

Madison County Building Department

Commercial Application Process

Ph. No. 850-973-6785 ◊ Fax 850-973-6727

Commercial Construction Permitting Requirements

You are required to submit the following to our office to qualify for new construction permitting. *A planning review is required.* - utilizing the following information.

A review must be performed by Suwannee River Water Management District.

S.R.W.M.D.

9225 County Road 49

Live Oak, FL. 32060

Telephone 1-800-226-1066

1. **A site plan** must show the following:
 - a. Property identification number. (Obtained from the property appraisers' office.)
 - b. Property lines with measurements of and around new structure(s).
 - c. Any structures existing on property and their approximate location in relation to the construction site and property lines.
 - d. Existing sewage and potable water source or new proposed installations of each.
 - e. Any *major* tree removal that will be involved in the construction site.
 - f. Driveway or proposed entrance(s) showing highway, main entrance, secondary or access roads.
 - g. Elevations of structure and major features.

The drawings should be as accurate as possible for location.

2. **Two complete set of blueprints** that show, a floor plan, end wall dissection (side view) from foundation to roof, foundation dimensions, size and placement of reinforcing steel, overall exterior elevations view, and electric layout and electrical load calculations. The floor plan must show locations of all plumbing fixtures and piping design, electrical, data outlets, door and window openings and their dimensions. Any special construction features and all structural designs must be submitted with elevations shown.

If you are located in a possible flood area you must provide this office with a **Base Flood Elevation Certificate** from a Florida Certified Surveyor.

3. Construction plans must include a **Wind Load Analysis** from a professional service. This will show hurricane strapping and continuous anchor system requirements from the foundation up to the truss system as well as sheathing/bracing and nailing/bolt requirements.
4. This office requires a **Notice of Commencement** (form provided) be filed at the courthouse.
5. A completed **Florida Energy Form** is required to prove energy efficiency code compliance if applicable.

6. You must provide a copy of your **Deed and Legal Description of Property as Recorded**. You must provide a letter of authority to build on and have access to the construction property.
7. You will need a **driveway permit or waiver** for a new or existing access or exit drive. This form is available from the Madison County Public Works or other Agency depending on the road designation. 2060 NE Rocky Ford Rd.(CR591) Ph. No. 850-973-2156, fax 973-2641
Business hours are from 7:00 am through 4:00pm.
6. A **truss packet** must be provided showing truss system layout and design.
7. A signed and notarized affidavit stating the owner/builder is fully aware of any restrictions which may exist on your construction site.
8. A **911 address** is required prior to receiving your building permit. Address office is 229 East Pinckney Street, Room 210, Courthouse Annex, Madison Fl. 32340, Ph. No. 850-973-1454 (FAX 973-3659).
9. **Septic tank/sewer engineering or a waiver** if applicable is required. If installation is on a sewer system or water system such as provided by a municipality, a letter of availability is in order. Septic systems must have appropriate design submittals.
10. **Declaration of construction debris disposal.**

You are responsible for your construction site conditions.

Permitting Process

You will be required to submit the following to the Health Department.

- A. A copy of your deed.
- B. The floor plan with occupant load section of your blueprints with the rooms properly represented and identified.
- C. A site plan showing the same criteria as number one above.
- D. Parcel Identification number.

Please be aware that a dig ticket is required before any underground work can be performed. These permits can be obtained from the health department.

A copy of the septic tank permit/engineering is required to be on file in our office before the building permit can be issued.

Upon receipt of the above submittals a review will be made to ensure compliance with Madison County land use and zoning requirements. After a successful review and plan approval a **building permit** will be issued. You can then start your project. You must start within 180 days and must proceed with inspections required at least every 180 days or ask for an extension. The permit will be considered abandoned after 210 days of inactivity and will become null and void if no work or progress is taking place.

Any work performed before issuance of proper permitting will result in doubling or more of the original fee amount. A list of required inspections is available from our office.

All hotels, motels, bed & breakfast, apartments, multi-family units and other commercial and industrial projects are subject to additional site plan and zoning approvals.

Permit fees from this office are based on a standard evaluation of the construction project.

A copy of the contract amount is required for building permit fee evaluation.

The following codes apply to residential construction in Madison County.

1. The Florida Building Code 2004
2. The National Electrical Code 2002
3. The Florida Plumbing Code 2004
4. The Florida Mechanical Code 2004
5. The Florida Fuel Gas Code
6. The Florida Residential Code 2004
7. F.E.M.A. Flood Standards
8. Florida Fire Code
9. Department of Environmental Protection Erosion and Sediment Control Standards

The local utility companies have special construction requirements which may affect your project utility service. Please contact them before starting any construction activity. They will be happy to help locate your utilities for temporary and/or permanent service.

Contact numbers are:	Tri County Electric Co-operative	1-850-973-2285
	Progress Energy	1-800-700-8744
	Public Works (Madison County)	1-850-973-2156
	Madison County Health Dept.	1-850-973-5000

A building permit is not a guarantee of work performance, proper fit or finish. Code requirements are based on minimum acceptable standards. The Madison County Building Department is not responsible for construction complications or results from inferior or poor workmanship and judgment.

Please note: no permanent power can be activated until your 911 address number is displayed and your driveway installation has been approved.

The Madison County Building Department is dedicated to public safety and construction education. Through the enforcement of the Florida Building Codes, the safety of our citizens and their structural investments are realized.

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