



1-B East Jefferson Street/ Post Office Box1799, Quincy, FL 32353  
Phone# 850-875-8665 Fax: 850-875-7280

## One & Two Family Dwelling Building Permit Application

Owner's Name(s) \_\_\_\_\_

Address \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

911 Address (Job Site) \_\_\_\_\_ City \_\_\_\_\_ ST \_\_\_\_\_ Zip \_\_\_\_\_

Home Ph \_\_\_\_\_ Work Ph \_\_\_\_\_ Cell Ph \_\_\_\_\_

Fax \_\_\_\_\_ **Email** \_\_\_\_\_

Parcel ID \_\_\_\_\_ LOT \_\_\_\_\_ Occupancy \_\_\_\_\_

Description of Work \_\_\_\_\_ Valuation of Project \$ \_\_\_\_\_

**Check All The Boxes That Apply To The Proposed Job**

Description of Work	Basement on -Site	Grading Activities	Is the Property Flood Prone
New DCA Approved	Yes, Specify	Yes	Yes
Used DCA Approved	No	No	No
New Construction			Date of Flood Letter
House Move			Does Property Include, or Is
Addition			It Near A Wetland, Such As:
Alteration	<b>Building Foundation</b>	<b>Describe Slope of the Land</b>	Lake, Pond
Repair & Replacement	Monolithic	Flat 0% to 2%	Sink Hole
Foundation	Block Wall	Slight Slope 2% to 10%	Swamp, Marsh
Swimming Pool	Pier or Piling	Steep Slope 10% to 20%	Other
Roofing	Other Specify	Very Steep Slope 20% & Over	None
Other Specify			Type of Sewage Disposal?
			Public or Private Company
<b>Class of Building (proposed)</b>	<b>Clearing Activities</b>	<b>Check Development Restrictions That Apply</b>	Private (Septic, etc.)
Single Family Dwelling	Selective Clearing	Natural Area	
Duplex	Entire Site	Land Use Buffer	Type of Water Supply
DCA Modular	No Clearing	Plat Restrictions	Public Or Private Company
	Access & Construction Only	None	Private (Well, Custom)

Fee Simple Titleholder, Bonding Company, and Mortgage Lender's Information will be on Notice of Commencement.

**CONTRACTOR INFORMATION**

CONTRACTOR NAME	LICENSE NO.	ADDRESS	PHONE	EMAIL ADDRESS
<b>Principal</b>				
<b>Electrical</b>				
<b>Plumbing</b>				
<b>Mechanical</b> (must have licensed cont.)				
<b>Gas</b> (must have licensed cont.)				
<b>Architect/Engineer</b>				
<b>Other</b>				

DISCLOSURE STATEMENT OWNER CONTRACTOR AND/OR ASBESTOS ABATEMENT PERMIT  
FLORIDA STATUTES 489.103/469.002 & FLORIDA BUILDING CODE 104.4.4

F. S. 489.103

STATE LAW REQUIRES CONSTRUCTION TO BE DONE BY LICENSED CONTRACTOR. YOU HAVE APPLIED FOR A PERMIT UNDER AN EXEMPTION TO THAT LAW. THE EXEMPTION ALLOWS YOU AS, OWNER OF YOUR PROPERTY, TO ACT AS YOUR OWN CONTRACTOR EVEN THOUGH YOU DON'T HAVE A LICENSE. **YOU MUST SUPERVISE THE CONSTRUCTION YOURSELF.** YOU MAY BUILD OR IMPROVE A ONE OR TWO-FAMILY HOME RESIDENCE OR A FARM BUILDING. **THE BUILDING MUST BE FOR YOUR OWN USE AND OCCUPANCY. IT MAY NOT BE BUILT FOR SALE OR LEASE.** IF YOU SALE OR LEASE MORE THAN ONE BUILDING YOU HAVE BUILT WITHIN ONE YEAR AFTER THE CONSTRUCTION IS COMPLETE, THE LAW PRESUMES THAT YOU HAVE BUILT IT FOR SALE OR LEASE, WHICH IS A VIOLATION OF THIS EXEMPTION. YOU MAY NOT HIRE AN UNLICENSED PERSON AS YOUR CONTRACTOR. IT'S YOUR RESPONSIBILITY TO MAKE SURE THE PEOPLE EMPLOYED BY YOU HAVE LICENSES REQUIRED BY THE STATE LAW AND COUNTY LICENSING ORDINANCES. ANY PERSON WORKING ON YOUR BUILDING WHO ISN'T LICENSED MUST WORK UNDER YOUR SUPERVISION AND MUST BE EMPLOYED BY YOU, WHICH MEANS THAT YOU MUST DEDUCT FICA AND WITHHOLDING TAXES AND PROVIDE WORKERS COMPENSATION FOR THAT EMPLOYEE, AS PRESCRIBED BY LAW, YOUR CONSTRUCTION MUST COMPLY WITH ALL APPLICABLE LAWS, ORDINANCES, BUILDING CODES, AND ZONING REGULATIONS. OWNERS MUST PROVIDE DIRECT, ONSITE SUPERVISION THEMSELVES OF ALL WORK NOT PERFORMED BY LICENSE CONTRACTORS, THAT DUTY CANNOT BE DELEGATED.

F.S. 469.002 & FLORIDA BUILDING CODE 104.4.4

STATE LAW REQUIRES ASBESTOS ABATEMENT TO BE DONE BY LICENSED CONTRACTORS. YOU HAVE APPLIED FOR A PERMIT UNDER AN EXEMPTION TO THAT LAW. THE EXEMPTION ALLOWS YOU AS THE OWNER OF YOUR PROPERTY, TO ACT AS YOUR OWN ASBESTOS ABATEMENT CONTRACTOR EVEN THOUGH YOU DO NOT HAVE A LICENSE. YOU MUST SUPERVISE THE CONSTRUCTION YOURSELF. YOU MAY MOVE, REMOVE, OR DISPOSE OF ASBESTOS-CONTAINING MATERIALS ON A RESIDENTIAL BUILDING WHERE YOU OCCUPY THE BUILDING AND THE BUILDING IS NOT FOR SALE OR LEASE, OR THE BUILDING IS A FARM OUTBUILDING ON YOUR PROPERTY. IF YOU SELL OR LEASE SUCH BUILDING WITHIN ONE YEAR AFTER THE ASBESTOS ABATEMENT IS COMPLETE, THE LAW WILL PRESUME THAT YOU INTENDED TO SELL OR LEASE THE PROPERTY AT THE TIME THE WORK WAS DONE, WHICH IS A VIOLATION OF THIS EXEMPTION. YOU MAY NOT HIRE AN UNLICENSED PERSON AS YOUR CONTRACTOR. YOUR WORK MUST BE DONE ACCORDING TO ALL LOCAL, STATE, AND FEDERAL LAWS AND REGULATIONS WHICH APPLY TO ASBESTOS ABATEMENT PROJECTS. IT IS YOUR RESPONSIBILITY TO MAKE SURE THAT PEOPLE EMPLOYED BY YOU HAVE LICENSES REQUIRED BY STATE LAW AND BY COUNTY OR MINICIPAL LICENSING ORDINANCES.

I CERTIFY BY MY SIGNATURE THAT I HAVE READ AND UNDERSTAND THIS DISCLOSURE STATEMENT AND THAT I SHALL COMPLY WITH ALL THE REQUIREMENTS FOR ISSUANCE OF AN **OWNER/BUILDER PERMIT.**

\_\_\_\_\_  
*SIGNATURE OF PROPERTY OWNER*

\_\_\_\_\_  
*DATE*

**MINIMUM PROPERTY SET-BACK REQUIREMENTS**

The structure shall be set back as follows:

Front Setback: 35' from a dedicated or maintained right-of-ways or a minimum of 65' from centerline, whichever is greater.

Side Setbacks: 10' on one side and 15' on other. Corner lots require a 20' setback. Rear Setback: 10'

The septic tank and drain field, building overhang, well and any other structure located on the property must meet these minimum setbacks.

No structure can be placed on any public right-of-way, i.e. mailbox, covert retaining wall, fence. Please call Public Works at 875-8672.

I have read the above setback requirements and agree not to erect setup or place any structure, well, drain field in those dedicated areas. If I violate the required minimum setbacks I understand that I will be required to abate the setback violations at my expense.

Owner/ Authorized Agent \_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE*

**OWNER'S AFFIDAVIT**

Application is hereby made to obtain a permit(s) to do work and installations as indicated. I certify that no work or installation commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a permit must be secured for Electrical, Plumbing, Signs, Wells, Pools, Furnaces, Boilers, Heaters, Tanks and Air Conditioners, ETC. I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws. If applicant is not owner, the applicant shall certify to be acting as owner's authorized agent. I also acknowledge that my failure to record a notice of commencement may result in my paying twice for improvements to my property and that if I am intending to obtain financing, I should consult with my lender or my attorney before recording a notice of commencement.

Owner/Agent \_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE*

Contractor \_\_\_\_\_

\_\_\_\_\_  
*SIGNATURE*

**STATE OF FLORIDA, COUNTY OF GADSDEN**

The foregoing information was sworn to, subscribed and acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_

by \_\_\_\_\_, who is personally known to me or has produced \_\_\_\_\_ as identification.

Notary Public, State of Florida \_\_\_\_\_

Commission Number: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

**REQUIRED PLANS - WIND LOAD DESIGN 120 MPH**

*\*Note: Failure of the contractor/owner builder to submit ALL the required documents will delay the issuance of this permit until the application is complete.*

**SUBMIT: Two copies of the following must be included**

- PLANS- specifications and drawings drawn to scale with sufficient clarity and detail to indicate the nature and character of the work. (\*\* 2 sets of D.C.A. approved plans)
- One additional floor plan (only)
- ENGINEERED WIND LOAD ANALYSIS- Sealed & Signed: as per Chapter 16 Florida Building Code. (120 MPH)
- FOUNDATION (\*\*D.C.A. modular-Engineered foundation plans)
- ELEVATIONS
- SITE PLAN: (\*\* setback dimensions, septic location, lot dimensions, easements, existing buildings)
- MECHANICAL EQUIPMENT LOCATION/ENERGY FORM/EPI & MANUAL-J FORM \*\* (signed, see mechanical contractor or engineer)
- ROOF TRUSS PLAN
- FLOOR PLAN, EMERGENCY EGREES, i.e. window size & location, stairs, accessible bath, fire blocking & draft stopping, smoke detector(s) location.

Each plan must also include the following:

- 1. Wall section(s) from the foundation through the roof.
- 2. Shear wall(s) and /or segments external and internal.
- 3. Roof decking & nailing requirements.
- 4. Fasteners i.e. bolts screws, nails, etc.
- 5. Special uplift areas i.e. girder trusses, columns, vaulted ceiling wall(s), common frame ridge beams, etc.
- 6. Connectors: Hurricane clips, straps, uplift tie-down apparatuses.
- 7. Any area that is deemed to be part of the structural integrity of the building.

- GARAGE DOOR & WINDOW WIND LOAD CERTIFICATION AND INSTALLATION INSTRUCTIONS (see supplier)
- SOIL TEST (IF PIPE CLAY OR HIGH WATER TABLE IS PRESENT ON THE SOIL TEST, A SEALED ENGINEERED FOUNDATION PLAN WILL BE REQUIRED). \*\*
- SEPTIC TANK PERMIT OR WAIVER \*\* (Gadsden Environmental Health, ( 850-875-7200 ext. 336) Return Red Stamped Copy
- FLOOD LETTER \*\* (if your property touches any body of water or is deemed to be in a flood prone area: see surveyor or engineer)
- NOTICE OF COMMENCEMENT (if valuation is over \$2,500) (File at the Gadsden County Courthouse – Room 102) Return original
- PRODUCT APPROVAL SPECIFICATION SHEET (Submit with permit)
- HOUSING PERMIT\*\* (Planning and Community Development Department) (Must be approved by prior to picking up permit.)
- 911 ADDRESS \*\* (see 911 Coordinator at the W. A. Woodham Juvenile Justice Center, 850-875-8824)

**PRIVATE PROVIDER CHECKLIST FORMS** (If you are using a Private Provider submit the following)

- Notice to Building Official of Use of Private Provider
- Private Provider Plan Compliance Affidavit
- Private Provider Contract
- Insurance

**LETTER OF AUTHORIZATION**

This letter serves as notice on this date I, \_\_\_\_\_ hereby give authorization to, \_\_\_\_\_ to obtain all necessary permits for me in Gadsden County at the property, located at the following Physical Address \_\_\_\_\_ Parcel ID \_\_\_\_\_

**Property Owners Signature** \_\_\_\_\_ **Date** \_\_\_\_\_

Sworn and subscribed this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary \_\_\_\_\_ for State of Florida. \_\_\_\_\_ Personally Known \_\_\_\_\_ Produced Identification \_\_\_\_\_  
*SIGNATURE*

Driver's License or Identification Number \_\_\_\_\_ SEAL

Expiration Date:

**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. By signing this permit you are stating that you are aware of these additional restrictions/permits.**

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**Owner/Agent Signature** (All other signatures require a notarized Letter of Authorization)      **Date**

### **Inspection Request List**

(This is a general outline of how inspections may be requested, however some may vary depending on the type of permit applied for)

- Temporary Power Pole
- Footer
- Underslab Plumbing/Stack out/Rough Plumbing
- Slab Inspection (Slab/Footer/Stem Wall)
- Sheathing
  - Wall
  - Roof
- Rough All:
  - Electrical Rough
  - Mechanical Rough
  - Plumbing Rough
  - Framing Rough
  - Gas Rough (if applied)
- Insulation
- Electrical Power Release (Permanent)
- Blower Door/Duct Leakage Test
- Finalized Septic Tank Permit.
- Environmental
  - Stabilization 5' Around House
  - Connection of Driveway
- Final C.O. (Certificate of Occupancy) Building Inspection

\*To request an inspection please Email us at [inspections@gadsdencountyfl.gov](mailto:inspections@gadsdencountyfl.gov)  
If you cannot email please call the front office at [\(850\)875-8665](tel:8508758665)\*

Table 1604.5

Risk Category	Nature of Occupancy
I	Buildings and other structures that represent a low hazard to human life in the event of failure, including but not limited to: <ul style="list-style-type: none"> <li>• Agricultural facilities.</li> <li>• Certain temporary facilities.</li> <li>• Minor storage facilities.</li> <li>• Screen enclosures.</li> </ul>
II	Buildings and other structures except those listed in Risk Categories I, III and IV.
III	Buildings and other structures that represent a substantial hazard to human life in the event of failure, including but not limited to: <ul style="list-style-type: none"> <li>• Buildings and other structures whose primary occupancy is public assembly with an occupant load greater than 300.</li> <li>• Buildings and other structures containing Group E occupancies with an occupant load greater than 250.</li> <li>• Buildings and other structures containing educational occupancies for students above the 12th grade with an occupant load greater than 500.</li> <li>• Group I-2 occupancies with an occupant load of 50 or more resident care recipients but not having surgery or emergency treatment facilities.</li> <li>• Group I-3 occupancies.</li> <li>• Any other occupancy with an occupant load greater than 5,000.(a)</li> <li>• Power-generating stations, water treatment facilities for potable water, wastewater treatment facilities and other public utility facilities not included in Risk Category IV.</li> <li>• Buildings and other structures not included in Risk Category IV containing quantities of toxic or explosive materials that: <ul style="list-style-type: none"> <li>Exceed maximum allowable quantities per control area as given in Table 307.1(1) or 307.1(2) or per outdoor control area in accordance with the Florida Fire Prevention Code; and</li> <li>Are sufficient to pose a threat to the public if released.(b)</li> </ul> </li> </ul>
IV	Buildings and other structures designated as essential facilities, including but not limited to: <ul style="list-style-type: none"> <li>• Group I-2 occupancies having surgery or emergency treatment facilities.</li> <li>• Fire, rescue, ambulance and police stations and emergency vehicle garages.</li> <li>• Designated earthquake, hurricane or other emergency shelters.</li> <li>• Designated emergency preparedness, communications and operations centers and other facilities required for emergency response.</li> <li>• Power-generating stations and other public utility facilities required as emergency backup facilities for Risk Category IV structures.</li> <li>• Buildings and other structures containing quantities of highly toxic materials that: <ul style="list-style-type: none"> <li>Exceed maximum allowable quantities per control area as given in Table 307.1(2) or per outdoor control area in accordance with the Florida Fire Prevention Code; and</li> <li>Are sufficient to pose a threat to the public if released.(b)</li> </ul> </li> <li>• Aviation control towers, air traffic control centers and emergency aircraft hangars.</li> <li>• Buildings and other structures having critical national defense functions.</li> <li>• Water storage facilities and pump structures required to maintain water pressure for fire suppression.</li> </ul>

- a. For purposes of occupant load calculation, occupancies required by Table 1004.1.2 to use gross floor area calculations shall be permitted to use net floor areas to determine the total occupant load.
- b. Where approved by the building official, the classification of buildings and other structures as Risk Category III or IV based on their quantities of toxic, highly toxic or explosive materials is permitted to be reduced to Risk Category II, provided it can be demonstrated by a hazard assessment in accordance with Section 1.5.3 of ASCE 7 that a release of the toxic, highly toxic or explosive materials is not sufficient to pose a threat to the public.

**PRODUCT APPROVAL SPECIFICATION SHEET**

Project Number \_\_\_\_\_ Bldg #/Location \_\_\_\_\_

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide information and product approval number(s) on the building components listed below if they will be utilized on the construction project for which you are applying. Your supplier should have product approval numbers and information. More information about statewide product approval can be obtained at: [www.floridabuilding.org](http://www.floridabuilding.org)

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>A. EXTERIOR DOORS</b>			
1. Swinging			
2. Sliding			
3. Sectional			
4. Roll up			
5. Automatic			
6. Other			
<b>B. WINDOWS</b>			
1. Single hung			
2. Horizontal Slider			
3. Casement			
4. Double Hung			
5. Fixed			
6. Mullion			
7. Wind Breaker			
8. Dual Action			
9. Other			
<b>C. PANEL WALL</b>			
1. Siding			
2. Soffit			
3. EIFS			
4. Storefronts			
5. Curtain walls			
6. Wall louver			
7. Glass block			
8. Membrane			
9. Greenhouse			
10. Other			
<b>D. ROOFING PRODUCTS</b>			
1. Asphalt Shingles			
2. Underlayment			
3. Roofing Fasteners			
4. Non-structural Metal Rf			
5. Built-Up Roofing			
6. Modified Bitumen			
7. Single Ply Roofing Sys			
8. Roofing Tiles			
9. Roofing Insulation			
10. Waterproofing			
11. Roof Tile Adhesive			
12. Liquid Applied Roof Sys			
13. Other			

Category/Subcategory (cont.)	Manufacturer	Product Description	Approval Number(s)
<b>E. SHUTTERS</b>			
1. Accordion			
2. Storm Panels			
3. Colonial			
4. Roll-up			
5. Equipment			
6. Other			
<b>F. SKYLIGHTS</b>			
1. Skylight			
2. Other			
<b>G. STRUCTURAL COMPONENTS</b>			
1. Wood connector/anchor			
2. Truss plates			
3. Engineered lumber			
4. Railing			
5. Coolers-freezers			
6. Material			
7. Insulation Forms			
8. Plastics			
9. Deck-Roof			
10. Wall			
11. Sheds			
12. Other			
<b>H. NEW EXTERIOR ENVELOPE PRODUCTS</b>			
1.			
2.			

I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite: 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturer's installation requirements.

I understand these products may have to be removed if approval cannot be demonstrated during inspection.

The products listed below did not demonstrate product approval at plan review:

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Applicant Signature

Print Name

Date

Contact Name & Phone Number

Permit # (FOR STAFF USE ONLY)

**NOTICE OF COMMENCEMENT**

The undersigned hereby gives notice that improvements will be made to certain real property, and in accordance with Chapter 713. Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of Property

Legal Description \_\_\_\_\_

Street Address \_\_\_\_\_ City \_\_\_\_\_ FL. Zip \_\_\_\_\_

2. General description of improvement \_\_\_\_\_

3. Owner information

A. Name \_\_\_\_\_

B. Address \_\_\_\_\_ City \_\_\_\_\_ St FL Zip \_\_\_\_\_

C. Interest in Property \_\_\_\_\_

D. Name & Address of Fee Simple Title Holder  
(Other than Owner) \_\_\_\_\_

4. Contractor Name and Address

\_\_\_\_\_

5. Surety Name

\_\_\_\_\_

Bond amount: \$ \_\_\_\_\_

6. Lender's Name and Address

\_\_\_\_\_

7. Person within the State of Florida designated by owner upon whom notices or other documents may be served as provided in Section 713.13(1)(a)7 of the Florida Statutes.

\_\_\_\_\_

8. In addition to self, the Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b) of the Florida Statutes. Give name and address.

\_\_\_\_\_

9. Expiration date of Notice of Commencement. The expiration date is one (1) year from the date of recording unless a different date is specified.

Signature of Owner/ Agent: \_\_\_\_\_

This foregoing instrument was acknowledged, sworn to and subscribed before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

**PREPARED BY:** \_\_\_\_\_

State of: \_\_\_\_\_

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

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

Printed Name: \_\_\_\_\_

Known personally/ ID shown: \_\_\_\_\_

Notary Seal

**\*REFERENCE FBC R322.2.1 YOUR FINISHED FLOOD SHALL BE BFE +1 FOOT****Elevation Certificates: Who Needs Them and Why**

If your home or business is in a high-risk area, your insurance agent will likely need an Elevation Certificate (EC) to determine your flood insurance premium. Floods mean rising water. Knowing your building's elevation compared to the estimated height floodwaters will reach in a major flood helps determine your flood risk and the cost of your flood insurance. An EC documents the elevation of your building for the floodplain managers enforcing local building ordinance, and for insurance rating purposes.

**How an EC Is Used**

If your building is in a high-risk area—a zone indicated with the letters A or V on a Flood Insurance Rate Map (FIRM)—the EC includes important information that is needed for determining a risk-based premium rate for a flood insurance policy. For example, the EC shows the location of the building, Lowest Floor Elevation, building characteristics, and flood zone.

Your insurance agent will use the EC to compare your building's elevation to the Base Flood Elevation (BFE) shown on the map being used for rating and

The BFE is the elevation that floodwaters are estimated determine the cost to cover your flood risk.

to have a 1 percent chance of reaching or exceeding in any given year. The higher your lowest floor is above the BFE, the lower the risk of flooding. Lower risk typically means lower flood insurance premiums.

**Who Needs an EC**

For certain high-risk structures, an EC is required by an insurer as a condition for issuing flood coverage. There are exceptions. For example, if your building was constructed before your community's first FIRM became effective (known as pre-FIRM) and you are eligible for a subsidized rate, you do not need an EC to purchase coverage. However, subsidized rates for pre-FIRM buildings are being phased out through annual premium increases. Your full-risk rate is specific to the property, and an EC will be needed to calculate the property-specific full-risk rate. Depending on your elevation, the full-risk rate could already be lower than the subsidized rate.

**Where to Get an Elevation Certificate for Your Building**

1. Ask your local floodplain manager. One might already be on file. Every National Flood Insurance Program (NFIP)—participating community has a floodplain manager, but that person might have a different title or serve in multiple capacities.
2. Ask the sellers. When buying a property, ask the sellers to give you their EC. If they don't have an EC, ask if they can provide one before settlement.
3. Ask the developer or builder. In a high-risk area, the developer or builder might have been required to get an EC at the time of construction.
4. Check the property deed. ECs sometimes are included with the property deed.
5. Hire a licensed land surveyor, professional engineer, or certified architect who is authorized by law to certify elevation information. For a fee, these professionals can complete an EC for you. To find a professional surveyor:
  - Check with your State professional association for land surveyors.
  - Ask your State NFIP coordinator.
  - Talk to your local building permit office.

ECs are not required and are not used for rating in moderate- to low-risk areas (Zones X, B, and C), undetermined risk areas (Zone D), or certain high-risk areas eligible for other subsidies (e.g., Zones AR and A99). If you need to document that your building is in one of these zones, you can simply provide a copy of the current FIRM that marks the building's location or obtain a letter signed and dated by a community official listing the building's address and flood zone. The property will remain eligible for the NFIP grandfather procedure if continuous coverage is maintained.

### When You Need a New EC

If you make substantial changes to your building in a high-risk area—for example, you make an addition to your home or convert the garage to living space—you likely need a new EC to reflect the new building characteristics and Lowest Floor Elevation.

### When You Do Not Need a New EC

As long as the structure information on your EC is accurate, you do not need a new one. If you get an EC from the previous property owner or have a copy of the one on file with your community, your insurance agent can use the EC to rate your policy.

If your community adopted new FIRMs and your building has not changed, your insurance agent can rate your policy using the information on the old EC and the FIRM used to rate your policy. However, you might need to provide additional information, such as new photographs of your home or business.

### Plan for the Future

Building code requirements might change over time as flood risk changes and maps are updated. If you are remodeling or rebuilding, consider elevating to lower your flood risk, which, in turn, can lower your flood insurance rates and reduce the financial impact of the next flood.

#### USEFUL TERMS

- **Base Flood:** The flood having a 1 percent chance of being equaled or exceeded in any given year.
- **Base Flood Elevation (BFE):** The water surface elevation, expressed as an elevation above sea level, of the base flood. This is the minimum elevation a community must adopt for building standards.
- **Flood Insurance Rate Map (FIRM):** A map issued by the Federal Emergency Management Agency (FEMA) showing flood hazard areas, BFEs, and risk premium zones.
- **Pre-FIRM:** Buildings constructed before the community's first FIRM. Communities might not have elevation information on file for these properties.
- **Post-FIRM:** A building constructed on or after the date of the initial FIRM for your community. FIRM effective dates can be found at [FEMA.gov/FEMA/csb.shtm](https://www.fema.gov/FEMA/csb.shtm).

### Resources:

For flood insurance information and to find an agent: [FloodSmart.gov](https://www.floodsmart.gov)

Find your flood zone: [msc.FEMA.gov](https://www.msc.fema.gov)

Locate your State floodplain manager: [floods.org](https://www.floods.org)

Contact a surveyor from your National Society of Professional Surveyors state affiliate: [nspss.us.com](https://www.nspss.com)

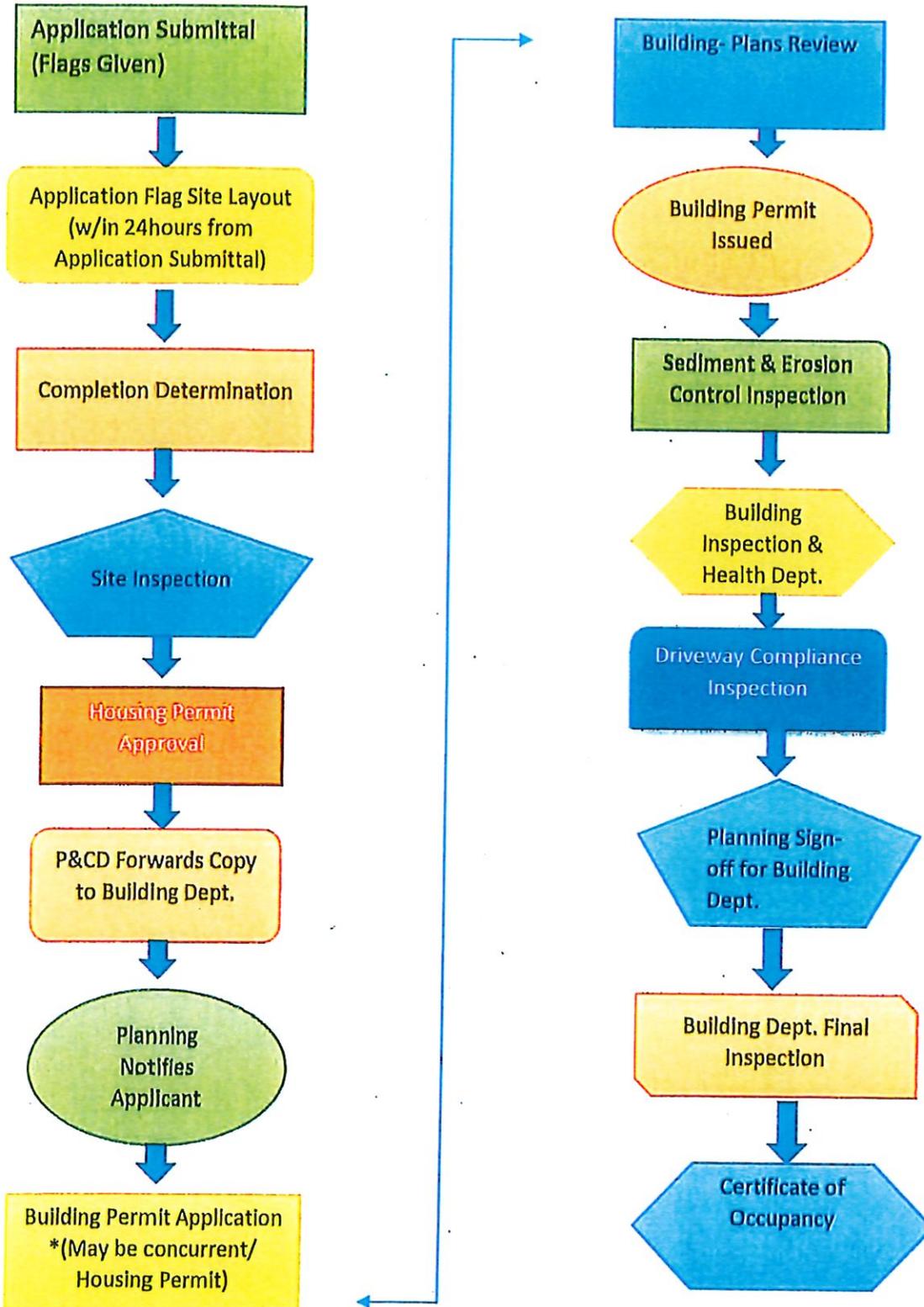
Download a copy of the Elevation Certificate: [FEMA.gov/media-library/assets/documents/160](https://www.fema.gov/media-library/assets/documents/160)

## R322.2.1 Elevation Requirements.

1. Buildings and structures in flood hazard areas including flood hazard areas designated as Coastal A Zones, shall have the lowest floors elevated to or above the base floor elevation plus 1 foot (305mm), or the design flood elevation, whichever is higher.
2. In areas of shallow flooding (AO Zones), buildings and structures shall have the lowest floor (including basement) elevated to a height above the highest adjacent grade of not less than the depth number specified in feet (mm) on the FIRM plus 1 foot (305mm), or not less than 3 feet (915mm) if a depth is not specified.
3. Basement floors that are below grade on all sides shall be elevated to or above base flood elevation plus 1 foot (305mm), or the design flood elevation, whichever is higher.

**Exception: Enclosed areas below the design flood elevation, including basements with floors that are not below grade on all sides, shall meet the requirements of section 322.2.2.**

### Housing permit process Summary\*



\*Summary Info Only. Assumes Complete Application & Approval. All applications must comply with the requirements of Gadsden County Comprehensive Plan & Land Development Code.

Sheriff

PHONE (850) 627-9233



Morris A. Young

P.O. BOX 1709  
QUINCY, FLORIDA 32353-1709

Gadsden County



## 911 Address Information

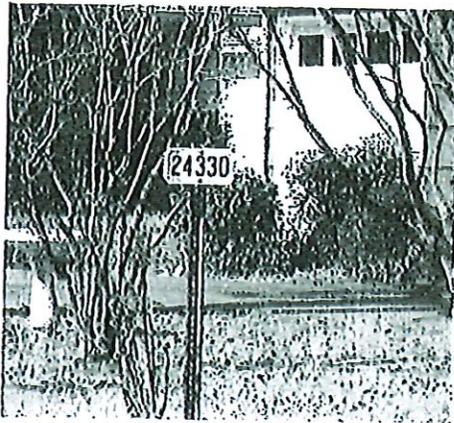
### How to Display Your Address

**We must find you before we can help you. Is your address displayed properly?**

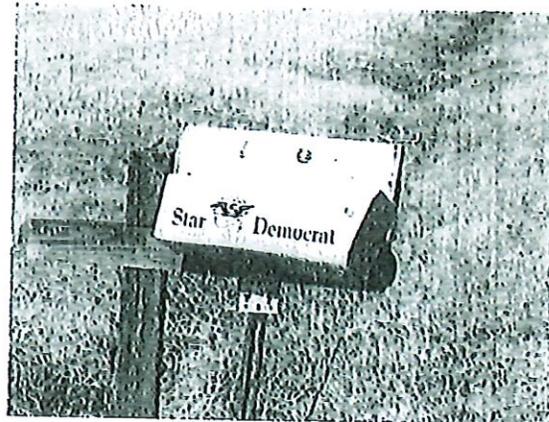
When you request the assistance of emergency personnel such as Police, Fire or Ambulance, they need to be able to find you. The easiest and best way is to have your address displayed correctly. County ordinance Sec. 18-275. - Posting of numbers. requires your address be displayed as follows:

- (1) The building number shall be affixed to the front of the building, or to a separate structure in front of the building, such as a mailbox, post, wall or fence, such that the building number is clearly visible and legible from the public or private way on which the building fronts.
- (2) Numerals shall be Arabic and shall not be less than four inches in height and one-half inch in width.
- (3) The numerals shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed.

**This helps the Emergency Services get help to you quickly.**



Always display numbers horizontally facing road. Your numbers should also be displayed on your house and mailbox.



Poor Addressing; Numerals Aged and Unreadable

### Points to remember

- Can a person that is unfamiliar with your residence locate your home during an emergency?
- Use minimum 4 inch, contrasting numerals, displayed no lower than 30 inches above ground.
- Apply numerals to sign or mailbox at end of lane if numerals cannot be seen from the road.
- If using mailbox to display your address assure the mailbox is easily associated with your home.
- Place numerals on both sides of your mailbox or sign (if applicable). Many times emergency vehicles approach from multiple directions.

The Gadsden County Enhanced 911 Coordinator's Office would like to update our current records so that we may better serve you in the event of an emergency. If you have any questions, regarding your address and/or road name, please call the Gadsden County E911 Coordinator's Office at (850) 875-8824.

**Thank You for Your Cooperation**

# Gadsden County Building Division

## Important Notice

ALL CONTRACTORS  
HOMEOWNER CONTRACTORS  
MOBILE HOME OWNER AND INSTALLERS

A CERTIFICATE OF COMPLIANCE FOR YOUR SEPTIC TANK/SYSTEM MUST BE ISSUED BY THE ENVIRONMENTAL HEALTH DEPARTMENT BEFORE YOU CALL FOR A FINAL POWER OR C.O (CERTIFICATE OF OCCUPANCY) INSPECTION.

NO FINAL POWER AND/OR C.O INSPECTION WILL BE SET UP BY THE BUILDING DEPARTMENT BEFORE THE ENVIRONMENTAL HEALTH DEPARTMENT HAS SENT TO US A COPY OF THE SEPTIC COMPLIANCE.

PLEASE EXPECT AND PLAN IN ADVANCE, THE FINAL INSPECTION ON YOUR SEPTIC TANK BEFORE YOU CALL FOR FINAL POWER OR A CERTIFICATE OF OCCUPANCY INSPECTION FROM THE BUILDING DEPARTMENT.

FAILURE TO DO SO MAY DELAY YOUR GETTING FINAL POWER AND/OR CERTIFICATE OF OCCUPANCY.

FOR QUESTIONS:  
HEALTH DEPARTMENT PHONE NUMBER: (850)875-7200  
BUILDING DEPARTMENT NUMBER: (850)875-8665



GADSDEN COUNTY  
SOLID WASTE SERVICES IMPORTANT NOTICE

ALL CONTRACTORS  
HOME OWNER CONTRACTORS  
MOBILE HOME OWNERS AND INSTALLERS

There are currently two methods for residential solid waste and recycling services in Gadsden County. Curbside pickup for trash and recycling is offered by Waste Pro USA at a monthly fee. The City of Quincy Byrd Landfill may be utilized if you prefer self-disposal of your solid waste at a fee per dumping.

FOR MORE INFORMATION CONTACT:

Gadsden County Building Department 1-B E. Jefferson St. Quincy, FL 32351 (850)875-8665	Waste Pro USA Services 264 Commerce Ln Midway, FL 32434 (850)561-0800	City of Quincy Byrd Landfill Site Selman Rd. Quincy, FL 32352 (850)875-8390
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While it is not mandatory which service you use, please plan in advance of your final inspection (Certificate of Occupancy) the service you will use. Proof of service must be provided to the building Department Office before a Certificate of Occupancy is issued.



# GADSDEN COUNTY SET BACK REQUIREMENTS

REAR PROPERTY LINE

THE SEPTIC TANK AND DRAIN FIELD, OVERHANG, WELL AND ANY OTHER BUILDING OR STRUCTURE ON THE PROPERTY MUST MEET THESE MINIMUM SET-BACKS

10'

**Any and all structures should be 50' from the water or wetlands.**

**STABILIZATION IS REQUIRED 5' AROUND**

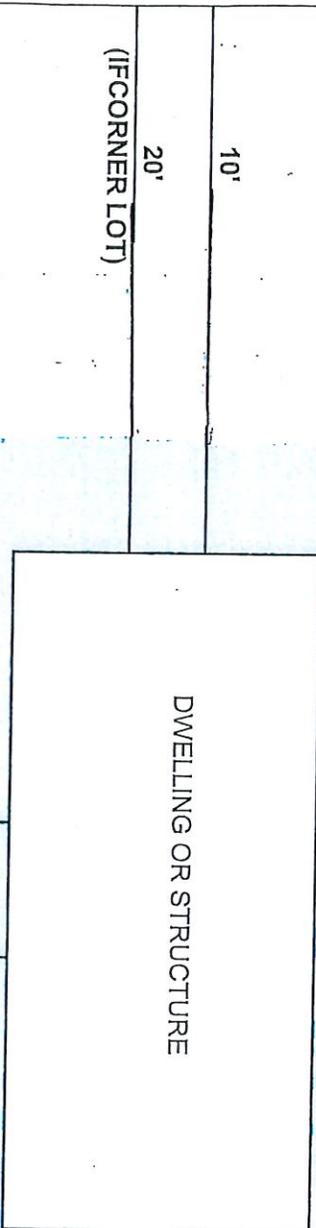
**THE PERMITTED STRUCTURE PRIOR TO OCCUPANCY**

10'

15'

20'

(IF CORNER LOT)



SIDE PROPERTY LINE

SIDE PROPERTY LINE

NO STRUCTURE, BRICK COLUMNS, BRICK MAIL BOXES, ETC., SHALL BE CONSTRUCTED ON GADSDEN COUNTY ROAD RIGHT-OF-WAYS. FOR QUESTIONS CALL GADSDEN COUNTY PUBLIC WORKS DEPT: 850-875-8672

35' FROM DEDICATED OR MAINTAINED PUBLIC RIGHTS-OF-WAY OR A MINIMUM OF 65' FROM CENTER LINE, OF HIGHWAY.

35'

15'

FRONT PROPERTY LINE

**MITTERED ENDS INCLUDING POURED CONCRETE COLLARS OR HEADWALLS (Subsection 6102.D) PRIOR TO OCCUPANCY**

Center of Highway

SIGNATURE

CULVERT REQUIREMENTS: 24' X 18" OR 24' X 24"

(Initial: )

sp