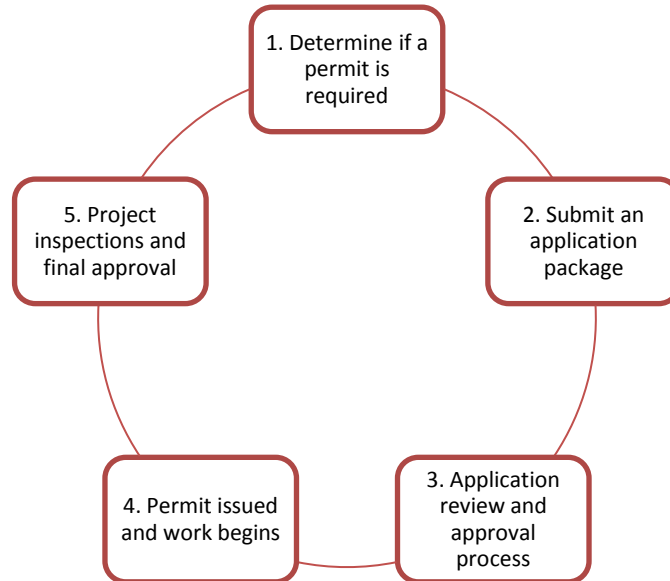




Home Owners Guide: When is a Permit Required?



The State of Florida has adopted a uniform Building Code. All towns, cities, and counties are required to adopt and enforce the Florida Building Codes. The Codes consist of Building, Plumbing, Mechanical, Fuel Gas, Electrical, Accessibility, Energy Code and existing Building Codes. All work requiring a permit *must* follow the codes as written. The codes cover a wide range of aspects, but are generally to ensure compliance with life safety and proper construction for a safe and efficient environment for occupants. In addition to a safer environment for owners and occupants, insurance companies provide favorable rates for towns, cities, and counties that provide plan review and building inspections for all construction related activity that follow nationally recognized building codes.

In addition to adopting the Florida Building Code, the Town has adopted regulations in its Land Use and Development Code to ensure that all development is consistent with the Comprehensive Plan and will preserve the character and quality of residential neighborhoods.

Most work done within the Town requires a permit, including all work done on the Town's rights-of-way. The following list includes some exceptions to permitting requirements, but may not be a complete list. Before starting any work, please check with Planning & Development staff, to determine whether your proposed work will require a permit. Planning & Zoning staff can be reached at 386-236-2181, and Building Division staff can be reached at 386-236-2182, Monday through Friday between the hours of 8:00 a.m. and 4:30 p.m.

Work That MAY NOT Require a Permit

Building Interior

- Repair and replacement of non-structural interior doors
- Trim work
- Carpet and other flooring
- Painting
- Cabinets and vanities unless electrical or plumbing will be disconnected and/or altered from the original locations
- Repairs to walls and ceilings
- Additional attic insulation.

Building Exterior

- Minor repair and replacement of:
 - Small areas of trim & siding,
 - Fascia & soffit,
- Broken panels of glass,
- Replacement of window and pool enclosure screening,
- Painting and patching of exterior surfaces,
- Fence repair,
- Roof repairs if less than 100 square foot total area,
- Gutters and down spouts.

Electrical

- Repair and replacement of fixtures and appliances such as only when being replaced in their original location and there is no change to the circuit:
 - Light fixtures,
 - ceiling fans,
 - receptacles,
 - switches,
 - refrigerator,
 - range, range hood
- Replacement of circuit breakers in existing electrical panels.

Caution: electrical work should only be performed by a qualified electrician. Improper electrical work can cause property damage, injury and possible death.

Plumbing:

- Replacement of kitchen or bath sinks, faucets, shower heads and toilets if location is not altered
- Replacement of garbage disposal if no changes to the electrical and/or drain line and traps are made.

Mechanical:

- Replacement of components within the system such as fan motors, compressor, refrigerant, coil, thermostat, etc.,
- Portable window or wall air conditioners that plug directly into an existing electrical outlet.

Note: Replacement of the entire outside condenser unit and/or interior air handler requires a permit.

Swimming Pools:

- Service work, replacement of components with the same as the original such as pool pump, pool pump motor, pool filter,
- Service work for pool heaters.

Trees and Landscaping:

- Replacement of sod
- Replacement of less than 50% of front yard landscaping
- Selective pruning and thinning of trees and vegetation as necessary to:
 - Maintain the long-term integrity and sustainability of the plant communities, or
 - As necessary to survey property lines and structures
- Pruning, thinning and removal of non-protected trees and understory
- Removal of trees that may cause imminent personal injury or significant property damage to existing structures
- Removal of Brazilian Pepper and other invasive and/or noxious plant species on the Florida Exotic Pest Plant Council List of Invasive Species

Work that DOES require a permit

The following list is not all-inclusive, but represents work that will require a permit to be issued by the Planning & Development Department.

All new construction

Above ground and in ground pools, spas, hot tubs

Accessory buildings: sheds, carport, detached garage, etc.

Additions and alterations

Exterior door replacement

Exterior window replacement

Renovation of interior and/or exterior

Re-roof

Boathouse, docks, seawall, decks

Mechanical HVAC change out, duct work

Siding

Storm Shutters

Screen enclosures

Fireplace installation

Generators

Gas tanks above and buried

Fences and walls

Driveways, sidewalks, and patios

Solar panels and systems

Repairs and replacement *

Electrical work

Plumbing work

Demolition work

Retaining walls over three feet

* See work that may not require a permit

Emergency Repairs

Emergency repairs including loss of electrical power, loss of air-conditioning and heat, roof leaks caused by acts of nature can be performed immediately. However, the owner and/or contractor must also:

- Contact the Town the next business day to inform the department staff of the type of emergency work undertaken
- Apply for a Building Permit within 3 business days following the emergency repair, including the submission of all documentation required for the permit.

All repair work must comply with the applicable codes. Upon completion of the work, all inspections must be performed and passed by the Building Inspector.