

## BUILDING PERMIT APPLICATION CHECK LIST

Project Name/Address \_\_\_\_\_

General Contractor: \_\_\_\_\_

Email Address: \_\_\_\_\_

Owner: \_\_\_\_\_

	Not Applicable	Attached
➤ Building Permit Application Completed	_____	_____
➤ Proof of Ownership: (Deed, sales agreement, tax receipt, etc.)	_____	_____
➤ Approval of Owner (Notarized signature on letter or application)	_____	_____
➤ Valid Contractor's License	_____	_____
➤ Contractor's Liability Certificate	_____	_____
➤ Contractor's Worker's Compensation Certificate	_____	_____
➤ Property Survey (New construction)	_____	_____
➤ Plot Plan	_____	_____
➤ Zoning Determination	_____	_____
➤ Florida Dept. of Transportation Permit	_____	_____
➤ St. Johns River Water Management Permit	_____	_____
➤ Health Dept. Review (Septic tank only)	_____	_____
➤ Flood Zone Determination	_____	_____
➤ Certificate of Appropriateness (Historic District)	_____	_____
➤ Site Drawing (With off-street parking)	_____	_____
➤ Landscape Drawing (Commercial)	_____	_____
➤ Water / Sewer Site Drawings (Large Com.)	_____	_____
➤ Construction Drawings (All signed & sealed)	_____	_____
<b>All Commercial &amp; 2 story+ residential</b>	<b>Residential – 2 sets</b>	<b>- Commercial – 3 sets</b>
➤ Structural Drawings	_____	_____
➤ Electrical Drawings	_____	_____
➤ Plumbing Drawings (Commercial)	_____	_____
➤ Mechanical Drawings (Commercial)	_____	_____
➤ Energy Efficiency Forms	_____	_____
➤ Wind Resistance Calculations & Details	_____	_____
➤ Notice of Commencement (Recorded)	_____	_____
➤ Notarized Letter of Authorization *	_____	_____

**\*NOTE: No permit will be issued to anyone other than the certificate holder (licensee) unless they have a notarized letter of authorization signed by the certificate holder.**

**City of Palatka Building & Zoning Department**  
**201 N Second Street - Palatka, FL 32177**  
**Phone (386)329-0103 Fax (386)329-0172**

**PLEASE NOTE: PERMIT APPLICATIONS WILL NOT BE REVIEWED UNTIL ALL REQUIRED INFORMATION HAS BEEN SUBMITTED.**

In addition to completing the attached form, the following information is required:

1. A legal description of the property and proof of ownership. Application form must be signed by owner of property or a notarized letter from owner permitting the construction must be attached to the application.
2. A plot plan or survey showing size of lot and location of any existing buildings with existing setback and distance between buildings. Proposed additions must also be shown with
3. appropriate setbacks.
4. If the property is in a flood zone, a registered surveyor or engineer will need to determine elevation.
5. If the property is in the North or South Historic District, plans will be reviewed by the Chief
6. Building Official who may require a Certificate of Appropriateness be acquired from the
7. Historic Preservation Board prior to issuance of a permit.

**ONE OR TWO FAMILY RESIDENCE:**

1. Building plans (2 sets) – include foundation, wall section, roof section, floor plan (north, east, south, & west elevations), window/door locations and size, air and/or heat ducts (one line drawing), show location of AC and/or heater, plumbing lines(one line drawing) and electrical layout (one line drawing). Plans must be signed by the preparer with name and address legible.
2. Two story + must be signed by an architect or engineer.
3. Energy efficiency forms (new construction and additions) must be completed, signed, and submitted with the building plans before the building permit will be issued. Blank forms are available for the owner/builder or ask your architect to furnish a completed form.
4. Owner/builders and contractors registered with the City of Palatka or the State of Florida are eligible to apply for a building permit and are responsible for providing the Building & Zoning Department with a complete application.

**MULTI-FAMILY AND COMMERCIAL BUILDING:**

1. 1. Three (3) sets of plans and specifications, signed and sealed by a Registered Architect or Engineer for construction of any structure.
2. Energy efficiency forms, signed and sealed.
3. St. Johns River Water Management Permit, DOT Permit and Health Department approval with any comments, as required.
4. Multi-family buildings over two (2) units and all Commercial permits for new construction or additions require a general contractor or a building contractor.

**NOTE:** The following building components must have an approval number issued by the State of Florida Building Commission (FS)533.842: Exterior door assemblies, windows, shutters, skylights, panel walls, roofing products, and structural components (exclusive of wood products). Items not having a State approval number, may apply for site specific component approval by the City of Palatka Building Official.

**Trash and Debris Control.** Every construction site shall have a means of containing construction debris and waste (dumpster).

## Required Information for Plan Review

If the required information listed below is not included with the submitted application, the building & zoning department **WILL NOT** accept that application for plan review without the Building Official's approval.

### 1) Application and Application Check List

- a) Header information completely filled out to include **contact phone numbers**
- b) Building permit application check list completely filled out to include your scope of work
- c) Building, Addition, Accessory use filled out (if applicable)
- d) Total square footage and Contract cost of permitted work
- e) Contractor/Agent's signature signed & notarized
- f) Owner's signature signed & notarized
- g) Copy of proof of ownership i.e.: deed, title or a copy of the Putnam County Property Appraisers Tax Roll Certificate.

### 2) Application Insert Requirements

- A) **For Residential** two sets of plans and any other required documents modifications/changes/additions
- B) **For Commercial** three sets of plans and any other required documents modifications/changes/additions
- C) Approval data for modifications/changes/additions to Exterior doors, windows, roofing and connectors
- D) Site plan/plot plan showing location of any/all modifications/changes/additions
- E) Drawings showing any and all modifications/changes/additions to Building, Electrical, Mechanical and Plumbing

Project Number \_\_\_\_\_ Bldg #/Location \_\_\_\_\_ As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide information and product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying. Your supplier should have product approval numbers and information. More information about statewide product approval can be obtained at [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Code
<b>A. Exterior Doors</b>			
1. <u>Swinging</u>	/	/	/
2. <u>Sliding</u>	/	/	/
3. <u>Sectional</u>	/	/	/
4. <u>Roll up</u>	/	/	/
5. <u>Automatic</u>	/	/	/
6. <u>Other</u>	/	/	/
<b>B. Windows</b>			
1. <u>Single hung</u>	/	/	/
2. <u>Horizontal Slider</u>	/	/	/
3. <u>Casement</u>	/	/	/
4. <u>Double hung</u>	/	/	/
5. <u>Fixed</u>	/	/	/
6. <u>Mullion</u>	/	/	/
7. <u>Wind Breaker</u>	/	/	/
8. <u>Dual Action</u>	/	/	/
9. <u>Other</u>	/	/	/
<b>C. Panel Wall</b>			
1. <u>Siding</u>	/	/	/
2. <u>Soffit</u>	/	/	/
3. <u>EIFS</u>	/	/	/
4. <u>Storefronts</u>	/	/	/
5. <u>Curtain Walls</u>	/	/	/
6. <u>Wall louver</u>	/	/	/
7. <u>Glass block</u>	/	/	/
8. <u>Membrane</u>	/	/	/
9. <u>Greenhouse</u>	/	/	/
10. <u>Other</u>	/	/	/
<b>D. Roofing Products</b>			
1. <u>Asphalt Shingles</u>	/	/	/
2. <u>Underlayment</u>	/	/	/
3. <u>Roofing Fasteners</u>	/	/	/
4. <u>Non-Structural Metal</u>	/	/	/
5. <u>Built-up Roofing</u>	/	/	/
6. <u>Modified Bitumen</u>	/	/	/
7. <u>Single Ply Roofing Sys</u>	/	/	/
8. <u>Roofing Ties</u>	/	/	/
9. <u>Roofing Insulation</u>	/	/	/
10. <u>Waterproofing</u>	/	/	/
11. <u>Roof Tile Adhesive</u>	/	/	/
12. <u>Liquid Applied Roof</u>	/	/	/
13. <u>Other</u>	/	/	/

Category/Subcategory	Manufacturer	Product Description	Approval Code
<b>E. Shutters</b>			
1. <u>Accordion</u>	/	/	/
2. <u>Storm Panels</u>	/	/	/
3. <u>Colonial</u>	/	/	/
4. <u>Roll-up</u>	/	/	/
5. <u>Equipment</u>	/	/	/
6. <u>Other</u>	/	/	/
<b>F. Skylights</b>			
1. <u>Skylight</u>	/	/	/
2. <u>Other</u>	/	/	/
<b>G. Structural Components</b>			
1. <b>Wood Connector</b>			
2. <u>Anchor</u>	/	/	/
3. <u>Truss Plates</u>	/	/	/
4. <u>Engineered Lumber</u>	/	/	/
5. <u>Railing</u>	/	/	/
6. <u>Coolers-Freezers</u>	/	/	/
7. <u>Material</u>	/	/	/
8. <u>Insulation Forms</u>	/	/	/
9. <u>Plastics</u>	/	/	/
10. <u>Deck-Roof</u>	/	/	/
11. <u>Wall</u>	/	/	/
12. <u>Sheds</u>	/	/	/
13. <u>Other</u>	/	/	/
<b>H. New Exterior Envelope Products</b>			
1. _____	/	/	/
2. _____	/	/	/

I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite.

- 1) Copy of the product approval.
- 2) The performance characteristics which the product was tested and certified to comply with.
- 3) Copy of the manufacturer installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection.

The products listed below did not demonstrate product approval at plan review.

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\_\_\_\_\_  
Applicants Signature

\_\_\_\_\_  
Print Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contact Name & Phone Number  
(For Staff Only)

\_\_\_\_\_  
Permit #

**CITY OF PALATKA  
BUILDING PERMIT APPLICATION**

Permit Number: \_\_\_\_\_

This application must be **typed or printed in black ink** and submitted with any required attachments to:

**City of Palatka Building & Zoning**  
201 N 2<sup>nd</sup> Street  
Palatka, FL 32177

**FOR INFORMATION REGARDING THIS FORM, CALL (386)329-0103**

TO BE COMPLETED BY APPLICANT	
OWNER NAME:	PROPERTY ADDRESS:
MAILING ADDRESS: _____ _____	PARCEL NUMBER:
	LOT SIZE:
PHONE:	Owner Email Address:

Building will be/is used for \_\_\_\_\_

Addition will be used for \_\_\_\_\_

Alterations consist of \_\_\_\_\_

Accessory Building will be used for \_\_\_\_\_

Total Square Footage of Heated/Cooled Area \_\_\_\_\_ Total Square Footage \_\_\_\_\_  
(required) (required)

No. Floors \_\_\_\_\_ No. Bedrooms \_\_\_\_\_ No. Baths \_\_\_\_\_ No. Parking Spaces \_\_\_\_\_

**GENERAL CONTRACTOR:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

State License # \_\_\_\_\_ City # \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_  
(required)

**PLUMBING CONTRACTOR:** Name: \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

State License # \_\_\_\_\_ City # \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_  
(required)

Fixture Count (W & S) \_\_\_\_\_

**ELECTRICAL CONTRACTOR:** Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

State License # \_\_\_\_\_ City # \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_  
(required)

**HARV (Heat/AC/Vent) CONTRACTOR:** Name \_\_\_\_\_

Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_

Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_

State License # \_\_\_\_\_ City # \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_  
(required)

**SPECIALTY STRUCTURE CONTRACTOR:** Name \_\_\_\_\_  
 Address: \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_  
 Zip \_\_\_\_\_ Phone # \_\_\_\_\_ Email Address: \_\_\_\_\_  
 State License # \_\_\_\_\_ City # \_\_\_\_\_ Contract Cost \$ \_\_\_\_\_  
 (required)

**Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in the City of Palatka. I understand that a separate permit must be secured for ELECTRICAL, PLUMBING, MECHANICAL, SIGNS, POOLS, ETC. I further understand every construction site shall have a means of containing construction debris and waste (dumpster).**

**DATE:** \_\_\_\_\_ **AGENT/CONTRACTOR'S SIGNATURE** \_\_\_\_\_

Print or type Agent/Contractor Name: \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_

**AGENT/CONTRACTOR'S AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.**

"WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT." [Title XL, Chapter 713.135, Section 6(a) F.S.]

**DATE:** \_\_\_\_\_ **PROPERTY OWNER(S) SIGNATURE\*:** \_\_\_\_\_

Print or type Owner(s) Name: \_\_\_\_\_

**Address:** \_\_\_\_\_ **City:** \_\_\_\_\_  
**State:** \_\_\_\_\_ **Zip:** \_\_\_\_\_ **Phone:** \_\_\_\_\_  
**Email Address:** \_\_\_\_\_

**\* PROPERTY OWNER(S) SIGNATURE TO BE NOTARIZED**

**State of** \_\_\_\_\_ **County of** \_\_\_\_\_

**Sworn to (or affirmed) and subscribed before me this** \_\_\_\_\_ **day of** \_\_\_\_\_, \_\_\_\_\_,

**By:** \_\_\_\_\_

\_\_\_\_\_  
**Notary's Signature:** \_\_\_\_\_ **Date** \_\_\_\_\_  
 (SEAL)

**Personally Known** \_\_\_\_\_ **or Produced Identification** \_\_\_\_\_

<b>FIND ATTACHED "BUILDING PERMIT APPLICATION CHECKLIST" TO USE AS A GUIDE TO MAKE CERTAIN THE BUILDING PERMIT APPLICATION IS COMPLETE. FOR OFFICIAL USE ONLY</b>	
<b>Rec'd by:</b> _____	<b>Zoning Classification:</b> _____

