



# Permitting Basics Workshop

Marion County Building Department



# Workshop Goals

- Review permitting requirements
- Review Department permitting policies
- Review website features
- Distribute handout materials
- Question & Answer Session



# Requirements

- Florida Statutes
  - ss.553 Building Codes
  - ss.489 Contractor Licensing
  - ss.713 Construction Liens
- Florida Building Code
  - Chapter 1
- Marion County Ordinances
  - #05-28
  - Land Development Code



# Statute Requirements

- **553.79 Permits; applications; issuance; inspections.--**
- (1) After the effective date of the Florida Building Code adopted as herein provided, it shall be unlawful for any person, firm, corporation, or governmental entity to construct, erect, alter, modify, repair, or demolish any building within this state without first obtaining a permit therefore from the appropriate enforcing agency or from such persons as may, by appropriate resolution or regulation of the authorized state or local enforcing agency, be delegated authority to issue such permits, upon the payment of such reasonable fees adopted by the enforcing agency.



# Statute Requirements

- The enforcing agency is empowered to revoke any such permit upon a determination by the agency that the construction, erection, alteration, modification, repair, or demolition of the building for which the permit was issued is in violation of, or not in conformity with, the provisions of the Florida Building Code.



# Statute Requirements

- 2) Except as provided in subsection (6), an enforcing agency may not issue any permit for construction, erection, alteration, modification, repair, or demolition of any building or structure until the local building code administrator or inspector has reviewed the plans and specifications required by the Florida Building Code, or local amendment thereto, for such proposal and found the plans to be in compliance with the Florida Building Code.



# Statute Requirements

- (10) An enforcing authority may not issue a building permit for any building construction, erection, alteration, modification, repair, or addition unless the permit either includes on its face or there is attached to the permit the following statement:
  - "NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies."



# Statute Requirements

- (13) A building permit for a single-family residential dwelling must be issued within 30 working days of application therefore, unless unusual circumstances require a longer time for processing the application or unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.



# Statute Requirements

- **553.792 Building permit application to local government.--**
- (1) Within 10 days of an applicant submitting an application to the local government, the local government shall advise the applicant what information, if any, is needed to deem the application properly completed in compliance with the filing requirements published by the local government.



# Statute Requirements

- Both parties may agree to a reasonable request for an extension of time, particularly in the event of a force major or other extraordinary circumstance. The local government must approve, approve with conditions, or deny the application within 120 days following receipt of a completed application.



# Statute Requirements

- If the local government does not provide written notice that the applicant has not submitted the properly completed application, the application shall be automatically deemed properly completed and accepted.



# Statute Requirements

- Within 45 days after receiving a completed application, a local government must notify an applicant if additional information is required for the local government to determine the sufficiency of the application, and shall specify the additional information that is required.



# Statute Requirements

- The applicant must submit the additional information to the local government or request that the local government act without the additional information. While the applicant responds to the request for additional information, the 120-day period described in subsection (2) is tolled.



# Statute Requirements

- **553.80 Enforcement.--**

2)(a) Any two or more counties or municipalities, or any combination thereof, may, in accordance with the provisions of chapter 163, governing interlocal agreements, form an enforcement district for the purpose of enforcing and administering the provisions of the Florida Building Code.



# Statute Requirements

- 7) The governing bodies of local governments may provide a schedule of reasonable fees, as authorized by s. 125.56(2) or s. 166.222 and this section, for enforcing this part. These fees, and any fines or investment earnings related to the fees, shall be used solely for carrying out the local government's responsibilities in enforcing the Florida Building Code.



# Notice of Commencement

- 6) In addition to any other information required by the authority issuing the permit, the building permit application must be in substantially the following form:



# Notice of Commencement

- **713.135 Notice of commencement and applicability of lien.--**
- (1) When any person applies for a building permit, the authority issuing such permit shall:



# Notice of Commencement

- (d) Furnish to the applicant two or more copies of a form of notice of commencement conforming with s. 713.13. If the direct contract is greater than \$2,500, the applicant shall file with the issuing authority prior to the first inspection either a certified copy of the recorded notice of commencement or a notarized statement that the notice of commencement has been filed for recording, along with a copy thereof.



# FBC Chapter One

- **105.4.1 Permit intent** . A permit issued shall be construed to be a license to proceed with the work and not as authority to violate, cancel, alter or set aside any of the provisions of the technical codes, nor shall issuance of a permit prevent the building official from thereafter requiring a correction of errors in plans, construction or violations of this code.



# Permit Process

- Application Preparation
- Application Submittal
  1. Fax
  2. Online
  3. Drop-Off
  4. Walk Through
- Check for Completeness



# Permit Process

- Permit Number Assigned
- Data Entry
  1. Contractor review
  2. Property Ownership
- Zoning Review
  1. Addressing
  2. Transportation
  3. Environmental Health



# Permit Process

- Plan Review
- Impact Fee Assessment
- Final Review
- Permit Fees Paid
- Permit Issued
- Notice of Commencement Filed



# Online Tools

- [www.marioncountyfl.org/building.htm](http://www.marioncountyfl.org/building.htm)
- <http://www.leg.state.fl.us/Statutes/index.cfm>



# Online Tools

- Checklists
- Property Records
- Location Map
- Contractor Status Check
- Forms Library
- Permit Record – Review Progress



# Permitting Goals

- Efficient and Effective
- Courteous
- Knowledgeable
- Helpful



# Permitting Challenges

- Large volume of applications
- Multiple agency reviews
- Incomplete application packages
- Conflicting information
- Customer distractions



# Questions & Comments

- Problems
- Suggestions
- Comments
- Questions



# Thank You

- Your participation is appreciated