How to Apply for a Carport

You must first apply for a Pre-Permit prior to applying for the construction permit. The Pre-Permit step is required, and skipping it will cause your permit application to be closed, and will lead to delays!!!

If you are applying on the computer:

- Go to www.claycountygov.com/government/building
- Scroll down until you see Clay County using Tyler Technologies EPL system.
- Inside the box it has a hyper link **Citizens Access Portal (CAP)**
- Once you click on that link you will need to click **Login**, and in put your user name and password.
- Once logged in, at the top click APPLY
- Using the search bar, search for Carport, selections will appear, click **Clay County - Residential Accessory Structure – Carport**
- Click APPLY
- Enter in the project location. Select address. Click ADD
- Click NEXT
- Provide the job description (example: installing new carport on existing concrete; installing new carport on new concrete (concrete drawings required)
- Click NEXT
- This will bring you to the contacts portion. You are the applicant therefore you are already listed. If you need to add anyone else to the permit you can do so here.
- Click NEXT
- Under the General Info section, fill in the applicable questions. All * are required- any misinformation may delay the process.
- Click NEXT
- Upload all your plans and documentation (PDF format, no special characters in the name of the file (i.e $, &, /, #) with the list below:
    - **Approved site plan** *from the completed pre-review
    - **Septic letter ***This only applies if you are putting a septic or a well on the property, and should have been addressed during the pre-permit review. If you need to reach out to **Environmental Health - 904.278.3784***
    - **Architectural** * *If applicable. Must be electronically signed and sealed.*
    - **Structural** * *If applicable. Must be electronically signed and sealed. If hand drawn, wall and roof details required, as well as span charts, and anchoring*
    - **Truss Layout** **If applicable. Must be electronically signed and sealed.*
    - **Owner Affidavit** *(signed by the license holder and owner) **or Owner as Builder Disclosure** (signed and notarized in our office- garage cannot be greater than 400 SQ Ft, otherwise a contractor is required).

Other possible required documents

- **Deed *** if recently purchased in the last year

    - **Notice of Commencement** ***If you have it already recorded (through the clerk of courts) then please submit, if not it is required before you can schedule any inspections.***

- Click NEXT
- Then hit Submit.
- After it finishes loading it will automatically give you the permit number. It will then come over to us to process. You can follow along with our process via the online portal. It will go through a zoning review, as well as a building department review. Once the review is approved, the fees will be invoiced.