

Permitting Procedures for Bay County Builders Services

(Please click on links provided for additional information)

1. Chapter 1 of the Florida Building Code has requirements for when permits are required, what is required on construction documents, and what is exempt from a permit. The codes are viewable on line at floridabuilding.org. See item 5 below for additional information. All commercial buildings are required to have a fire review according to [section 553.79](#) of the Florida Statutes. The Florida Fire Prevention Code can be viewed at [State Fire Marshal](#) web site.
2. Please complete the appropriate submittal check list for the type of construction being applied for as to new or existing. All existing buildings must complete the Existing Building Permit Application Package, new one and two family dwellings and their accessory structures must complete the New Residential Permit Application Package, and new commercial buildings must complete the New Commercial Building Permit Application Package. These forms are available on our [website](#) along with additional information and permit application packages for other types of permits.
3. One set of paper construction plans and site plans are required for all submittals and one pdf electronic (electronically/digitally sealed if design professional). Three (3) sets are required for public pools (one should be a digitally or electronically sealed pdf) as the DOH needs an approved set for an operating permit. For the rules applying to electronic or digitally signed documents, see [Rule 61G15-23](#) Florida Administrative Code for engineers, [Rule 61G1-16](#) for architects, and [Rule 5J-17.062](#) for surveyors.
4. Plans must be reviewed for land use compliance by the appropriate land use board if you are expanding the footprint of the building or building a new structure. A plan of the entire parcel must be submitted. Please check the [Bay County Property Appraisers](#) website before submitting to verify accurate information. Show all buildings along with their setbacks from property lines and other buildings, driveway access and parking, all water bodies (ponds, streams, bays, oceans), all impervious surfaces water does not penetrate (patios, walkways, driveways, tennis courts, pool), all flood zone boundary lines, septic tanks and drain fields, and any wetlands. Additional information may be requested to verify land use compliance. As a courtesy, we will submit plans to the [Planning and Zoning Department](#) if they do not require a development order. However, the plans will not be considered under review until Planning and Zoning has approved the site review and all required permits from other agencies such as Department of Health have been submitted. For a single family dwelling unit, after approval has been given by P&Z, we will notify the permit applicant within 30 business days of all reasons the the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances. The applicant will then have 10 business days to submit revisions to correct the permit application. Failure to correct the application within 10 business days will result in a denial of the application.
5. Construction documents must be of sufficient clarity to show in detail compliance with the code. Statements such as "per code" are not acceptable for details. [Chapter 1](#) of the Florida Building Code, Building applies to all the other codes. Please see section 107 of the Florida Building Code for requirements on submittal documents. Please also see [section 1603](#) FBC for additional structural information required for commercial structures. Residential buildings must be engineered for wind design or meet one of the design methods of [section R301.2.1.1](#).
6. For commercial plans, a code summary analysis should be included showing the allowable type of construction, the occupancy classification and use of all spaces, travel distances to exits, fire engineering documents as defined by section [61G15-32.002](#) Florida Administrative Code, and any special occupancy requirements of Chapter 4 FBC. All rooms and spaces must have dimensions with the square footage of each space. The occupant load must be shown as determined by

section 1004 of the FBC. Keep in mind that commercial buildings must also be reviewed for compliance with the Florida Fire Prevention Code so details will help expedite the review.

7. Plan review fee must be paid at submittal time for all commercial reviews. Commercial is considered anything other than a one or two family dwelling or townhouse 3 stories or less in height and structures accessory thereto. Review fee is half of the permit fee. The permit fee is based on the cost of construction for the work being done (the contract price or "value" as defined by the FBC in section 202), or the calculated price per square foot, whichever is higher. Please see fees and costs on our web site. The cost should only be the value of the building and not include items not regulated by the building code such as landscaping, driveways, drainage, or not fixed in place equipment such as furniture.
8. The submittal checklist provides a brief overview of forms that are applicable for new construction. You may not need some of the forms if you are not doing a new structure or an accessory storage building. However, if you do not plan to hire a Florida licensed contractor, you will need to complete an owner/builder form as required by [section 489.103](#) Florida Statutes for an exemption. You will need an energy form showing compliance with the [Florida Energy Code](#) unless exempted (see also [section 553.902 F.S.](#)). An energy form is always required for all new heated and cooled buildings and additions. A driveway form is not needed for additions, renovations, or accessory structures. Sewer and water receipts are only needed if new or additional plumbing fixtures are being added. A septic permit from the Department of Health is required for any additional habitable square footage being added if on a septic system. The wind-borne debris affidavit is required if the structure is within 1 mile of the coastline of the Gulf of Mexico and the choice for protection is the wood panel exception from section R301.2.1.2 of the Residential Code. The Notice of Commencement required by [section 713.135](#) of Florida Statutes must be recorded and received by this office prior to the first inspection for any improvements more than \$2,500.00 other than replacing existing HVAC system which is \$7,500.00.
9. Plan review generally takes 7 to 10 days after submittal for residential plans, but may take longer if plans do not clearly show compliance with the code. The plans examiner will specifically note any code deficiencies or needed paperwork and notify the permit applicant. This is required by [section 553.79 of the Florida Statutes](#), so please provide an email address for this notification.
10. We are not permitted to design for you. We will simply note the code violations that must be corrected. There are usually several ways to deal with the noted corrections and it will be up to the permit applicant to submit a method, or alternative method, of meeting the code. We will provide our interpretation of the code if questionable, or the applicant can follow the procedure outlined in [section 553.775](#) of the Florida Statutes for interpretations.