

**GULF COUNTY, FLORIDA
BUILDING DEPARTMENT**

1000 CECIL G. COSTIN, SR. BLVD • ROOM 400 • PORT ST. JOE, FLORIDA 32456 • PHONE (850) 229-8944

DATE: _____

COMMERCIAL BUILDING PERMIT APPLICATION

OWNER'S Name:
Mailing Address:
Phone number:
Email:
CONSTRUCTION 911 Address:
Parcel ID#:
CONTRACTOR'S Name:
Mailing Address:
Phone Number:
Email:
Florida License #:

PROPERTY FLOOD ZONE:	(X, A, AE, VE) _____ If Project address is in FEMA Flood Zone, and ELEVATION certificate must be provided with this application
WINDOW PROTECTION TYPE:	(SHUTTERS OR IMPACT WINDOWS, if within 1 mile coastal) _____

COMMERCIAL BUILDING PERMIT APPLICATION CHECKLIST

(A) _____ (2) SETS OF **24x36** SIZED SEALED CONSTRUCTION PLANS BY A FLORIDA REGISTERED ARCHITECT OR ENGINEER

And (1) SET **11x17**

*Plans must be sealed to meet the Florida Building Code 2023 8th Edition

*Plans must be sealed to meet **140 mph Wind Zone**

*If Construction is located in **D.E.P.** jurisdiction, provide **Notice to Proceed**, and D.E.P. approved site plan

(B) _____ Copy of **F.D.E.P.** storm water runoff permit or exemption

(C) _____ Copy of Approval **Gulf County Fire Marshall** permit

(D) _____ **911 address certificate** – apply Online at www.gulfcounty-fl.gov

Select: County Offices – E911 – Online form: fill out and Submit

(E) _____ Provide copy of **Recorded Notice of Commencement** obtained at the Gulf County Clerks office

(F) _____ Provide Certified FLORIDA ENERGY EFFICIENCY CODE (**EPI**)

(G) _____ Detailed **Site Plan** showing proper **setbacks** including All existing structures (driveways, ext)

***MUST** show buffer plan per Gulf County LDR

* **INCLUDE driveway materials** (gravel, pavers, concrete, ect)

* **INCLUDE A/C pad location**

*Property line side setback – **minimum 10 ft**

*Roadside property line setback is a **min of 20ft for local roads** and **30ft for arterial**

(H) _____ Detailed **TRUSS/FLOOR TRUSS** drawings

(I) _____ Copy of **ENVIROMENTAL HEALTH** Dept Permit (OR) **PAID SEWER/WATER TAP** receipt.

(J) _____ If property is located in **City of Wewahitchka**, provide a Letter of Approval from the city manager.

(K) _____(if applicable) Provide an **ELEVATION CERTIFICATE** if located in FLOOD ZONE

(L) _____ (if applicable) Provide a copy of Florida DOT driveway permit

(M) _____ (if applicable) Provide copy of Paid land clearing permit (Gulf County Planning)

(N) _____ If Construction is D.E.P. jurisdiction, Provide Notice to Proceed and D.E.P. approved site plans

COMMERCIAL BUILDING PERMIT APPLICATION

NOTES:

- 1) Post construction survey **will be required** if property is **less than 1 acre**
- 2) Final Elevation certificate will be required if property is in a FEMA flood zone
- 3) Pre-treat and Final Termite certificate will be required on all slab on grade construction
- 4) Restroom facilities must be provided on each job site
- 5) Job sites must remain clean by hauling trash off daily or utilizing a trash dumpster
- 6) Per Gulf County ordinance 2019-03 All debris generated inside Gulf County must be taken to the Gulf County Transfer Station. All tickets **MUST** be provided before C/O
- 7) Permit box is required for each construction site. All permits are to be posted inside the box within an accessible area. Box is to bear the name of the Job site and Contractor information.
- 8) Requesting inspections must be called in a minimum of 24 hours prior to inspection date.
- 9) Due to the added structural requirements, we are requiring that a Strapping inspection, wall nail pattern, roof nail pattern, shear wall inspection be called in before covering up.