

## GENERAL GUIDELINES WHEN APPLYING FOR A COMMERCIAL PERMIT

This chart is provided as an informational guide. Other specific requirements may apply to your project.

Some of the requirements may not apply to your project. Staff can help you with specific questions.

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# Putnam County Planning & Development

## PERMITTING REQUIREMENTS FOR COMMERCIAL APPLICATIONS

- 1. DEVELOPMENT REVIEW COMMITTEE:** Call (386) 326 – 0491 to schedule a pre-application conference. After the pre-application conference you will need to fill out and complete DRC application, including the following documents:

Non-Refundable application fee \$100.00.

Agent designation form, if applicable.

Six (6) folded copies and one (1) electronic copy of plans and supporting data.

Six (6) site Drawings.

Development in City of Palatka, Town of Interlachen, Town of Pomona Park and City of Crescent City may have specific requirements for those Jurisdictions. Prior to making permit application you may contact them at:

City of Palatka	(386) 329 - 0100
Town of Interlachen	(386) 684 - 3811
Town of Pomona Park	(386) 649 – 4902
City of Crescent City	(386) 698 – 2525 ext. 229

- 2. SITE DRAWING:** Provide three (3) copies of the site plan, plot plan or property survey OR one (1) digital copy for review:

Site plans check list and example may be obtained in the lobby of the Planning and Development Office located at 2509 Crill Ave. Suite 300 Palatka, FL 32177 or may be obtained on the web site at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

For assistance call (386) 329 – 0316

Site plans are also required for construction in City of Palatka, Town of Interlachen, Town of Pomona Park and City of Crescent City. You may contact each Jurisdiction at:

City of Palatka	(386) 329 – 0100
Town of Interlachen	(386) 684 - 3811
Town of Pomona Park	(386) 649 - 4902
City of Crescent City	(386) 698 – 2525 ext. 229

3. **APPLICATION FOR PERMIT:** Permit application must be completed with all the applicable information including required signatures. (If the information does not apply, please mark "N/A" on the permit application.)

Permit applications may be obtained in the lobby of the Planning and Development Office located at 2509 Crill Ave. Suite 300 Palatka, FL 32177 or may be obtained on the web at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

Putnam County staff can notarize documents, for assistance call (386) 329-0307

Note:      1) Construction cost should not include site work.  
                 2) Application must contain original signature(s).

4. **PROOF OF OWNERSHIP:** Applicants should be prepared to show photo identification and at least one of the following documents:

Lease agreement.

Warranty Deed.

Deed for title.

A printout depicting owner of property as same person making permit application can be obtained from Property Appraiser website <http://pa.putnam-fl.com/>

5. **OWNER BUILDER AFFIDAVIT:** Must be signed where owners of property act as their own contractor. Owner affidavit is applicable only under the following conditions:

Commercial projects valued at less than \$75,000.00 not offered for sale lease or rent and are occupied or used by the property owner.

Property owner is a natural person, and property or business is not owned by a corporation, LLC, 501C3, or other form of legal fiction.

Owner Builder Affidavits may be obtained in the lobby of the Planning and Development Office located at 2509 Crill Ave. Suite 300 Palatka, FL 32177 or may be obtained on the web at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

For assistance call (386) 329-0307

6. **CONTRACTOR INFORMATION:** Name, license number, and signature must be shown on the Permit Application form for all contractors issued a permit. To sign onto a permit the contractor must provide proof of licensure, liability insurance, workers compensation coverage or a valid exemption. A Sub-Contractor Assignment Form may be used to

add a sub-contractor. The prime contractor may indicate a sub-contractor is To Be Determined (TBD). The sub-contractor will have to sign onto the permit prior to starting work.

Sub-contractor assignment form may be obtained in the lobby of the Planning and Development Office located at 2509 Crill Ave., Suite 300 Palatka, FL 32177 or may be obtained on the web site. <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

For licensing information, please call Licensing at (386) 329-0307.

- 7. PRIVATE PROVIDER/THRESHOLD INSPECTION:** All private providers must have credentials checked and verified prior to working within Putnam County. The form to document credentials may be obtained via email upon request at (386) 329-0307.

Owners or contractors must notify Building Official of intent to use private provider inspection services seven days prior to first inspection. The notification form may be obtained via email upon request at (386) 329-0307.

Plans review performed by private provider and submitted for permit application must also have the plans review affidavit filled out. Plans review affidavit may be obtained via email upon request at (386) 312-8934.

Design professionals performing threshold inspection must provide a threshold inspection plan prior to issuance of a construction permit. In addition, upon completion of threshold inspection services the design professional must provide a signed and sealed final inspection report asserting that construction conforms to plans.

- 8. FLOOD PLAIN DEVELOPMENT:** Construction that is placed in Flood Zone "A" or "AE" must have a Floodplain Development Permit. This permit must be signed by the contractor of record or an owner contractor prior to issuance of a construction permit.

You may request Floodplain Permit Application or determination from the Building Department at (386) 326 – 2893

A site plan may be required to be submitted to Public Works for review. You may request review with Public Works at (386) 329 – 0346.

Larger Development may be deferred to St. Johns Water Management for review. You may request review with Public Works at (386) 329 – 0346

Additional information may be found on the Putnam County Web page at <https://www.putnam-fl.gov/departments/development-services/building-department/>

9. **FEMA ELEVATION CERTIFICATE:** Construction in a Special Flood Hazard Area, two FEMA Elevation Certificates are required. These documents must be completed by a Florida licensed surveyor, sealed and submitted to this office when the building is under construction and when construction is complete, but prior to the final inspection.

Under construction means prior to pouring the slab, at floor framing, or when a mobile home is set. You should not proceed with construction until the surveyor verifies the lowest level is at or above the minimum Design Flood Elevation and released to continue construction by the Building Official.

For more information regarding potential requirements for construction in a Special Flood Hazard Area please contact this office at (386) 329-0307

Additional information may be found on the Putnam County Web page at <https://www.putnam-fl.gov/departments/development-services/building-department/>

10. **PERMIT FEE/ IMPACT FEE:** Permit Fees are based on the total square foot under roof, the construction type, and the building type, unless other specified in the current Fee Resolution.

For more information on the current impact fees please contact Planning and Development at 386-329-1293

11. **NOTICE OF COMMENCEMENT:** The Notice of Commencement **must be signed by the owner**, notarized, and recorded in the Clerk of Circuit Court's Recording Department. Two (2) certified copies of the Notice of Commencement must be obtained from the Recording Department.

**Exceptions:** Notice of Commencement is not required for any construction work valued at \$5,000.00 or less, or HVAC work less than \$15,000.00.

Notice of Commencement forms maybe request at (386) 326 – 2893 or on the web at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

12. **PROPERTY APPRAISER FORM:** When a used mobile home is placed or re-located within Putnam County the permit holder must complete a Mobile Home Identification Form as required by the Property Appraiser's office and the form must be submitted to this office.

A copy of this form can be obtained by visiting our lobby at 2509 Crill Ave., Suite 300 Palatka, FL 32177 or on our webpage at <https://www.putnam-fl.gov/departments/development-services/building-department/>

Notify the Property Appraisers office at (386) 329-0297 whenever a mobile home is demolished or destroyed.

13. **DEPARTMENT OF HEALTH OR UTILITY CONNECTION LETTER:** A permit for Onsite Sewage Treatment and

Disposal System must be issued by the State of Florida, Department of Health prior to issuance of a Building Permit. Please contact the Department of Health in Palatka at (386) 326-7189 for information.

Where onsite water is obtained from a private well, a Department of Environmental Protection Operator permit is required. For assistance with water wells call (904) 256 – 1623.

Where onsite sewage is connected to a sewage utility system and/or where water is provided to property from A water utility a utility letter is required to be submitted with the permit application.

Water and Sewer connection letters may be obtained at:

Putnam County	(386) 326 – 7189 (Water and Sewer)
Palm Port	(352) 633 - 9701 (Water and Sewer)
River Grove	(352) 633 - 9701 (Water only)
City of Palatka	(386) 329 – 0107 (Water and Sewer)
Town of Interlachen	(386) 684 – 3811 (Water only)
Town of Pomona Park	1 – 877 – 657 – 8889 (Water only)
River Park Utility	(386) 467 – 9113 (Water and Sewer)

- 14. FIRE MARSHAL** Provide three (3) sets of plans OR one (1) digitally signed and sealed set of plans compliant with the current edition of the Florida Fire Prevention Code.  
Plans must be drawn to scale, legible, showing dimensions (1/4" scale is recommended). Minimum plans size should be 24" X 36".

For assistance please contact (386) 329 – 0122.

- 15. PUBLIC WORKS SITE WORK PERMIT:** Application for site work development must include a site plan depicting:

Street location	Driveway location
911 Address	Amount of fill to be added to site and anticipate height
Direction of water flow	Intention of maintaining/detaining run off
Accessible parking	General site accessible route

For assistance with your Site Work Development Permit you may contact (386) 329 – 0346

For construction in City of Palatka, Town of Interlachen, Town of Pomona Park and City of Crescent City. You may contact each Jurisdiction at:

City of Palatka	(386) 329 – 0100
Town of Interlachen	(386) 684 - 3811
Town of Pomona Park	(386) 649 - 4902
City of Crescent City	(386) 698 – 2525 ext. 229

- 16. DRIVEWAY PERMIT:** All connections to Putnam County roadway system require a Driveway Permit. Existing driveways must be evaluated for compliance with current Putnam County driveway standards. Any upgrades required will be the responsibility of the property owner.

Permit application may be obtained at the Putnam County Planning and Development Office located at 2509 Crill Ave., Suite 300 Palatka, FL 32177

For assistance with your Driveway Permit you may contact (386) 329 – 0346

- 17. FLORIDA DEPARTMENT OF TRANSPORTATION:** All connections to State of Florida roadway system require a Driveway Permit. Existing driveways must be evaluated for compliance with current State of Florida driveway standards. Permit application may be obtained on the web at <https://osp.fdot.gov>

For assistance with your FDOT permit you may contact (904) 825 – 5036.

- 18. ST. JOHNS WATER MANAGEMENT DISTRICT:** New development that adds impervious surface to the property site, a water well, or general consumptive use may require St. Johns Water Management permit. For assistance, contact (386) 329 – 4500.  
Mellissa Parsons (386) 329 – 4830

- 19. DEPARTMENT OF ENVIRONMENTAL PROTECTION:** New or expanded development adjacent to or in wetlands, or construction of marinas, waste management facilities, drinking water and wastewater plants and storage tanks may require a permit. Contact:

<b>Environmental Resources</b>	(904) 256 – 1686
<b>Potable Water</b>	(904) 256 – 1623
<b>Solid Waste</b>	(904) 256 – 1579 or (904) 256 – 1577
<b>Wastewater</b>	(904) 256 – 1614
<b>Storage Tanks</b>	(904) 256 – 1700
<b>Air Resources (Asbestos)</b>	(850) 717-9000

You may also contact the Department of Environmental Protection through the web site located at:  
<https://floridadep.gov/northeast/ne-permitting>

- 20. DBPR DIVISION of HOTEL RESTAURANTS:** Plan review is required if an operator constructs or uses a space that has never been licensed by the division, has been closed for more than one year, or has been remodeled.

Contact Department of Professional Regulation Hotel and Restaurants at (850) 487 – 1395 or go to <https://www.myfloridalicense.com> to fill out the DBPR HR – 7030 permit application.

**21. DEPARTMENT OF AGRICULTURE:** Some construction activities may require an inspection from the Department of Agriculture. For assistance contact:

**Division of Food Safety** (850) 245 - 5520 or go to the web site at <https://www.fdacs.gov/Divisions-Offices/Food-Safety>

**LP Gas Licensing:** (850) 921 – 1600

**LP Gas Inspection:** (850) 921 - 1545

**22. ARMY CORP. OF ENGINEERS:** The U.S. Army Corps of Engineers' (USACE) Regulatory Program involves the regulating of discharges of dredged or fill material into waters of the United States and structures or work in navigable waters of the United States. If construction does not fall under a general use permit contact the Army Corp or Engineers at (202) 761 – 5903.

**23. BUILDING CONSTRUCTION PLANS/DRAWINGS:** Three (3) sets of drawings OR one (1) digitally signed and sealed set:

Drawings must be drawn to scale, legible, showing dimensions (1/4" scale is recommended).  
Recommended drawing size 24" x 36", maximum size 30" x 42".

Design must comply with the current edition Florida Building Code & meet one of the following:

Signed and sealed by an engineer or architect (currently licensed in the state of Florida)

Certifications by contractors as allowed by F.S. 489.115(4) (b).

Prescriptive designs as approved by the Florida Building Code.

Putnam County design considerations:

Wind Speed Zone: 129 Vult mph

Seismic Design Category: A

Snow Loading: 0

Termite infestation probability: High

Non-Wind Born Debris Region

Non-High Velocity Hurricane Zone

Potential considerations:

Flood hazard areas: A and AE

Freeboard: 3' H.A.G. and 1' Free Board

Exposure Categories: B, C, and D

The type of construction applied for may require the following documents to support intended construction:

**Building Plans:**



Construction type	Occupancy type
Occupancy count	Detail of fire rated construction
Sprinkler type	Floor plan
Accessible construction details	Construction plans.
Continuous load path	Elevation drawings.
Exterior site plan	Accessible route interior exterior.

### Energy Forms:

Florida Short Form C402-2020 (<https://floridabuilding.org>)  
EnergyGuage Summit Fla/Com, FBC 7th Edition

Florida Product Approval Specification Sheet. Can be found on the Putnam County Web site [https://www.putnam-fl.gov/wp-content/uploads/2025/05/Product.Approval.Fillable.2016.msg\\_.pdf](https://www.putnam-fl.gov/wp-content/uploads/2025/05/Product.Approval.Fillable.2016.msg_.pdf) or may be picked up in Building Department lobby located at 2509 Crill Ave., Suite 300 Palatka, FL 32177.

### Engineered Roof/Floor Truss plans:

Truss plans must include the orientation sheet and an original seal from the truss design professional of record.

### Life Safety Plans:

Construction type	Occupancy type
Occupancy count	Detail of fire rated construction
Fire suppression system	Path of travel study
Emergency and exit lighting locations	Fire extinguisher locations.

### Mechanical Plans:

Equipment sizing	Equipment location.
Duct sizing calculation	Manual "N"
Duct plan depicting:	
Supply	
Return,	
Fresh air CFM.	

### Electrical Plans:

Service riser	Feeder schedule
Grounding grid detail	Required AIC rating
Panel schedule	Branch circuit wiring method
Over current protection	Manufacturer's specifications
Single line diagram	

### Plumbing Plans:

Materials and specifications	Drain waste and vent isometric.
Water riser diagram	Location of back flow protection.

### Fuel/Gas Plans:

Gas piping diagram	Load calculation.
Location of shut off	Location of regulators
Equipment schedule	BTU of equipment.

### Fire Sprinkler Plans:

Sprinkler head locations	Piping diagram.
Fire flow calculations	Manufacturer specifications.

**Manufacturer Specifications.** Includes details and cut sheets, installation instructions, general product descriptions from the manufacturer.