

How to Apply for a Single-Family Dwelling

You must first apply for a **Pre-Permit** before applying for the construction permit. This step is required. Skipping it will cause your permit application to be closed and may result in delays.

If you are applying online:

- Go to www.claycountygov.com/government/building
- Scroll down until you see that Clay County is using the Tyler Technologies EPL system.
- Within that section, locate the hyperlink to the **Citizens Access Portal (CAP)**.
- Click the link, then select **Login** and enter your username and password.
- Once logged in, click **APPLY** at the top of the page.
- In the search bar, type **Single Family**. From the results, select:
Clay County - Building Permit (Residential) - Single Family Dwelling (Detached)
- Click **APPLY**.
- Enter the project location, select the address, and click **ADD**.
- Click **NEXT**.
- Provide a job description (example: *SFD 3/2/1*, which translates to 3 bedrooms, 2 bathrooms, 1 story).
- Click **NEXT**.
- You will be taken to the contacts section. You are listed as the applicant by default. If additional contacts need to be added to the permit, you may do so here.
- Click **NEXT**.
- Under the **General Info** section, complete all applicable fields. All fields marked with an asterisk (*) are required. Incomplete or incorrect information may delay processing.
- Click **NEXT**.
- Upload all required plans and documentation, including the following:

Required Documents

- Approved site plan (*from the completed pre-permit review*)
- Septic letter (*required only if installing a septic system or well; this should have been addressed during the pre-permit review*)
 - For questions, contact Environmental Health at **904-278-3784**
- Architectural plans (*must be electronically signed and sealed*)
- Structural plans (*must be electronically signed and sealed*)
- Truss engineering (*must be electronically signed and sealed*)
- Energy calculations (*if labeled Owner/Agent, signatures are required—typically in two locations*)
- Owner Affidavit (*signed by the license holder and owner*) **or**
Owner-Builder Disclosure (*signed and notarized in our office*)

Other Possible Required Documents

- Deed (*if the property was purchased within the last year*)

- Impact Fee Exemption Request (*should be submitted before permit application; if approved, include the voucher with this submission*)
 - Contact: **laura.hanson@claycountygov.com**
- Notice of Commencement (*if already recorded through the Clerk of Courts, include it; otherwise, it is required before scheduling inspections*)
- Solid Waste documentation (*if paid through your tax bill, provide a copy of the bill*)
- Driveway Permit (*reviewed internally during the process; for questions, contact drivewaypermits@claycountygov.com*)
- Click **NEXT**.
- Click **Submit**.

Once submitted, the system will generate a permit number. Your application will then enter the review process. You can track progress through the online portal. The application will undergo Building Department review, and once approved, applicable fees will be invoiced.