



APPLICATION FOR RESIDENTIAL CONSTRUCTION

**Jefferson County Building Department
445 W. Palmer Mill Road
Monticello, FL 32344
Phone: 850-342-0223 <> Fax: 850-342-0225**

RESIDENTIAL PERMITTING
JEFFERSON COUNTY / CITY OF MONTICELLO

Welcome to Jefferson County

We look forward to assisting you with the permitting process. Included in this package are forms and information regarding the requirements for issuing permits for residential construction.

Enclosed is the application form. This form will provide us with necessary information and includes a list of requirements we will need from you to complete the review.

Your submission will be first reviewed by the Planning Department. They will make sure your project meets current land development code(s) for setback requirements, proper zoning, flood plain, wetland and land use. The Planning Department also handles issuing new addresses and driveway permitting. Driveway/culvert piping are inspected for compliance and must be approved by the Jefferson County Road Department. *(Private roads are exempted from driveway permitting)*. A Development Permit will be issued once address, development, driveway, and County Impact fees have been paid.

Once the Development Permit has been issued the Department of Health will release the projects Septic Tank Permit. When you have the Septic Tank Permit your construction application will be reviewed for Florida Building Code(s) compliance by the Building Department. Fees for the project will be assessed after review has been completed and any changes if any are noted.

(If your project is within the City Limits of Monticello or utilize city services, you will need to submit proof of sewage and water are available and approved by the City for your site.)

Contractors and subcontractors are required to pay and sign their respective permits separately.

Please note: We do not currently accept credit/debit cards. Payment for permits can be made by check or cash. Please make checks payable to the Jefferson County Board of County Commissioners.

If you have any questions regarding any of the forms or the process for development or construction permitting, please do not hesitate to contact our office for assistance. 850-342-0223

We look forward to helping you achieve your American Dream and build a new home to our Community.

**Jefferson County / City of Monticello
 Building Department
 445 W Palmer Mill Road
 Monticello, FL 32344
 RESIDENTIAL PERMIT APPLICATION**

Date: ___/___/___ (submittal date)

Owner: _____
 Last First M.I.

Address: _____
 Street City State Zip Code Phone

Address/Site of Construction: _____

Nature of Work at the Address/Site: _____

Please Circle Your Public Utility Company: DUKE Energy Tri County Electric Talquin Electric

Email: _____ Parcel ID # _____

Contractor: _____ License Number: _____ WC GL

Address: _____
 Street City State Zip Code Phone

Email: _____

Agent/Dealer: _____ (If Applicable) please provide a notarized Letter of Authorization

Address: _____
 Street City State Zip Code Phone

Email: _____
 ___ New Construction ___ Addition ___ Renovation ___ Repair

___ Heated Square Ft. ___ Un-Heated Square Ft. \$ _____ Total Valuation of Job

FOR NEW CONSTRUCTION AND ADDITION PROJECTS, PLEASE PROVIDE THE FOLLOWING

<input type="checkbox"/> Sets of Plans (2 copies)	<input type="checkbox"/> Approved Site Plan from the Planning Dept.
<input type="checkbox"/> Truss Package (2 copies)	<input type="checkbox"/> Florida Energy Form (2 copies)
<input type="checkbox"/> Wind Load (2 copies)	<input type="checkbox"/> Warranty Deed
<input type="checkbox"/> Soil Test (2 Copies) (Foundation if Plan Required)	<input type="checkbox"/> Notice of Commencement (MUST BE FILED AND SUBMITTED WITH APPLICATION)
<input type="checkbox"/> Driveway Permit	<input type="checkbox"/> Approved Development Permit from the Planning Dept. <i>(Required to get Septic Approval)</i>
<input type="checkbox"/> Benchmark Certificate (if applicable)	<input type="checkbox"/> Septic Approval (MUST BE SUBMITTED AT TIME OF APPLICATION)

Sub-Contractors: (Required to Pull Their Own Permits)

Electrical: _____
 Name License Number Phone Number

Mechanical: _____
 Name License Number Phone Number

Plumbing: _____
 Name License Number Phone Number

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

THIS INSTRUMENT PREPARED BY:

NOTICE OF COMMENCEMENT

TO WHOM IT MAY CONCERN:

THE UNDERSIGNED HEREBY INFORMS YOU THAT IMPROVEMENTS WILL BE MADE TO THE CERTAIN REAL PROPERTY AND IN ACCORDANCE WITH SECTION 713.13, FLORIDA STATUTES, THE FOLLOWING IS STATED IN THIS NOTICE:

1. **DESCRIPTION OF PROPERTY:**

2. **GENERAL DESCRIPTION OF IMPROVEMENT:**

3. **NAME AND ADDRESS OF OWNER:**

4. **OWNER'S INTEREST IN THE SITE OF IMPROVEMENT:**

5. **NAME AND ADDRESS OF THE FEE SIMPLE TITLE HOLDER (IF OTHER THAN THE OWNER):**

6. **NAME AND ADDRESS OF CONTRACTOR:**

7. **NAME AND ADDRESS OF LENDER MAKING A LOAN FOR CONSTRUCTION OF IMPROVEMENT:**

8. **NAME AND ADDRESS OF PERSON WITHIN THE STATE OF FLORIDA DESIGNATED BY OWNER UPON WHOM NOTICES, OR OTHER DOCUMENTS MAY BE SERVED:**

9. **IN ADDITION TO HIMSELF, OWNER DESIGNATES THE FOLLOWING PERSON TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.06(2)(b), FLORIDA STATUTES:**

10. **THE EXPIRATION DATE OF THIS NOTICE OF COMMENCEMENT IS ONE (1) YEAR FROM THE RECORDING DATE HEREOF.**

SIGNATURE **DATE**

STATE OF _____
COUNTY OF _____

Signed before me this _____ day of _____, 20____, by

PERSONALLY KNOWN: _____
PRESENTED IDENTIFICATION: _____
IDENTIFICATION PROVIDED: _____

SIGNATURE OF NOTARY

(SEAL)

ACKNOWLEDGEMENTS

(TO BE SIGNED BY THE PROPERTY OWNER)

DEED RESTRICTIONS AND COVENANTS

Applicants should be aware that Deed Restrictions or Covenants are a private civil issue. They are not enforced or reviewed by the county. Prior to pursuing a building permit, applicants should be aware of any such restrictions that may apply to their property.

ACKNOWLEDGED

BY: _____ DATE: _____
(Property Owner)

ACCESS TO PROPERTY

By submitting this application, I am providing permission for Jefferson County personnel to inspect, at reasonable times, the property and work required under any permit issued, for compliance with applicable codes as specified by Jefferson County. Unless the inspection requires entry into a private residence, no further permission will be required.

ACKNOWLEDGED

BY: _____ DATE: _____
(Property Owner)

STATE OF _____

COUNTY OF _____

The foregoing was signed before me this _____ day of _____ 20_____

by _____

PERSONALLY KNOWN: _____

PRESENTED IDENTIFICATION: _____

IDENTIFICATION PROVIDED: _____

Notary Public

(Seal)

Jefferson County / City of Monticello
Building Department
445 W Palmer Mill Road
Monticello, FL 32344

CONSTRUCTION DEBRIS DISPOSAL

Property ID Number: _____

911 Address of Site: _____

Contractor or Business Name: _____

CONSTRUCTION DEBRIS GENERATED DURING, AFTER OR DUE TO ABOVE PROJECT WILL BE DISPOSED OF AS FOLLOWS:

- Jefferson County supplied roll off construction dumpster.
 - ▶ Contact Robbie at (850) 342-0184.
- Private provider of debris removal or dumpster service.
- Hauled by owner/contractor to dump site in Madison County.
 - ▶ Aucilla Waste Area; Hwy 221 South, Greenville
- Other means

Explain _____

Signature: _____ Date: _____

You are not allowed to place construction debris in or around any county/city dumpster not explicitly for construction use.

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Monticello, Florida 32344
Office: 850-342-0223 Fax: 850-342-0225

CHECK LIST FOR NEW AND EXISTING CONTRACTORS

ALL NEW CONTRACTORS MUST SUBMIT COPIES OF THE DOCUMENTS BELOW.

1. Florida State certified license
2. General liability insurance (Jefferson County as the certificate holder; 445 W Palmer Mill Road, Monticello, FL 32344)
3. Workers Comp (Jefferson County as the certificate holder; 445 W Palmer Mill Road, Monticello, FL 32344)
4. If you hold a worker comp exemption, we still require a copy of the certificate
6. All phone numbers for the license holder
7. Email address for license holder
8. If for any reason the license holder cannot pick up permits, he/she shall send a signed (by the license holder) and notarized letter, on letter head giving authorization to said person(s). Must be hand delivered or mailed to the address above.

You may email the documents to kphillips@jeffersoncountyfl.gov . If you have any questions, please don't hesitate to contact our office.

Thank you