

## GENERAL GUIDELINES WHEN APPLYING FOR A RESIDENTIAL 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  
Building Department**

PERMITTING REQUIREMENTS FOR RESIDENTIAL APPLICATIONS

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**Checklist:** (See detail below for each specific item)

- Application For Building Permit
- Proof of Ownership (including mobile homes)
- Owner Builder Affidavit
- Notice of Commencement
- Site Drawing (3)
- Construction plans/drawings (3)
- Energy Calculations (3)
- ACCA Manual "J", Manual "S" and "D"
- Florida Product Approval Specification Sheet
- Engineered Roof / Floor Truss Drawings (2)
- Prime & Subcontractor List
- Driveway Permit
- Department of Health – Construction Permit (Septic) Utility Permit (Sewer/water)
- Manufacturers' Specification
- Property Appraiser Form
- Mobile Home Inspection (used)
- Mobile Home Set-up Sheet
- Permit Fees / Impact Fees
- FEMA Elevation Certificate
- Public Works Site Work Permit
- Flood Plain Development

**Specific Instruction:** (For the application package)

Any person applying for a residential building permit must complete them in entirety and submit the following documents as applicable to the project:

- 1) **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).

- 2) **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/>

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

4) **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/>

- 5) **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

- 6) **BUILDING CONSTRUCTION PLANS/DRAWINGS:** Three (3) sets of signed/sealed drawings OR one (1) Signed/sealed digital copy for review:

For Specific Requirements See – Plan Review Requirements for Residential Construction

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". Drawings shall include:

- Foundation plans
- Floor plans
- Wall sections
- Elevations
- Mechanical (HVAC) Equipment
- Electrical Equipment
- Plumbing Fixtures & Equipment
- Gas Equipment
- Masonry details
- Framing details
- Roof / floor framing plan & truss design (Truss orientation sheet, original or digital sealed plans)

Note: Detailed drawings are also required for a shed, open porch, screen porch, or room addition.

**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.

Note: If an architect is not required to design 1 & 2 Family Dwellings the designer's name, address, phone and license numbers must be clearly legible on all submitted sets of drawings.

- 7) **ENERGY CALCULATIONS:** (for heating/cooling on new construction, additions, or systems)

- Two (2) sets of energy calculations plus one (1) copy of the cover page must be included OR one (1) digital copy containing cover page and energy calculations.
- All copies of energy calculation documents must have an original signature, all required information must be completed including address, permitting office (Putnam), jurisdiction number (641000), and climate zone (zone 2A).
- EPL Card with address and contractor signature.

You can find additional information on these forms on our website at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

- 8) **ACCA MANUAL "J", "S", AND "D":** Manual "J" HVAC load & sizing calculation shall be performed on the building, and the summary sheet/report shall be attached to the Energy Calculation Forms submitted when application is made for a building permit.

Manual "S" equipment sizing calculation shall be performed depicting equipment cooling total capacity is not less than the total load but not more than 1.15 times greater than the total calculated load.

Manual "D" duct sizing calculation shall be performed where duct work is installed in conjunction with mechanical equipment installation.

**9) FLORIDA PRODUCT APPROVAL SPECIFICATION SHEET:**

A blank form is provided by this office for use by the applicant in providing the Product Approval Number and information required by the State of Florida for the following types of products: (1) Panel Walls; (2) Exterior Doors; (3) Roofing Products; (4) Skylights; (5) Windows; (6) Shutters; (7) Structural components; and (8) Products comprising a building's envelope introduced as a result of new technology.

For additional information see Product Approval section at – [www.floridabuilding.org](http://www.floridabuilding.org), or contact your supplier for the Florida Product Approval Number.

To obtain a copy of the Product Approval Specification worksheet it can be found in our lobby at 2509 Crill Ave., Suite 300 Palatka, FL 32177 or on our website at <https://www.putnam-fl.gov/departments/development-services/building-department/building-forms-applications/>

**10) ENGINEERED TRUSS PLANS:**

Two (2) physical sets OR one (1) digital copy must be provided, signed and sealed by the truss manufacturer for new construction and additions.

**11) 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.

**12) 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

**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, the 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 connection 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) MANUFACTURERS' SPECIFICATIONS:** When products are required to have Florida Product Approval (item #9), and/or equipment and appliances are installed on a project the permit holder is required to have all manufacturer's specifications and installation guidelines on site and available to the inspector for the required inspection.

**15) 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/>

When a mobile home is destroyed or demolished the owner must notify the Property Appraiser's office at (386) 329 – 0296.

- 16) MOBILE HOME INSPECTION:** (Mobile home habitability form) When A used mobile home is placed or re-located within Putnam County, they are required to pass a habitability inspection prior to the approval to energize the mobile home. All dwellings must meet the minimum requirements of the 1994 Standard Housing Code.

The mobile home permit application must include this inspection completed by the mobile home installer prior to permit issuance.

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/>

- 17) MOBILE HOME SET-UP SHEET:** This is a standardized form provided by this office which must be completed by the mobile home installer.

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/>

- 18) 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

- 19) 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/>

**20) 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 Putnam County Public Works (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

**21) 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) 329-0307

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 differed 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/>