

Madison County Building Department

Residential Application Process

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

Residential Construction Permitting Requirements

You are **required** to submit the following to our office to qualify for new construction permitting.

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.

The drawings should be as accurate as possible for location. Accuracy to scale is not required other than boundary or set back distance lines.

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. The floor plan must show locations of all plumbing fixtures, hose bibs, electrical, data outlets, door and window openings and their dimensions. 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. This office requires 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 and nailing 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.
6. You must provide a copy of your **Deed and legal description of property**. If someone owns the property other than yourself, you must provide a letter of authorization that has been notarized giving you permission and 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 driveway. 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.

8. A **truss packet** must be provided showing truss system layout and design. Usually obtained from the truss manufacturer.
9. A signed and notarized affidavit stating the owner/builder is fully aware of any deed restrictions or covenants that may exist on your construction site.(Form available)
10. A 911 address is required prior to receiving your building permit. Address office is 112 East Pinckney Street, Courthouse Annex, Madison Fl. 32340, Ph. No. 850-973-1454 (FAX 973-3659).

It is **strongly recommended** that you obtain **soil tests** to determine if you have expansive soil or any other soil condition which may cause problems with your home during or after construction is completed. **You are responsible for your construction site conditions.**

* If you elect to build your structure and act as a contractor on your own project, certain restrictions apply.

A. If you hire anyone to work on your job you are responsible for insurance, workers compensation, federal income tax, social security and any other taxes that apply to employed persons and file them accordingly.

You are required to hire properly licensed contractors to do electrical, plumbing, roofing and mechanical work if not performed by you. To act otherwise is promoting unlicensed activity and will be cause for penalty/prosecution.

B. You must sign an affidavit showing you as the sole responsible person for the workmanship, quality and suitability of you own work and that of others under your supervision and employment. You are responsible for the job in total.

You must submit a full and complete application showing the proposed location and all pertinent information asked for. It will expedite the process of review, approval and issuance of the building permit.

Permitting Process.

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

- A. A copy of your deed.
- B. The floor plan 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 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.

¹ 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.

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. 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
4. The Florida Mechanical Code
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.

The Florida Building Codes are construction standards. We urge you to know your builder and visit your job regularly. Apply safe financial decision making.

Please note: no permanent power can be activated until your 911 address number is displayed and your driveway culvert 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. We can help you achieve the American Dream.

The Inspection Process

The inspection requirement will be similar to below.

Temporary power pole (construction service): 60 amp power service is usually all that is required unless a load calculation proves otherwise.

Footer or Monolithic Slab Inspection: If you are using a mono type slab, a under slab rough plumbing inspection will be required before slab preparation. Water pressure must be own piping, both DWV and potable system.

Stem-wall / Slab Inspection: All perimeter steel must be in place, verticals included. If your fill dirt is more than 12 inches deep, you must produce compaction test results.

Sheathing: The wall and roof sheathing must be nailed completely before inspection. The nail pattern inspection must be made *prior* to covering with *house wrap*.

Rough-ins: We would like to perform all rough-in inspections in one trip. Have plumbing pressure on the piping with all pans and tub/showers installed and filled. The electric wiring, framing, window/exterior doors, strapping, truss bracing, gas lines, air conditioning ducts, piping, ventilation etc. should be completed prior to the rough-in inspection. Inspections can be re-arranged.

Roofing: The roof must be inspected when completed.

Insulation inspection: The insulation must be in place on walls, sidewalls and ceilings if not blown in or applied chemical types.

Sheetrock or interior covering system: The sheetrock must be inspected for nail/screw pattern prior to hard surface or joint coating.

Pre-Final: This inspection requires all electrical be completed and rendered completely safe before power is applied to project by utility company. It is preferred that power is on and all systems checked out before the final inspection.

Please note: 911 address numbers must be posted, a final approval from Public Works for the driveway and the septic system approval from the Health Department are required before the request for power can be released.

Final for C/O: All building systems must be completed. Landscape should be in place to prevent any water accumulation or erosion within 10 feet of house. No water drains or downspouts should empty within 12 inches of structure foundation.

Please note that other inspections may be requested and a different series of inspections may be needed to suit your particular requirements. The above is typical but not iron clad.