

**CITY OF APALACHICOLA
APPLICATION FOR BUILDING PERMIT
GENERAL, RENOVATION OR NEW CONSTRUCTION**

Applicant Name: _____

Mailing Address: _____

Telephone: Home _____ Business _____ Cell _____

Contractor Name: _____

Telephone: _____ State Contractor's #: _____

City License #: _____ County Registration #: _____

Property to be Renovated: Residential _____ Commercial _____ Use _____

Property Address: _____

Legal Description: Lot(s) _____ Block(s) _____

Subdivision: _____ Property Dimensions: _____

Property Zoning Classification: _____

Description of Development: _____

For New Construction and Exterior Renovations to Existing Structure - Complete Next Page

Applicant Signature

City Representative

Date Received

Office Use Only 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.

Setback Requirement of Property: Front: _____ Rear: _____ Side: _____
(Setbacks must be indicated on site plan attached to construction plans for new construction.)

Maximum Lot Coverage Meets Zoning Code: _____

Water Available _____

Sewer Available _____

Certificate of Appropriateness Approved: _____
Chairman, Apalachicola Planning & Zoning Board

OR

Approval for Permit Issuance: _____
City Representative **Date Approved**

Owners, Builders, Developers

PLEASE NOTE:

1. Before you proceed to have certified documents completed, you must first obtain a Certificate of Appropriateness from the City's Planning and Zoning Board.
2. Certificate of Appropriateness Applications are due at least 10 days prior to the scheduled monthly meeting (second Monday of each month) of the Planning and Zoning Board.
3. Certificates of Appropriateness are valid for one year after issuance. If a building permit is not obtained within the year the applicant must re-apply.
4. Building Permits are valid for one year after issuance. If construction has not begun within the year applicant must re-apply for a building permit.
5. After you have received your Certificate of Appropriateness or Approval for Permit Issuance, whichever applies, take all development documents to the Franklin County Building Department located at 34 Forbes Street, Apalachicola to obtain your building permit. Building Permit issuance and all inspections will be handled by staff and Building Official of the Franklin County Building Department.
6. Land Development Regulations can be found on the City of Apalachicola website @ www.cityofapalachicola.com.

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

REQUEST FOR NEW CONSTRUCTION must also include the following information:

- Copy of City Map with property to be developed clearly marked or highlighted.
- Site Plan: Certified Survey, including an elevation certification, with the proposed structure depicted. Indicate front, rear and each side of property in relation to property boundaries and depict setbacks in relation to required setbacks. Any outbuildings must also be depicted, as well as driveways, and any other permanent structures, along with the identification of the materials used in construction of existing and/or proposed driveways. NOTE: For Commercial New Construction parking, stormwater systems and landscaping must be depicted.
- Elevation drawings of structure to be constructed showing all sides, along with preliminary floor plans.
- Color pictures or copies of exterior materials to be used, to include: siding, roof materials, windows, doors, shutters and exposed foundations if not on slab.

REQUEST FOR EXTERIOR RENOVATIONS OR ADDITIONS TO EXISTING STRUCTURES must also include the following information:

- Copy of City Map with property to be developed clearly marked or highlighted.
- Site Plan: Document or drawing showing existing structure located on property, with existing setbacks from property boundaries, all sides. Also, indicate front, rear and side of property in relation to property boundaries. Outbuildings must also be depicted, as well as driveways, and any other permanent structures, along with the identification of all materials used in construction of existing and proposed driveways. A Certified Survey may be requested if any questions arise.
- Color pictures of existing structure, showing all exterior sides.
- Color pictures or sample of exterior materials to be used for renovation. If different from existing, explain why appropriate.
- Renditions of proposed renovations, showing location and type of any exterior changes.