



# HOLMES COUNTY

## Building Department

### COMMERCIAL CONSTRUCTION REQUIREMENTS NEW HOUSES & ADDITIONS TO OBTAIN BUILDING PERMITS

The following are guidelines set forth by the state of Florida and/or the Holmes County Board of County Commissioners for policies and procedures prior to obtaining permits for construction.

- Land Development Approval:** (In the Building Department) 850.547.1119
- 911 Address:** Verification Required. (911 office) 850.547.1112
- Septic Tank Permit:** (Health Dept.) 850.547.8500 option 4. (take copy of plans)
- Driveway Permit:**
  - **County Roads:** (Holmes County Road Department) 850.547.1408
  - **State Roads:** Hwy 79, 90, 81, 2 – (Florida Dept. of Transportation) 850.836.5790
- Legal Description of Property/Deed:** (Property Appraiser Office) 850.547.1113
  - Website: [www.qpublic.net](http://www.qpublic.net)
- Two (2) sets of plans which must include:**
  - Site, structural, electrical, plumbing, mechanical, and gas (if applicable).
- Fire resistant construction, fire suppression:**
  - Life safety systems plans (Contact a licensed Fire Inspector)
- An elevation certificate:** Any construction on property located in a flood zone. (From a licensed surveyor).
- If constructing within city limits** a letter is required from them for city compliance.
  - Please call:
    - **Bonifay:** 850-547-4238
    - **Esto:** 850-263-6521
    - **Noma:** 850-263- 3449
    - **Ponce De Leon:** 850-836-4361
    - **Westville:** 850-548-5858
- Notice of Commencement:** Required for any construction valued over \$2,500.00.

\* Construction requirements are from the current Florida Building Codes.

\* Electrical requirements are from the National Electrical Code.

**Inspections:** No inspections will be made prior to the issuance of a building permit. A 24 hour notice is required prior to each inspection. Permit becomes void if no inspection is called for within six months. Any construction commenced prior to being permitted will be subject to double fees. (Florida building code)

**Set-back guidelines:** County Ord. #88-02 requires all construction in Holmes County:

- Minimum of at least 15 feet from the front & rear property lines.
  - Minimum of at least 10 feet from either side of the property lines.
- \* This includes septic tanks, all additions, and storage buildings.



# HOLMES COUNTY

## Building Department

### COMMERCIAL BUILDING PERMIT APPLICATION

OWNER INFORMATION		CONTRACTOR INFORMATION	
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Fax: _____ Email: _____		Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Email: _____ Contact Person: _____	
ENGINEER INFORMATION		UTILITIES	
Name: _____ Address: _____ City: _____ State: _____ Zip: _____ Phone: _____ Cell: _____ Email: _____ Contact Person: _____		Power: _____ Water/Well: _____ City Sewage/Septic Tank: _____	
Parcel ID No _____ - _____ - _____ - _____ - _____ Section: _____ Township _____ Range _____ Acres _____ Job Address: _____ Driving Directions: _____			
<b>NOTICE:</b>		THE HOLMES COUNTY BUILDING DEPARTMENT <b>DOES NOT</b> HAVE THE AUTHORITY TO ENFORCE DEED RESTRICTIONS FOR COVENANTS. YOU ARE ADVISED TO CHECK FOR ANY RESTRICTIONS THAT MAY AFFECT YOUR PROPERTY.	
<b>TYPE OF IMPROVEMENT</b>	<input type="checkbox"/> New <input type="checkbox"/> Addition <input type="checkbox"/> Remodel <input type="checkbox"/> Repair <input type="checkbox"/> Demolition <input type="checkbox"/> Re- roof <input type="checkbox"/> Roof Over <input type="checkbox"/> Other _____		
	<b>Construction Type:</b> <input type="checkbox"/> Single Family <input type="checkbox"/> Two Story   _____ Heat/Cooled Sq. Ft.   _____ Porch Sq. Ft. _____ Garage/Carport Sq. Ft.   _____ Roof   _____ Flood Zone   _____ Elevation Certificate Constructional Value: _____		
<b>BUILDING DEPARTMENT USE ONLY</b>			
Building Fee \$ _____ Plan Review Deposit \$ _____ Surcharge \$ _____ Elec. Fee \$ _____ Surcharge \$ _____ Mech. Fee \$ _____ Surcharge \$ _____ Plumbing Fee \$ _____ Surcharge \$ _____ Gas Fee \$ _____ Surcharge \$ _____ Roofing Fee \$ _____ Surcharge \$ _____ Other Fee \$ _____ Surcharge \$ _____			<b>REVIEWED FOR CODE COMPLIANCE</b>
<b>ON FILE:</b> <input type="checkbox"/> Septic <input type="checkbox"/> Driveway <input type="checkbox"/> Legal <input type="checkbox"/> 911 <input type="checkbox"/> Discl <input type="checkbox"/> Notice of Commencement <input type="checkbox"/> Elevation Certification <input type="checkbox"/> Landowner Affidavit <input type="checkbox"/> Other			<b>TOTAL FEE</b> <b>\$</b>
<b>PERMIT #:</b> _____		<b>APPLICANT NAME:</b> _____	
<small>Application is hereby made to obtain a permit to do the work as indicated. I certify that no work or installation has commenced prior to the issuance of this permit and all work will be performed to meet The Florida Building Code and National Electric Code. Separate permits must be secured for Electrical, Mechanical, Plumbing, Gas and Roofing.  <b>Setback County Ordinance #88-02. 15' Front &amp; 10' Either Side</b></small>			

Sign only in the presence of a Notary: \_\_\_\_\_ / \_\_\_\_\_  
Print Name Signature of Contractor/Agent

**State of Florida**

County of \_\_\_\_\_  
 Sworn to, subscribed and acknowledged before me by  
 means of physical presence on this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_  
 by \_\_\_\_\_  
 who  is personally known to me *or*  produced  
 Identification \_\_\_\_\_

SEAL:

\_\_\_\_\_  
 Notary Signature



# HOLMES COUNTY

## Building Department

STATE OF FLORIDA  
COUNTY OF HOLMES

PARCEL ID NUMBER	PERMIT NUMBER

### NOTICE OF COMMENCEMENT

The undersigned hereby informs all concerned that improvements will be made to certain real property, and in accordance with section 713.13 of the Florida Statutes, the following information is stated in this Notice of Commencement:

1. Description of Property (911Address): \_\_\_\_\_
2. General description of improvements: \_\_\_\_\_

**3. OWNER INFORMATION:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**4. CONTRACTOR INFORMATION:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**5. SURETY BOND INFORMATION:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_
- Amount of Bond: \$ \_\_\_\_\_

**6. LENDER INFORMATION:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**7. Identify a person within the Florida Statutes designated by owner upon whom notice of other document's may be served:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

**8. In addition to himself, the owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (g) 7, Florida Statutes:**

- Name: \_\_\_\_\_
- Address: \_\_\_\_\_ City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_
- Phone: \_\_\_\_\_ Fax: \_\_\_\_\_ Email: \_\_\_\_\_

Sign only in the presence of a Notary: \_\_\_\_\_ / \_\_\_\_\_  
Print Name Signature of Contractor/Agent

**State of Florida**

County of \_\_\_\_\_  
 Sworn to, subscribed and acknowledged before me by  
 means of physical presence on this \_\_\_\_\_ day  
 of \_\_\_\_\_, 20\_\_\_\_  
 by \_\_\_\_\_  
 who  is personally known to me *or*  produced  
 Identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

SEAL:



# HOLMES COUNTY Building Department

## AUTHORIZATION FORM FOR PERMIT APPLICATION

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Be advised \_\_\_\_\_ has my permission to apply for a Permit, on my property located at \_\_\_\_\_, Florida, providing that they comply with all current regulations and The Florida Building Code and National Electric Code.

\_\_\_\_\_  
Print Name / Signature of Landowner

**State of Florida**

County of \_\_\_\_\_  
Sworn to, subscribed and acknowledged before me by means of physical presence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who  is personally known to me or  produced Identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

SEAL:







# HOLMES COUNTY Building Department

## ROOF NAILING INSPECTION AFFIDAVIT

Contractor Use Only

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Job Address: \_\_\_\_\_

Parcel ID: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

License Number: \_\_\_\_\_

Expected date of roof work completion: \_\_\_\_\_

I, \_\_\_\_\_ the \_\_\_\_\_ will personally inspect the roof deck nailing work at the above address.

Only General, Building, Residential or Roofing Contractors, or any individual certified under Ch. 468 Florida Statute or 489.103 Florida Statute shall make such an inspection.

I will affirm the installation will be done according to Chapter 15 of the 2017 Florida Building Code and Chapters 8 & 9 of the 2017 FBC, Residential.

\_\_\_\_\_  
Print Name / Affirmant's Signature

**State of Florida**

County of \_\_\_\_\_

Sworn to, subscribed and acknowledged before me by means of physical presence on this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_ who  is personally known to me or  produced Identification \_\_\_\_\_.

\_\_\_\_\_  
Notary Signature

SEAL:









# HOLMES COUNTY

## Building Department

### PLUMBING + GAS FEE SCHEDULE

ATTACHMENT "B"

MASTER PERMIT #	PLUMBING PERMIT #	GAS PERMIT #

FIXTURE TYPE	# OF FIXTURES	FEE PER FIXTURE	TOTAL FEE
Water Closet (toilet, bidet)		\$ 4.00	
Bath Tub		\$ 4.00	
Shower (not with tub)		\$ 4.00	
Kitchen Sink		\$ 4.00	
Disposal		\$ 4.00	
Dishwasher		\$ 4.00	
Laundry Tub		\$ 4.00	
Washing Machine		\$ 4.00	
Water Heater		\$ 4.00	
Urinal / Bidet		\$ 4.00	
Floor or Mop Sink		\$ 4.00	
Floor / Hub Drain		\$ 4.00	
Waste Interceptor		\$ 4.00	
Lavatory		\$ 4.00	
Gas Fired Equipment (per outlet)		\$ 4.00	
Drinking Fountain		\$ 4.00	
Vacuum Breaker		\$ 4.00	
Grease Trap		\$15.00	
Sewer / Septic Tank Connection		\$15.00	
Sewer Lift Station		\$15.00	
Water Connection		\$12.00	
Base Fee		\$10.00	
<b>TOTAL</b>			<b>\$</b>

**NOTE:** When calculating fees, add the base fee for each unit in the building for which the permit is being purchased. If an existing fixture is replaced with a similar or like fixture without altering any of the water or drain systems, no permit is required.