

**GULF COUNTY, FLORIDA  
BUILDING DEPARTMENT**

1000 CECIL G. COSTIN, SR. BLVD • ROOM 400 • PORT ST. JOE, FLORIDA 32456 • PHONE (850) 229-8944

DATE: \_\_\_\_\_

**RESIDENTIAL BUILDING  
PERMIT APPLICATION**

<b>OWNER'S</b>	
Name:	
Mailing Address:	
Phone number:	
Email:	
<b>CONSTRUCTION</b>	
911 Address:	
Parcel ID#:	
Gate Code:	
<b>CONTRACTOR'S</b>	
Name:	
Mailing Address:	
Phone Number:	
Email:	
Florida License #:	

PROPERTY FLOOD ZONE:	(X, A, AE, VE) _____  If Project address is in FEMA Flood Zone, and ELEVATION certificate must be provided with this application
WINDOW PROTECTION TYPE:	(SHUTTERS OR IMPACT WINDOWS) _____
NAME OF <b>DEBRIS/TRASH</b> CONTAINER COMPANY:	

# RESIDENTIAL PERMIT APPLICATION CHECKLIST

(A) \_\_\_\_\_ (2) SETS OF **24x36** SIZED SEALED CONSTRUCTION PLANS BY A FLORIDA REGISTERED ARCHITECT OR ENGINEER

And (1) SET **11x17**

\*Plans must be sealed to meet the Florida Building Code 2023 8<sup>th</sup> Edition

\*Plans must be sealed to meet **140 mph Wind Zone**

\*If Construction is located in **D.E.P.** jurisdiction, provide **Notice to Proceed**, and D.E.P. approved site plan

(B) \_\_\_\_\_ **911 address certificate** – apply Online at [www.gulfcounty-fl.gov](http://www.gulfcounty-fl.gov)

Select: County Offices – E911 – Online form: fill out and Submit

(C) \_\_\_\_\_ Provide copy of **Recorded Notice of Commencement** obtained at the Gulf County Clerks office

(D) \_\_\_\_\_ Provide Certified FLORIDA ENERGY EFFICIENCY CODE (**EPI**)

(E) \_\_\_\_\_ Detailed **Site Plan** showing proper **setbacks** including All existing structures (pools, driveways, ect)

\*Property line side setback **up to 25ft in height is 7.5ft OR 25ft to 50 ft in height is 9.5ft**

\*Roadside property line setback is a **min of 20ft for local roads and 30ft for arterial**

\* **INCLUDE driveway materials** (gravel, pavers, concrete, ect)

\* **INCLUDE A/C pad location**

(F) \_\_\_\_\_ Detailed **TRUSS/FLOOR TRUSS** drawings

(G) \_\_\_\_\_ Copy of **ENVIROMENTAL HEALTH** Dept Permit (**OR**) **PAID SEWER/WATER TAP** receipt

(H) \_\_\_\_\_ If property is located in **City of Wewahitchka**, provide a Letter of Approval from the city manager

(I) \_\_\_\_\_ (if applicable) Provide an **ELEVATION CERTIFICATE** if located in FLOOD ZONE

(J) \_\_\_\_\_ (if applicable) Provide a copy of Florida DOT driveway permit

(K) \_\_\_\_\_ (if applicable) Provide copy of Paid land clearing permit (Gulf County Planning)

(L) \_\_\_\_\_ If Construction is D.E.P. jurisdiction, Provide Notice to Proceed and D.E.P. approved site plans

## **RESIDENTIAL BUILDING PERMIT APPLICATION**

### **NOTES:**

- 1) Post construction survey **will be required** if property is **less than 1 acre**
- 2) Final Elevation certificate will be required if property is in a FEMA flood zone
- 3) Pre-treat and Final Termite certificate will be required on all slab on grade construction
- 4) Blower Door test certificate will be required on all new construction modular and single family
- 5) Restroom facilities must be provided on each job site
- 6) Job sites must remain clean by hauling trash off daily or utilizing a trash dumpster
- 7) Per Gulf County ordinance 2019-03 All debris generated inside Gulf County must be taken to the Gulf County Transfer Station. All tickets **MUST** be provided before C/O
- 8) Permit box is required for each construction site. All permits are to be posted inside the box within an accessible area. Box is to bear the name of the Job site and Contractor information.
- 9) Requesting inspections must be called in a minimum of 24 hours prior to inspection date.
- 10) Due to the added structural requirements, we are requiring that a Strapping inspection, wall nail pattern, roof nail pattern, shear wall inspection be called in before covering up.

**BOARD OF COUNTY COMMISSIONERS  
GULF COUNTY, FLORIDA  
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Common List of Required **Permits** for New Construction: *but Not limited to*

- Master Permit
- Temp. Power pole permit
- Electric permit
- Plumbing Permit
- Mechanical Permit
- Metal Roof Permit
- Temp-Perm power permit along with an affidavit is required, if early power is needed before home is complete
- Elevator permit “if Needed”

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**Inspections:**

- Footer
- Plumbing slab inspection
- Slab inspection
- Temp pole inspection
- Wall and roof sheathing
- Framing
- Strapping
- Rough MEP
- Insulation
- Shear wall “if engineered required.”
- Drywall
- Temp-Perm
- Building final