

**CITY OF APALACHICOLA
APPLICATION FOR DEVELOPMENT**

NAME: _____
ADDRESS: _____

PHONE: _____ CONTRACTOR
PHONE: _____
CONTRACTOR: _____

CITY LICENSE # _____
COUNTY REGISTRATION # _____

Property to be developed (attach legal description)

General Location: _____
Legal Description: Lot _____ Block _____ Subdivision _____
Lot Dimensions: _____
Parcel # _____

Parcel ID# must be included prior to review- Must attach survey with detailed site plan for all new development.

Type of Development

Describe Development: _____

Total Square footage: Heated: _____ Unheated: _____ Number of stories _____
Foundation: _____ Roof: _____
Estimated value of Construction: _____

Notice to all applicants and permit holders: Violations of the terms and conditions of this permit may warrant a stop work order or revocation of this permit. This permit is valid for one year from date of issuance. Construction must commence within six months of date of issuance. The applicant is responsible for all requirements of the Florida Building Code, City Land Development Code and all other applicable City, County and State Regulations.

Sewer and Water

Waste Water Disposal System (septic tank permit or letter of service) _____
Potable water source: _____

Flood Information

Panel # _____ FIRM Zone: _____ Elevation Requirement: _____

Zoning Information

Zoning District: _____ C.S.D. _____ C.H.Z.: _____

Applicant signature
Date: _____

Building Dept. Signature
Date Received: _____

It is recommended that you attend the Planning and Zoning meeting to speak on your behalf.

Application Complete ___ Yes ___ No
Waterfront District ___ Yes ___ No
Historic District ___ Yes ___ No

Permit # _____
Fee: _____
Fines: _____
Radon Fee: _____
Site Plan Fee: _____
Total: _____
Date Issued: _____

For all development within the Coastal Building Zone (V&A Zones) and new construction, the following must be completed:

Proposed alteration of the land:

- 1) Determination of COE and DEP Wetlands: _____
- 2) Amount and location of fill to be placed on lot: _____
- 3) Percentage impervious surface on lot: _____

Critical Shoreline Inspection:

- 1) Construction to be a minimum of 20 ft from mean high water or wetlands (must be indicated on site plan) (10 ft in RF District)
- 2) Construction within 20 ft of mean high water or wetlands(attach copy of approved variance)

Elevation Requirements:

- 1) Flood Zone: _____ Base Flood Elevation: _____
- 2) Lowest base elevation at building site: _____
- 3) Elevation of first floor horizontal support structure: _____

Please indicate items attached:

Residential

- ____ Application
- ____ Supplemental Application
- ____ Topographical Survey
- ____ Waste Water Permit
- ____ Energy Code Form
- ____ Site Plan
- ____ Location Map
- ____ 2 sets complete plan
- ____ State Permits: DEP____ COE____
- ____ Port-a-Let agreement
- ____ Owner/Builder Affidavit
- ____ Elevation Certification Letter
- ____ Notice of Commencement

Commercial

- ____ Application
- ____ Supplemental Application
- ____ Topographical Survey
- ____ Waste Water Permit
- ____ Energy Code Form
- ____ Site Plan
- ____ Location Map
- ____ 2 sets complete plan
- ____ State Permits: DEP____ COE____
- ____ Port-a-let agreement
- ____ Elevation Certification Letter
- ____ Notice of Commencement
- ____ Parking Plan
- ____ Fire Safety Plan
- ____ DBR Approval

Contractors List

All contractors must register with the Franklin County Building Department and obtain a Business Tax License from the City of Apalachicola.

- | | |
|----------------------|----------------|
| Contractor: _____ | License# _____ |
| Electrical: _____ | License# _____ |
| Plumbing: _____ | License# _____ |
| Roofer: _____ | License# _____ |
| AC/Mechanical: _____ | License# _____ |
| Other: _____ | License# _____ |

ATTENTION PROPERTY OWNERS

DISCLOSURE STATEMENT

State law requires construction to be done by licensed contractors. You have applied for a permit under an exemption of this law. The exemption allows you, as the owner of your property, to act as your own contractor with certain restrictions even though you do not have a license. You must provide direct onsite supervision of the construction yourself. You may

build or improve a one family residence or an accessory structure. You may also build or improve a commercial building provided your costs do not exceed \$25,000. The building or residence must be for your own use or occupancy. It may not be built or substantially improved for sale or lease. If you sell or lease a building you have built or substantially improved yourself within 1 year after the construction is complete, the law will presume that you built or substantially improved it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person to act as your contractor or to supervise people working on your building. It is your responsibility to make sure that people employed by you have licenses as required by City, County and State laws. You may not delegate the responsibility for supervising work to a licensed contractor or someone who is not licensed to perform the work being done. Any person working on your building who is not licensed must work under your direct supervision and must be employed by you, which means you must deduct F.I.C.A. and withholding tax and provide workers compensation for that employee, all as prescribed by law. Your construction must comply with all applicable laws, ordinances, building codes and zoning regulations.

Property Owner

NOTICE TO CONTRACTORS AND BUILDERS

Reference is made to Building Permit Applications made within the City of Apalachicola. All work (construction, building repairs, electrical work, air conditioning work, etc) requiring a permit is addressed by the following guidelines. These steps and specified time frames must be used in order for the Building Permit Application to be processed.

- 1) **BUILDING PERMIT APPLICATIONS:** Applications and all other required forms must be completed and turned into the City's Building Department one week prior to any scheduled Planning and Zoning meeting in order to be placed on that meeting's agenda. Planning and Zoning Commission meet the second Monday of every month. This is required so that these forms may be processed by the City's Building Official along with the Department of Community Affairs, if required. If the application is not complete or does not meet specifications, applicant will be notified immediately and no action will be taken until all requirements have been met. It is recommended that applicants attend the Planning and Zoning Commission meeting when their application is addressed. Upon approval by the Planning and Zoning Commission and receipt of all

required documentation and payment, a Building Permit will be issued. THIS PLACARD MUST BE DISPLAYED ON THE CONSTRUCTION SITE.

- 2) BEGINNING CONSTRUCTION: Construction work must not begin before the application process is completed. Penalties will be assessed if construction begins before the permit application is approved and the placard obtained.
- 3) REQUEST FOR INSPECTION: The City's Building Department must receive a request for inspection at least 24 hours in advance. Please arrange your schedule accordingly. There is a \$25.00 re-inspection fee for failure to have any structure or segments of such structure ready for inspection when such inspection has been requested by a builder, contractor, sub-contractor or owner. This will be payable prior to re-inspection.
- 4) Any necessary clearing on the city right of way shall not be commenced until approval has been received from the Apalachicola City Commission.

RESIDENTIAL INSTRUCTION SHEET

The following is a list of the necessary documentation needed for construction of a single family home or substantial renovations within the City of Apalachicola.

_____ Two complete sets of building plans. New structures and substantial additions must be certified by a Florida Engineer or Architect that the structure can withstand the wind forces and wave action of a 100 year storm and be in compliance with the Florida Building Code. Single family homes must have a minimum of 800 square feet of heated floor area.

_____ Windload analysis

_____ One set of elevation drawings

_____ A valid septic tank permit or letter of service from the local sewer district

_____ Topographical surveys are required if in a rated flood zone

_____ Florida Energy Code Form

_____ Site plan giving location of the house, septic system, well, driveway and other cleared areas. Site plan must show all setbacks.

_____ Elevation certification (for structures located in flood zones). One certificate is needed when first floor is installed and a second is required upon completion of structure.

_____ Port-a-let agreement

_____ Notice of commencement

_____ List of all subcontractors to be used

_____ Department of Community Affairs review for all development within the special waterfront district

_____ Stormwater review by City Engineers (multi-family)

_____ Certified fire safety inspector must review the plans prior to issuance of a building permit, report must be submitted with permit application(multi-family)

_____ Planning and Zoning commission approval

_____ Your 911 number must be posted before a certificate of occupancy will be issued

CITY OF APALACHICOLA MOBILE HOME INSTRUCTION SHEET

_____ Zone III documentation. All mobile homes manufactured after July 13, 1994 must be constructed to Zone III specifications. The mobile home dealer must provide written documentation to verify the mobile home is built to Zone III specifications including the date of construction, and the serial number of unit. All mobile homes built before July 13, 1994 are required to provide documentation to verify date of construction, such as bill of sale, title, etc.

_____ A valid septic tank permit or letter of service from local water and sewer district

_____ A site plan showing the location of the mobile home, septic system, well, driveway and other cleared areas. Site plan must indicate the distance of the mobile home from the property lines to insure all setbacks are met.

_____ Legal description of property- a copy of the deed or other documentation which gives property description

_____ If applicable, a topographical survey. Topographical surveys are required for all areas located in rated flood zones. Boundary surveys are required for permanent additions to mobile homes.

_____ A mobile home blocking plan. A blocking plan for 1000 psi soil bearing capacity or copy of the mobile home site soil test results and the required blocking plan for the soil bearing capacity indicated in the soil test.

_____ Approval from the Planning and Zoning Commission

_____ Your 911 number must be posted before a certificate of occupancy will be issued

CITY OF APALACHICOLA
COMMERCIAL INSTRUCTION SHEET

The following is a list of requirements and regulations for construction of commercial buildings.

_____ Two complete sets of building plans which must be certified by a Florida Engineer or Architect that the structure can withstand the wind forces and wave action of a 100 year storm and be in compliance with the 2007 Florida Building Code.

_____ One set of elevation drawings

_____ Flood and Zoning information on the building application must be completed by a Florida Engineer and Architect

_____ A valid septic tank permit or letter of service from the local water and sewer district

_____ Topographical survey by a registered surveyor including flood zone information, and legal description with parcel ID number.

_____ Energy Code form to be completed by Florida Engineer or Architect

_____ Site plan giving the location of the structure, septic tank, driveway, parking layout and other cleared areas.

_____ Stormwater permit for the Department of Environmental Protection.

_____ A certified Fire Safety Inspector must review the building plans prior to issuance of a building permit and perform fire safety inspections during construction

_____ Plans for food service establishments must be reviewed and approved by the Department of Business and Professional Regulations. For information please call (850) 233-5170

_____ Port-a-let agreement

- _____ Department of Community Affairs review of all development within the Special Waterfront District
- _____ Planning and Zoning Commission approval
- _____ Stormwater approval by City engineers
- _____ Your 911 number must be posted before a certificate of occupancy will be issued