

CITY OF ST. AUGUSTINE BEACH
BUILDING DEPARTMENT
REQUIREMENTS FOR SINGLE FAMILY BUILDING PERMIT - CHECKLIST

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NAME: _____ CONTRACTOR _____

- () 1. BUILDING PERMIT APPLICATION: Complete, sign and list ALL Contractors. All must be licensed on the Beach.
- () 2. OWNER/BUILDER FORM or PERMISSION LETTER TO ACT AS AGENT (Notarized).
- () 3. COPY OF SIGNED CONTRACT.
- () 4. COPY OF WARRANTY DEED.
- () 5. NOTICE OF COMMENCEMENT (Notarized and Recorded).
- () 6. COASTAL CONSTRUCTION FORM: Signed and sealed.
- () 7. ENERGY SHEET: Signed.
- () 8. PROOF OF WATER & SEWER CONNECTION: Need **FEE PAID RECEIPT** and **SET OF SIGNED PLANS** from St. Johns Utility (Single family, water only, signed plans not required).
- () 10. SURVEY OF LOT AND/OR PARCEL: Signed and sealed.
- () 11. ST. JOHNS RIVER WATER MANAGEMENT DISTRICT PERMIT: If required.
- () 12. THREE (3) SETS QF SIGNED, SEALED PLANS.
- () 13. TWO (2) SETS OF SIGNED, SEALED TRUSS ENGINEERING SHOWING WIND VELOCITY OF 110MPH.
- () 14. FLOOD ELEVATION - SURVEY: Due after slab and before framing, showing 10 feet minimum floor elevation and 1 foot minimum above street.
- () 15. FLOOD ELEVATION CERTIFICATE: FORM 81-31 (FOR AE FLOOD ZONES). **NOTE:** NO CONSTRUCTION PRIOR TO RECEIPT OF SURVEY AND FLOOD ELEVATION CERTIFICATE IN BUILDING DEPARTMENT. SURVEYS ARE REQUIRED TO SHOW SETBACKS. FINISH FLOOR. ELEVATION MUST BE 1

FOOT ABOVE ADJACENT STREET.

- () 16. VERIFICATION OF WINDOW AND DOOR COASTAL CONSTRUCTION CERTIFICATION FROM MANUFACTURER: Required to meet 110 MPH wind load requirements, due prior to rough inspection.
- () 17. ALL CONCRETE DELIVERY TICKETS MUST BE TURNED IN (3,000 P.S.I. minimum).
- () ** FEES ARE DUE AND PAYABLE PRIOR TO COMPLIMENTARY EARLY POWER INSPECTIONS.
NO POWER RELEASE UNTIL FEES ARE PAID. (Must sign Impact form before getting permit.)

NO BUILDING PERMIT WILL BE ISSUED UNTIL ALL REQUIREMENTS HAVE BEEN MET.

IMPORTANT NOTICE

Please make arrangements to have the power company place the connection for the temporary pole, which will eventually become the permanent power connection, at the lot line. Temporary poles placed across the street or down the street will not be allowed due to the fact they are subject to damage (per N.E.C. - 1996) and cause an inconvenience to adjoining property owners. Also, long runs cause a reduction in power as well as tripping the G.F.I. As a result, the G.F.I. is then not used.

**THE CITY OF ST. AUGUSTINE BEACH
MISCELLANEOUS BUILDING PERMIT
IMPROVEMENTS OVER \$2,500.00**

Owner's Name _____

Owner's Address _____ Phone _____

City _____ State _____ Zip _____

Fee Simple Titleholder's Name (if other than owner) _____

Fee Simple Titleholder's Address (if other than owner's) _____

City _____ State _____ Zip _____

Contractor's Name _____

Contractor's Address _____

City _____ State _____ Zip _____

Contractor's State Certification # _____ Phone _____

Occupational License # _____

Job Name _____

Job Address _____

City _____ State _____ Zip _____

RE # _____ Legal Description _____

Bonding Company _____

Bonding Company Address _____

City _____ State _____ Zip _____

Architect/Engineer's Name _____

Architect/Engineer's Address _____

City _____ State _____ Zip _____

Mortgage Lender's Name _____

Mortgage Lender's Address _____

City _____ State _____ Zip _____

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 this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS AND AIR CONDITIONERS, ETC.

Any deviations or alterations from plans and specifications must be reported and permission must be obtained in writing.

For homes being constructed in Flood Zone AE, A FLOOD ELEVATION CERTIFICATE must be supplied when the lowest floor elevation is established, as per Flood plains Sec. 5.03.00, St. Augustine Land Development Regulations. No inspection will be done until this certificate is presented to the St. Augustine Beach Building Department.

Notice: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.

OWNER'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.

Signature _____

Signature _____

Owner or Agent (including contractor)

(Contractor)

Sworn to and subscribed before me by _____

Sworn to and subscribed before me

by _____

_____ who is personally known to me or
known to me or

produced _____ as identification,
identification, this
this _____ day of _____ 19_____.
of _____ 19_____.
Notary's Signature _____
Signature _____
Printed Name _____
Name _____
Commission No/Expires _____
No./Expiration _____
SEAL:

_____ who is personally

produced _____ as
_____ day

. Notary's

Printed

Commission

SEAL:

CERTIFICATION OF COMPETENCY HOLDER

Contractor's State Certification or Registration No. _____

Contractor's certificate of Competency No. _____

APPLICATION APPROVED BY: _____

.Permit Officer

SPECIFICATIONS

Dimensions: _____ Total Lot Area

Lot Coverage: (Divide Total Structure Area Coverage by Lot Area. Maximum .35 for
Residential) _____

Lot Depth: (Min. 100 ft. If platted after adoption of Code, 93 ft. if platted prior to adoption of Code) _____

Total Paved Area Footage: (Max impervious surface ration .40 for Low Density, .50 for Medium, .70 for High)

Setbacks: Front (Minimum 35 ft for High Density, 25 ft. for Medium and Low Density)

Rear (Minimum 25 ft for Low, Medium and High Density)

Right Side (Minimum 15 ft. for High Density, 10 ft. for Medium and Low Density)

Left Side (Minimum 15 ft. for High Density, 10 ft. for Medium and Low Density)

Street setbacks for Lot on Corner (15 ft. for Low, Medium and High Density)

of Access Points to Road (Maximum of one for every 50 ft. street frontage)

Total Floor Area excluding porches, attached garages, carports and breezeways (Low Density: Minimum, 1400 sq.ft. if platted after adoption of Code, 1000 sq.ft. if platted prior, minimum for two-story, 1000 sq. ft. Medium Density: 800 sq. ft. minimum for one story and for first floor of two-story)

If two-story, give floor area of first floor (Minimum 1000 sq.ft.) _____

Building Height (Maximum 35 ft) _____

Accessory Structures (Check if in plans): Pool _____ Fence _____ Wall _____ Building _____

Accessory Bldg.(s) Height (Maximum 12 ft.) _____

Fence or Wall Height (Maximum 8 ft.) _____

Distance between closest point of pool to house _____

Distances to Lot Boundaries (Must conform to regular setbacks) _____

Distance to Principle Structure (Minimum 10 ft.)

Is the Lot within the Coastal Construction Line? Yes _____ No _____

First floor elevation above sea level (Minimum 10 ft.) _____ Garage (Minimum 9 ft.)

THE CITY OF ST. AUGUSTINE BEACH
BUILDING DEPARTMENT

List name and license number of sub-contractors who will be doing the applicable work. Any changes in this listing must be made in writing and approved by the Building Department.

ORDINANCE 97-24 OF THE CITY OF ST. AUGUSTINE BEACH STATES THAT "THE PENALTY FOR PERFORMING WORK WITHOUT A CURRENT CERTIFICATE WILL BE \$100.00."

<u>TYPE WORK</u>	<u>SUB-CONTRACTOR</u>	<u>LICENSE #</u>
CONCRETE	_____	_____
MASONRY	_____	_____
FRAMING	_____	_____
INSULATION	_____	_____
DRYWALL	_____	_____
FINISH/TRIM	_____	_____
ROOFING	_____	_____
PAINTING	_____	_____

.TILE _____

CABINETS/TOPS _____

FLOOR COVERING _____

POOL _____

I certify that the above people will be doing the work as specified for Permit #_____ and that all the above information is true, to the best of my knowledge. I understand that I am responsible for employees or persons, other than licensed contractors, while they are on the jobsite

General Contractor/Owner Builder

License #

Date

REQUIRED CONTENTS OF A SURVEY
AND
OMISSIONS TO LOOK FOR WHEN DEVELOPER SUBMITS

THIS IS NOT A SURVEY!!

1. NO NAME AND SIGNATURE
2. NO SEAL
3. NO DATE OF SURVEY
4. TYPE OF SURVEY IS NOT STATED (BOUNDARY)
5. NO IMPROVEMENTS SHOWN (RDWY, P&D)
6. DIMENSIONS & TIES TO PROPERTY LINES (PROPOSED & EXISTING STRUCTURES)

7. ELEVATION DATUM (N.G.V.D.)
8. COASTAL CONTROL LINE (IF APPLICABLE)
9. ALL WETLANDS (INCLUDING ISOLATED DETERMINATIONS)

MISCELLANEOUS REQUIREMENTS

1. Decking material on all roof systems is to be 4' X 8' X 5/8" plywood
2. Strapping of all common, gable hip, jack and girder trusses is require. Required nailing is per uplift. **THIS IS A MINIMUM DEPARTMENT REQUIREMENT.** Check truss drawings for additional uplift requirements.
3. Bottom cord bracing (rat run) 2 X 4 or 1 X 4 as per truss drawing or a maximum of 4' on center.
4. Anchor bolts spaced a maximum of 2' o.c. and 12' from all corners with a 2" diameter washer.
5. All gable ends strapped to exterior wall at 6" o.c.. Strapping to be 30" X 1 1/4" 16 gauge with 20 8D nails per strap.
6. Roof plywood nailed into 2 X 4 or 2 X 6 sub-fascia at 4" 0.0. All edges nailed at 6" o.c. and 8" o.c. infield.
7. All windows to be rated R-35 or greater.
8. Gable ends to have permanent 2 X 4 cross bracings.
9. One H-2.5 hurricane clip on each lookout on gable end overhang.
10. Gable end walls to be balloon framed if vaulted ceiling being used.

11. Interior bearing walls subject to uplift force shall be constructed to resist these forces as required for exterior walls.
12. Strap all exterior headers. (See attached)
13. All overhead garage doors must meet 110 mph wind load.
14. Minimum first floor elevation to be 10' and 1 foot above the street.
15. Metal roofing requires a minimum of 1 ¼" fastening material and must be secured with screws or lag bolts.
16. All cells in masonry stem walls shall be filled with concrete to the slab level and all concrete placed in footings, walls and slab shall be a minimum of 3,000 p.s.i.
17. Buildings seaward of The Coastal Construction Control Line, established pursuant to F.S. 16 1.053 shall be fitted with storm shutters as a requirement of permit issuance and subject to final inspection.
18. C.P.V.C., polybutylene and other plastic or similar pipe and fittings shall not be used within 16" of a water heater or other heating device. (Ord. 95-26)
19. All voids must be filled and/or sealed where equipment or fixtures are installed in walls in walls and flooring systems, including slab on ground floor. A material compatible with the wall or floor system must render the void inaccessible to all insects and pests.
20. Primed floor drains are required in commercial laundry and toilet rooms in multi family, commercial, hotel and motel buildings; all toilet rooms and kitchens in restaurants, medical and clinic buildings, movies, arcades, convenience stores, auditoriums and other places of assembly.
21. All mechanical equipment, including H.V.A.C. systems, are to be installed above the required minimum floor elevation. A disconnect for the above shall be within 6 (six) feet of the equipment and all shall be protected by being placed in an approved enclosure.
22. Underground, inaccessible water distribution piping under slabs shall be installed with materials approved for that location and shall not contain any joints, nor shall it be installed in the same trench as the sanitary sewer line unless one (1) foot above and one (1) foot to the side.
23. A permanent electrical outlet and lighting fixture controlled by a rocker or toggle type switch shall be located at the access to the attic, within reach of the final step or at the access to any underfloor space, such as a crawl space.

25. Garage door header 12” lap over each end of R.O. opening shall be a minimum of 2” smaller than overhead door.
26. The areas adjacent to tubs, showers and wet areas shall be required to use cement type or approved waterproof board.

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SECTION 6-32 (A) OF THE ST. AUGUSTINE BEACH CODE IS AMENDED TO READ AS FOLLOWS:

All electrical work requires a permit, with the exception of minor repair work such as changing circuit breakers, fuse plugs, light fixtures and replacing switches or sockets.

THE 1996 EDITION OF THE NATIONAL ELECTRIC CODE IS HEREBY AMENDED AS FOLLOWS:

1. Service entrance cable shall be copper and protected from the meter socket to the panel board. A disconnect is required if the panel is placed more than six (6) feet from the meter socket, but, in any case, the panel must also contain a main breaker.
2. A permanent electrical outlet and lighting fixture controlled by a rocker or toggle type switch shall be located at the access to the attic, within reach of the final step or at the access to any under floor space such as a crawl space.
3. Commercial building wiring systems shall be installed in raceways which maintain the integrity of its shape such as rigid metallic or non-metallic conduit. Flexible conduit shall be allowed only as approved and shall not exceed six (6) feet in length.
4. With the exception of the low voltage wiring such as door bells and security systems, all wiring shall be protected by being placed in approved raceways, conduit or inaccessible spaces in walls, floors or ceilings.
5. Vents conveying any fumes, gases or vapors shall be vented to the outside, with the exception of residential range vents, which may be of approved recirculating circulating types.
6. Required smoke detectors in every bedroom and hallways or areas adjacent to bedrooms shall receive their primary power source from the building wiring with a battery back-up as an integral part of the same unit. All shall be interconnected.
7. Residential dwelling units shall have a minimum of two (2) ground rods spaced at least six (6) feet between rods in addition to grounding or bonding to the metal water pipe, foundation steel or building metal frame; multi-family and commercial structures shall have a ground ring. In either case, the grounding system shall comply with the National

Electric Code requirements without exception.

8. Temporary power service must be placed on the lot or parcel of the permitted use.
9. Temporary power poles, underground or overhead fed, must be placed on the lot or parcel for which the permit has been issued.
10. The minimum circuit, including branch circuits, in all structures shall contain at least a 20 Amp breaker and ~12 wire size.
11. GFI's shall be installed in commercial bath and sink locations.