of approval of existing tank (if applicable) from the Clay County Health Department (SR-16 West, Green Cove Springs).
2. Obtain driveway permit/application from the Engineering Division (Administration Building-3rd Floor-Green Cove Springs.).
3. Obtain building permit/application online or from a clerk at Building Division, 3rd Floor, Administration Building, Green Cove Spring.
4. The Zoning Dept. must have:
 - A. A **notarized contract for deed** that shows ownership of property. **If you do not own the property you want to build on, you will need a copy of the owners signed, recorded and notarized deed and a notarized letter from the owner** allowing you to build on their property.
 - B. A plot or site development plan. This may be the survey or a simple drawing showing the property boundary line, the proposed building(s) and the distances to each, front, side, and rear property lines.
 - C. If the area of the home site lies within a designated flood hazard zone, a flood plain development permit will be required. An **original surveyor's** certificate of elevation will be necessary.
5. The Building Dept. must have:
 - A. Two complete sets of plans, plus an additional floor plan for the Property Appraiser's Office. All plans shall include:
 1. Architectural Drawings: (showing foundations, electrical, plumbing).
Please include smoke detector locations as applicable.
TYPE X gypsum where required.
Egress windows.
 2. Structural Drawings: (signed and sealed plans)
Mono/stem wall: interior footings, anchor bolts, and spacing.
Framing: walls, shear walls, sheathing, nailing schedule, bracing.
Roof framing: Either conventional framing details or signed and sealed engineered truss details, (including LVL's and GLULAMS), showing uplift and required anchors.

Florida Building Code (residential) 2004 Minimum Plan Review. Section 106.3.1.5
The Florida Building Code 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.

Note: Items 1 thru 5 must be placed on the cover sheet or front page of the plans.

1. Owner or builder name, job address or lot number and subdivision.
2. Square footage heated and cooled.
3. Square footage under roof.
4. Wind load specifications FBC (Residential) Section R301.2.1.3
5. Wind load 3 second gust = 110 mph or 120 mph. see note above.
 - a. Wind importance factor
 - b. Wind Exposure
 - c. The applicable internal pressure coefficient

F. Energy forms

6. Submit application, plot plan, deed, two sets of plans, one extra floor plan, energy forms, driveway permit/application or omission letter and septic tank permit/existing tank letter to the Zoning Department, who will zone the permit and direct you to a permit clerk who will type and issue the permit(s).
7. Permits for electrical, plumbing, and mechanical (heat & air) may be applied for at the same time or subsequent to obtaining a building permit.
 - A. The homeowner may apply for any of these permits **only for work they will perform themselves and only if they obtained the building permit. If a contractor obtains the building permit the homeowner can not do any of the work.**
 - B. If the homeowner obtained the building permit (acting as own contractor) and is not going to do the electrical, plumbing, mechanical or roofing work they must hire a contractor **licensed in Clay County** to do this work. If a **contractor** obtained permit he must hire licensed subs.
8. Homeowners will only be issued one building permit in any given 12 month period for a single family dwelling.
9. All homeowners must fill out and sign an affidavit and Notice of Commencement. Notice of Commencement forms have to be recorded before inspection requests can be honored.
10. If there are any questions concerning any of the above items or your rights, please contact this office during the hours of 8:00 A.M. - 4:30 P.M. at the following telephone numbers.

Building Division	Green Cove Springs	284-6307	Orange Park	269-6307
	Keystone Heights	473-3711	Kingsley Lake	533-2111
Engineering Division	Green Cove Springs	284-6301	Orange Park	269-6301
Health Department	Green Cove Springs	284-6341	Orange Park	284-6341