



## Town of Ponce Inlet

### Planning & Development Department

*The Town of Ponce Inlet staff shall be professional, caring, and fair in delivering community excellence while ensuring Ponce Inlet citizens obtain the greatest value for their tax dollar.*

# Permitting in Ponce Inlet

The State of Florida has adapted a uniform Building Code. All towns, cities, and counties are required to adopt and enforce the Florida Building Code pursuant to Florida Statutes Ch. 553. The Code consist of separate volumes for Building, Plumbing, Mechanical, Fuel Gas, Electrical, Accessibility, Energy, and Existing Buildings. The Town has also adopted the Building Officials Association of Florida’s Model Administrative Code, along with various state and nationally recognized codes like the NFPA 70 National Electrical Code and the State Model Floodplain Management Code. All work requiring a permit must follow the codes as written. The codes are generally intended to ensure compliance with life-safety requirements and proper construction for a safe and efficient environment for occupants. Insurance companies provide favorable rates for towns, cities, and counties that provide plan review and building inspections for all construction-related activity that follows nationally recognized building codes.

## Work that Requires a Permit

All new construction  
Above-ground and in-ground pools, spas, hot tubs  
Accessory buildings: sheds, carports, detached garages, etc.  
Additions and alterations  
Exterior door replacement  
Exterior window replacement  
Renovation of interior and/or exterior  
Re-roof  
Boathouses, docks, seawalls, decks  
Mechanical HVAC change outs, duct work  
Siding  
Storm Shutters

Screen enclosures  
Fireplace installation  
Generators  
Gas tanks, above-ground and buried  
Fences and walls  
Driveways, sidewalks, and patios  
Solar panels and systems  
Repairs and replacement\*  
Electrical work  
Plumbing work  
Demolition work  
\* See work that may not require a permit  
**Note:** This list is not all-inclusive

## Procedures



1. First, contact Department permitting service staff to determine if a building permit and/or development permit is required for the type of work proposed.
2. Submit permit application, either electronically or in person, including all required drawings, attachments, surveys, and fees.
3. Staff will review the application for completeness and advise the applicant of any missing items, pursuant to F.S. Ch. 553.79(16) for new single-family residential dwellings and pursuant to F.S. Ch. 553.792 for all others. Applications missing items necessary to complete the review will not be accepted.

4. Staff will first review complete applications for compliance with the Town's Land Use and Development Code (LUDC), then for compliance with the Florida Building Code. Staff will notify the applicant in writing if any revisions are necessary to comply with adopted regulations, or if additional information is still needed.
5. Once all code requirements have been met, Staff will approve the permit and notify the applicant that the permit is ready to be picked up. Both the applicant and property owner must sign the permit acknowledging any conditions of approval. Any remaining fees must be paid at this time. *A building permit is not valid until the fees for the permit have been paid. Construction may commence only after the permit has been picked up and all fees have been paid.* The Town accepts payment in person by cash, check, or credit card, over the phone (credit card only), or electronically through the Town's website payment system.
6. The Town requires inspections at various stages of construction, depending on the type of project, pursuant to the Florida Building Code and the Town's LUDC. Inspections must be requested in advance either on-line or using the Town's inspection hotline – (386) 236-2188. Inspection requests received before 8:00 AM can be scheduled for that same day. Form-board surveys and as-built surveys may also be required, depending on the type of construction, before construction can proceed to the next stage or before a certificate of completion can be issued.

## Over-the-Counter Permits

The Town's OTC permit system is designed to make the review and approval process quick and easy for certain types of permits, while still meeting the requirements of the Florida Building Code and other codes adopted by the Town. Note that OTC permits can only be used for:

1. Mechanical, electrical, and plumbing permits that **DO NOT** require plan review by the Chief Building Official. This includes A/C change-outs, water heaters, and other simple plumbing work that is placed in the **SAME** exact location.
2. Properties **NOT** located in a special flood hazard area, based on FIRM flood zone maps. This excludes most properties in Town located west of S. Peninsula Drive. Staff will verify this for you at permit check-in or ahead of time upon request.

The steps to get an OTC permit are straightforward:

1. Fill out the current building permit application form AND the OTC permit checklist and submit them to the Town electronically or in person. **Complete** applications that qualify (per 1 and 2 above) are processed upon submittal and usually take approximately 15-20 minutes to enter, process, and print for issuance.
2. Once the permit has been processed and is ready to issue, Staff will e-mail the license holder (if already not in our office) for payment.
3. Pick up and pay for the permit, and post it at the job site **BEFORE** any work begins.

# Emergency Repairs

Emergency repairs can be performed immediately. Emergency repairs may include loss of electrical power, loss of air-conditioning and heat, roof leaks caused by acts of nature. The owner and/or contractor may proceed to perform the necessary repair or replacement at once. The owner and/or contractor must contact the Building Permit Department the next business day to inform the department of the type of emergency work undertaken. The owner and/or contractor must apply for a Building Permit within 1 business day following the emergency repair. All repair work must comply with the applicable codes and all documentation required for the permit must be submitted with the application. Upon completion of the work, all inspections must be performed and passed by the Building Inspector.

## Work that May Not Require a Permit

### **Building Interior**

Repair and replacement of non-structural interior doors, trim, 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 (up to 100 sq ft); additional attic insulation.

### **Building Exterior**

Minor repair and replacement of small areas of siding (up to 100 sq ft), fascia and soffit (up to 30 linear feet), broken panels of glass, replacement of window and pool enclosure screening, painting, and patching of exterior surfaces; fence repair (less than 25%), roof repairs less than 100 square foot total area; gutters and downspouts.

### **Electrical**

Repair and replacement of fixtures and appliances such as light fixtures, ceiling fans, receptacles, switches, refrigerators, ranges, range hoods in their original location and no change to the circuit, and 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 and faucets, toilets in same location, shower heads, garbage disposals 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, compressors, refrigerants, coils, thermostats, etc., and 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.

**NOTE:** The above list is not all-inclusive. Before starting any work, please check with the Town of Ponce Inlet Building and Permitting Division. Division staff will assist in determining if the work is exempt or if a permit will be required. The Permitting Division is open Monday – Friday, 8:00AM to 4:30PM, and can be reached at 386-236-2181 or 386-236-2182.