



TAYLOR COUNTY BUILDING & PLANNING DEPARTMENT

Phone: (850) 838-3500 ext 1

Fax (850) 838-3501

www.taylorcountygov.com

building.director@taylorcountygov.com

BUILDING PERMIT PROCESS

1. **BUILDING DEPARTMENT:** request compliance statement. Staff will determine the flood zone, street address, parcel information, property line setbacks, etc.
2. **HEALTH DEPARTMENT:** contact the health department (850) 584-5087 ext. 4 and make an appointment to apply for septic tank. You will need the compliance statement at the health department. If your property is located within the service areas of the Big Bend Water Authority in Steinhatchee or the Taylor Coastal Water and Sewer District at the beaches, you will need to provide notice from those entities certifying that you will receive sewer service, or, are exempted from the service requirement.
3. **FLOOD ZONE:** If the property is in an **AE**, or **VE** flood zone, a benchmark survey must be provided to the Building Department prior to permitting and an elevation certificate must be provided prior to final inspection showing elevation of one (1) foot above base flood elevation for the finished floor in AE zones and the lowest horizontal member (girder or joist) for **VE** zones. All appliances (HVAC) must be elevated to one (1) foot above base flood elevation. Structures & appliances (HVAC) in un-numbered "**A**" flood zones must be elevated 36-inches.
4. **SUBMIT PLANS:** submit 2 sets of construction plans to building department. Plans must show all items listed on minimum plan requirements section. Allow one week for plan review. Elevated structures in flood zones must have plans prepared by a Florida licensed Architect or Engineer.
5. **BUILDING PERMIT:** The building permit can be issued after the plans have been approved; you must submit a copy of the septic tank permit, and the benchmark survey, if needed.
6. **DRIVEWAY PERMIT:** Driveway permits are required for access to the property from County right-of-way. This permit can be issued when the compliance statement or building permit is issued.
7. **SOLID WASTE PERMIT:** A solid waste card is required to use the solid waste roll-off sites. The solid waste fees are assessed annually on your property taxes. This card can be issued when the compliance statement or building permit is issued.

MINIMUM PLAN REQUIREMENTS

1.	SITE PLAN (showing structure location on property)
2.	FOOTER OR PIER SIZE AND TYPE.
3.	STEEL SIZE AND PLACEMENT.
4.	ANCHOR BOLT OR STRAP SIZE AND SPACING.
5.	PIER LOCATIONS.
6.	GIRDER SIZE.
7.	FLOOR JOIST SIZES.
8.	PORCH POST SPACING.
9.	PORCH POST ATTACHMENT METHOD.
10.	PORCH HEADER SIZES.
11.	STUD TYPE AND SPACING.
12.	STUD STRAP TYPE AND SPACING.
13.	EXTERIOR WALL SHEATHING TYPE.
14.	EXTERIOR WALL SHEATHING NAIL SPACING.
15.	TRUSS TYPE (engineered or common frame).
16.	TRUSS STRAP TYPE.
17.	RAFTER SIZE.
18.	CEILING JOIST SIZE.
19.	COLLAR TIE LOCATION.
20.	RIDGE BEAM SIZE.
21.	ROOF SHEATHING TYPE.
22.	ROOF SHEATHING NAIL SPACING.
23.	ROOFING MATERIAL.
24.	ROOFING MATERIAL ATTACHMENT METHOD.
25.	WINDOW TYPE AND SIZES.
26.	INTERIOR WALL FINISH MATERIAL.
27.	WINDOW PROTECTION METHOD (Steinhatchee and Beach only).
28.	INSULATION VALUES (Walls and Ceiling).
29.	HEATED SQUARE FEET.
30.	NON-HEATED SQUARE FEET.
31.	WINDOW HEADER SIZES.
32.	CRAWL SPACE VENTILATION LOCATIONS.
33.	3-SECOND GUST DESIGN WIND SPEED.

STRUCTURE SETBACKS FROM PROPERTY LINE			
LAND USE CATEGORY	FRONT	SIDE	REAR
MIXED USE URBAN DEV.	30	10	15
MIXED USE RURAL RES.	50	20	30
AGRICULTURAL	50	35	50

PERMIT FEES

SEPTIC TANK (HEALTH DEPARTMENT)

1.	NEW SYSTEM:	\$430.00
2.	NEW SYSTEM: (with private evaluation)	\$295.00
3.	REPAIR PERMIT:	\$380.00
4.	REPAIR PERMIT: (with private evaluation)	\$245.00
5.	EXISTING SYSTEM: paper work only	\$45.00

BUILDING PERMIT

1.	HEATED AREA:	25-cent per sq ft + total x 2.5%
2.	NON-HEATED AREA:	20-cent per sq ft + total x 2.5%
3.	ELECTRICAL:	\$104.00
4.	PLUMBING:	\$104.00
5.	MECHANICAL (Air Conditioning):	\$104.00

CONTRACTORS

A property owner may construct his or her own home for personal use, however the following requirements apply:

1. The property owner must provide liability insurance for all employees on the jobsite.
2. The property owner must deduct F.I.C.A. and withholding tax for all employees on the jobsite.
3. The property owner cannot use an unlicensed contractor. An unlicensed contractor is considered an employee and is subject to the above requirements.
4. Licensed contractors hired by the property owner must be State **certified**, or be licensed in Taylor County.
5. The property owner will be in violation of State Law if the home is sold within 1-year of its completion.

Note: the street address must be posted on the property before final inspection.

PHONE NUMBERS

HEALTH DEPARTMENT:	584-5087 Extension 4
BUILDING DEPARTMENT:	838-3500 Extension 1
PROPERTY APPRAISER:	838-3511
ROAD DEPARTMENT:	838-3529
SOLID WASTE DEPARTMENT:	838-3533
SRWMD (water management dist.):	1-800-226-1066
D. E. P. :	1-850-488-1073
ARMY CORP OF ENGINEERS:	1-800-291-9405

PERMITTING INFORMATION

To complete the permit process, the following information will be required

NAME POWER IS IN: _____

PROPERTY OWNER: _____

MAILING ADDRESS: _____

SITE STREET ADDRESS: _____

BUILDING CONTRACTOR: _____

LICENSE NUMBER: _____

ELECTRIC CONTRACTOR: _____

LICENSE NUMBER: _____

PLUMBING CONTRACTOR: _____

LICENSE NUMBER: _____

A/C & HEAT CONTRACTOR: _____

LICENSE NUMBER: _____

NEW HOME ON SITE: _____ REPLACEMENT HOME: _____

NUMBER OF BEDROOMS: _____ NUMBER OF BATHROOMS: _____

HEATED SQUARE FEET: _____

UNHEATED SQUARE FEET: _____

COST OF HOME: \$ _____

PHONE NUMBER: _____

SEPTIC TANK PERMIT #: _____