

PLANNING & ZONING

APPLICATION FOR PERMIT

1. Submit a completed permit application to include Block/Lot, **Flood Zone** and **Site Plan**.
2. If doing any construction ex: new construction, renovations/additions, fencing, sheds, etc.. you must submit the application with the site plan showing all setbacks marked, measurements & elevation photos showing what the proposed will look like including the materials to be used; especially noting the siding and roofing material. **(Everything must go before P&Z for approval before a permit can be issued and before work can begin.)**
3. Window/Door replacements: you must submit a Building Permit Application to the Building Department with a photo of the existing window/door and submittals/specifications for the proposed replacement windows/doors.
4. Roofing, Electrical, Plumbing, Heating & Air permits: Submit a completed permit application; Must be licensed contractors. **(Does not have to go before P&Z first but, cannot start work before a permit is issued.)**
5. **All permits that are required to go before P&Z MUST be received at least 10 BUSINESS days prior to the scheduled meeting or it will have to wait until the following meeting date, no exceptions. The applicant and/or a representative MUST be present at the scheduled meeting or your agenda item will not be discussed.**

Application Fees: Minor Residential Development (sheds, pole barns, pools, etc) \$75;
New Residential Construction (house or garage) \$200; Commercial Development \$450.
Fees due at time of submission of Building Permit Application. *(checks payable to City of Apalachicola and may be dropped off at City Hall or mailed to: 192 Coach Wagoner Blvd. Apalachicola, FL 32320)*

Additional Notes: *Any new construction will be reviewed by the Permitting/Development Coordinator and City Planner.*

The Staff of the City evaluating the application, or the Board may require additional information necessary to determine whether the application complies with the provisions of the City's Land Development Regulations. The request for additional information shall extend the 10 day deadline until the application is complete.

UPCOMING 2022 P&Z DATES:

Jan 10 th	April 11 th	July 11 th	Oct 10th
Feb 14 th	May 9 th	Aug 8 th	Nov 14th
March 14 th	June 13 th	Sept 12 th	Dec 12th

Owners, Builders, Developers

PLEASE NOTE:

1. Before you proceed to have certified documents completed, you must first obtain Site Plan Approval, and if proposed development is located within the City's Historic District, a Certificate of Appropriateness from the City's Planning and Zoning Board and Architectural Review Committee.
2. Required site plan elements and the Certificate of Appropriateness Applications are due at least 10 business days prior to the scheduled monthly meeting (second Monday of each month) of the Planning and Zoning Board.
3. Site Plan Approvals are valid for one year after issuance. If a building permit is not obtained within a year after receiving site plan approval, the applicant must re-apply and receive site plan approval again.
4. Building permits are valid for one year after issuance. If construction has not begun within the year, the applicant must re-apply for a building permit.
5. After you have received your Planning and Zoning Approval for your site plan and/or Certificate of Appropriateness, whichever applies, take all development documents to the Building Department Office at 192 Coach Wagoner Blvd, Apalachicola to obtain your building permit. Building permit issuance and all inspections will be handled by the Permitting and Development Coordinator and the Building Official contracted to handle the City of Apalachicola Building Permits, EPCI. Please be advised that additional documentation may be required by the Building Official.
6. Land and Development regulations can be found on the City of Apalachicola's website @ www.cityofapalachicola.com.
7. Please note that if shrubs are planted on City Right of Way, there is a possibility of removal at no expense to the city.

It is our intent to save you time and money in plan preparation. The City of Apalachicola Planning and Zoning Board also sits as the City's Architectural Review Board. Our responsibilities include protecting the historical character of the city. By working with the Planning and Zoning Board to obtain a Certificate of Appropriateness, your development will not only proceed more smoothly, but will also enhance the City's architectural integrity and historical character of Apalachicola.

Thank you,
PLANNING AND ZONING BOARD
CITY OF APALACHICOLA

**CITY OF APALACHICOLA
CERTIFICATE OF APPROPRIATENESS APPLICATION**

-HISTORIC DISTRICT ONLY-

Official Use Only

Application # _____

City Representative _____

Date Received _____

OWNER INFORMATION

Owner _____

Address _____

City _____ State _____ Zip _____

Phone (____) _____

CONTRACTOR INFORMATION

Contractors Name: _____

State License # _____ City License # _____

Email Address _____

Phone (____) _____

Approval Type: Staff Approval Date: _____ Board Approval Board Denial Date _____

*Reason for Denial _____

PROJECT TYPE

New Construction

Addition

Alteration/Renovation

Relocation

Demolition

Fence

Repair (Extensive)

Variance

Other: _____

PROPERTY INFORMATION:

Street Address: _____ City & State _____ Zip _____

Historic District Non-Historic District Zoning District _____

Parcel #: _____ Block(s) _____ Lot(s) _____

FEMA Flood Zone/Panel #: _____
(For AE, AO, AH or VE Please complete attached Flood Application)

OFFICIAL USE ONLY

Setback requirement of Property:

Front: _____ Rear: _____ Side: _____ Lot Coverage: _____

Water Available: _____ Sewer Available: _____ Taps Paid _____

This development request has been approved for zoning, land use, and development review by the City of Apalachicola and a building permit is authorized to be issued.

Certificate of Appropriateness Approval:

Chairperson, Apalachicola Planning & Zoning Board

NOTE: This is a conceptual approval through the City based on our Land Development Code (LDC). Please be aware that other documentation may be required by the Building Official contracted to handle the City of Apalachicola Building Permits, EPCL.

Tammy Owens
Permitting and Development Coordinator
(850) 653-1522
towens@cityofapalachicola.com

Describe The Proposed Project and Materials. Describe the proposed project in terms of size, affected architectural elements, materials, and relationship to the existing structure(s).

Project Scope	Manufacturer	Product Description	FL Product Approval #
Siding			
Doors			
Windows			
Roofing			
Trim			
Foundation			
Shutters			
Porch/Deck			
Fencing			
Driveways/Sidewalks			
Other			

CERTIFICATION

By Signing below, I certify that the information contained in this application is true and correct to the best of my knowledge at the time of application. I acknowledge that I understand and have complied with all of the submittal requirements and procedures and have read and understand the following:

1. I/We hereby attest to the fact that the above supplied property address(es), parcel number(s), and legal description(s) is(are) the true and proper identification of the area of this petition.
2. I/We authorize staff from the City of Apalachicola and the Permitting and Community and Economic Development Office to enter onto the property in question during regular city business hours in order to take photos which will be placed in the permanent file.
3. I/We understand that the COA review time period will not commence until the application is deemed complete by staff and may take up to 10 days to process. I further understand that an incomplete application submittal may cause my application to be deferred to the next posted deadline date.
4. I/We understand that, for Board review cases, an agenda and staff report (if applicable) will be available on the City's website approximately one week before the scheduled Planning and Zoning Board Meeting.
5. I/We understand that the approval of this application by the Planning and Zoning Board or staff in no way constitutes approval of a Building Permit for construction from the City of Apalachicola Community and Economic Development Office.
6. I/We understand that all changes to the approved scope of work stated in a COA have to be approved by the PZB before work commences on those changes. There will be no charge for the revision to a COA. Making changes that have not been approved can result in a Stop Work Order being placed on the entire project and additional fees/penalties.
7. I/We understand that any decision of the PZB may be appealed to the City Commission. Petitions to appeal shall be presented within thirty (30) days after the decision of the PZB; otherwise the decision of the PZB will be final.
8. I/We understand that a Certificate of Appropriateness is only valid for one year from issuance. They are renewable for six months without cause, and for an additional six months, upon showing of good cause by the applicant. The applicant must submit all requests for extensions in writing and provide appropriate support documentation, if needed.
9. I/We understand that the COA is hereby made to obtain a permit to do work and installation as indicated. I certify that all work will be performed to meet standards of all laws regulating construction in this jurisdiction.
10. I/We understand that separate permits are required for Electrical, Plumbing, Mechanical, and Roofing Work.
11. I/We understand that there will be no issuance of a COA without the property owner obtaining Homeowner's Association approval (if required) prior to the PZB Meeting and/or before the beginning of any work and in no way authorizes work that is in violation of any association rule or regulation.

DATE

SIGNATURE OF APPLICANT

BUILDING PERMIT APPLICATION CHECKLIST

- ____ 1. Approval From City Planning & Zoning Board
- ____ 2. Complete Building Permit Application
- ____ 3. 2 COMPLETE SETS OF PLANS INCLUDING:
 - Site plan
 - Final Site Plan(New Construction)-Stormwater Mgt.
 - Foundation plan
 - Floor plan
 - Elevations
 - Wall section foundation through the roof
 - Fire Protection
 - Drawn to scale
- ____ 4. Contractor Information
 - *License
 - *Photo ID of License Holder
 - *COI: Workers Comp/General Liability
 - *Letter of Authorization
- ____ 5. Contract/Scope of Work
- ____ 6. Energy Forms
- ____ 7. Notice of Commencement on all permits of \$2500 or more
- ____ 8. Flood Elevation Certificate
- ____ 9. Water/Sewer Impact Fees Receipt (If applicable)

Signature

Date

CITY OF APALACHICOLA
BUILDING DEPT.
192 Coach Wagoner Blvd. 850-653-1522
APPLICATION FOR BUILDING PERMIT

DATE: _____ Permit Issued: _____ Permit Fee _____

OWNER'S NAME: _____ Email: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

FEE SIMPLE TITLE HOLDER (IF OTHER THAN OWNER): _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

CONTRACTOR'S NAME: _____ Email: _____

ADDRESS: _____

CITY, STATE & ZIP CODE: _____ PHONE # _____

STATE LICENSE NUMBER: _____ COMPETENCY CARD # _____

ADDRESS OF PROJECT: _____

PURPOSE OF PERMIT: _____

WILL THE STRUCTURE BE LOCATED AT LEAST 30 FEET FROM ANY BODY OF WATER?
__ YES __ NO

PROPERTY PARCEL ID # _____

LEGAL DESCRIPTION OF PROPERTY: _____

IF THE APPLICATION IS FOR A COMMERCIAL PROJECT PLEASE LIST THE NAME OF THE BUSINESS:

BONDING COMPANY: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

ARCHITECT'S/ENGINEER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

MORTGAGE LENDER'S NAME: _____

ADDRESS: _____ CITY, STATE & ZIP: _____

WATER SYSTEM PROVIDER: _____ SEWER SYSTEM PROVIDER: _____

PRIVATE WATER WELL: _____ SEPTIC TANK PERMIT NUMBER: _____

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, roofing, pools, furnaces, boilers, heaters, tanks, and air conditioners, etc. (applications may be emailed to towens@cityofapalachicola.com or dropped off at City Hall mailbox)

PURPOSE OF BUILDING:

Single Family Townhouse Commercial Industrial Shed
 Multi-Family Swimming Pool Roof Sign Pole Barn
 Temp Pole Demolition Other _____
 Addition, Alteration or Renovation to building. _____

Distance from property lines: Front _____ Rear _____ L. Side _____
 R. Side _____
 Cost of Construction \$ _____ Square Footage _____
 EPI _____ Flood Zone _____ Lowest Floor Elevation _____
 Area Heated/Cooled _____ # Of Stories _____ # Of Units _____
 Type of Roof _____ Type of Walls _____ Type of Floor _____
 Extreme Dimensions of: Length _____ Height _____ Width _____

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOU 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. For improvements to real property with a construction cost of \$2,500 or more, a certified copy of the Notice of Commencement is required to be submitted to this Department when application is made for a permit or the applicant may submit a copy of the Notice of Commencement along with an affidavit attesting to its recording. A certified copy of the Notice of Commencement must be provided to this Department before the second or any subsequent inspection can be performed. Filing of the documents that have been certified may be done by mail, facsimile or hand delivery.

NOTICE: City of Apalachicola Building Department does not have the authority to enforce DEED RESTRICTIONS or COVENANTS on properties.

OWNER'S AFFIDAVIT: I hereby certify that the information contained in this application is true and correct to the best of my knowledge. And that all work will be done in compliance with all applicable laws regulating construction and zoning.

Signature of Owner or Agent Date

Signature of Contractor Date

Notary as to Owner or Agent
Date: _____

Notary as to Contractor
Date: _____

My Commission expires: _____

My Commission expires: _____

APPLICATION APPROVED BY: _____ **BUILDING OFFICIAL.**

(email to: towens@cityofapalachicola.com or drop off in City drop box)
(make checks payable to City of Apalachicola)