



**Gulf County, Florida  
Building Department  
1000 Cecil G. Costin, Sr. Blvd., Rm. 305  
Port St. Joe, Florida 32456  
Phone: (850) 229-8944 Fax: (850) 229-7873**

### **Building Permit Requirement Guidelines**

#### **When do I need a Permit?**

#### **Permits**

##### **105.1 Required.**

Any owner, authorized agent, or contractor who proposes to construct, enlarge, alter, repair, move, demolish, or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any required impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be done, shall first make application to the Building Official or Building Inspector and obtain the required permit.

#### **No permit shall be required when:**

**(1) The repairs do not exceed a value of one thousand dollars (\$1000.00) provided that such repairs shall not involve structural work or any other work which violates any of the provisions of the technical codes; or**

**(2) The work to be performed is exempt from the permit requirements pursuant to Section 105.2 or by the technical codes applicable to such work.**

##### **105.2 Work exempt from permit.**

Exemptions from permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this code. Permits shall not be required for the following:

#### **Gas:**

1. Portable heating appliances.
2. Replacement of any minor part that does not alter approval of equipment or make such equipment unsafe.

## **Mechanical:**

1. Portable heating appliance.
2. Portable ventilation equipment.
3. Portable cooking unit.
4. Steam, hot or chilled water piping within any heating or cooling equipment regulated by this code.
5. Replacement of any part which does not alter its approval or make it unsafe.
6. Portable evaporative cooler.
7. Self-contained refrigeration system containing 10 pounds (4.54 kg) or less of refrigerant and actuated by motors of 1 horsepower (746 W) or less.
8. The installation, replacement, removal or metering of any load management control device.

## **Plumbing:**

1. The stopping of leaks in drains, water, soil, waste or vent pipe provided, however, that if any concealed trap, drain, water, soil, waste or vent pipe becomes defective and it becomes necessary to remove and replace the same with new material, such work shall be considered as new work and a permit shall be obtained and inspection made as provided in this code.
2. The clearing of stoppages or the repairing of leaks in pipes, valves or fixtures, and the removal and reinstallation of water closets, provided such repairs do not involve or require the replacement or rearrangement of valves, pipes or fixtures.

### **105.2.1 Emergency repairs.**

Where equipment replacements and repairs must be performed in an emergency situation, the permit application shall be submitted within the next working business day to the building official.

### **105.2.2 Minor repairs.**

Ordinary minor repairs may be made with the approval of the building official without a permit, provided the requirements do not include the cutting away of any wall, partition or portion thereof, the removal or cutting of any structural beam or load bearing support, or the removal or change of any required means of egress, or re-arrangement of parts of a structure affecting the egress requirements, additionally, ordinary minor repairs shall not include addition to, alteration of, replacement or relocation of any standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping, electric wiring systems or mechanical equipment or other work affecting public health or general safety, and such repairs shall not violate any of the provisions of the technical codes.

Issuance of a Building Permit is **NOT** a license to exceed the Scope of Work listed on the Permit Application. Any change to the scope of work must be first approved by the Building Official or Building Inspector, and the scope of work list on the permit must be corrected.

**When in doubt about whether a permit is required in the jurisdiction of Gulf County, please call the Building Department at (850) 229-8944.**