

SECONDARY STRUCTURE PERMIT APPLICATION

FRANKLIN COUNTY BUILDING DEPARTMENT

34 Forbes Street, Suite 1, Apalachicola, Florida 32320

<https://www4.citizenserve.com/Portal/PortalController>

Please note paper applications will have a longer processing time.

For a faster processing time please use the link above to apply via CitizenServe

SECONDARY STRUCTURES ARE NOT PERMITTED PRIOR TO PRIMARY STRUCTURES.

Description of Development: SHED POLEBARN CARPORT

OTHER: _____

Property Owner Information:

Property Owner: _____

Mailing Address: _____

Phone Number/ Email: _____

Contractor Information:

Contractor Name: _____

Business Name: _____

State License Number: _____

Phone Number: _____

Email: _____

Property Information:

911 Address/Construction Location: _____

Parcel Identification Number: _____

Property is Zoned: R1 R2 R3 R4 Other: _____

Waterfront Property: Gulf Bay Other: _____

Gate Code (if located in Gated Community): _____

CONTRACT COST: _____

Owner/Contractor Signature

Date

NOTE TO APPLICANTS AND PERMIT HOLDERS:

VIOLATIONS OF THE TERMS AND CONDITIONS OF THIS PERMIT MAY WARRANT A STOP WORK ORDER OR REVOCATION OF THIS PERMIT. THIS PERMIT IS VALID FOR ONE YEAR FROM THE DATE OF ISSUANCE. CONSTRUCTION MUST COMMENCE WITHIN SIX MONTHS OF DATE ISSUED.

SECONDARY STRUCTURE PERMIT CHECKLIST

THIS FORM MUST BE SIGNED AND SUBMITTED TO THE PERMIT CLERK.
INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED.

PLEASE INITIAL INDICATING ALL REQUIRED DOCUMENTS ARE INCLUDED:

REQUIRED DOCUMENTS:

- Complete Application
- Engineered Building Plans
- Site Plan
- Recorded Notice of Commencement (Contractors Only)
- Owner Builder Affidavit (Only required for owners acting as the contractor)

ADDITIONAL REQUIREMENTS FOR FLOOD ZONES:

Enclosed secondary structures must meet base flood elevation or have flow thru vents with square inches equaling or exceeding the total square footage of enclosure on opposing walls.

Enclosed secondary structures cannot exceed 600 sq ft

ENCLOSED SECONDARY STRUCTURES ARE NOT ALLOWED IN VE ZONES.

By signing below, I attest that all information in this permit application is accurate and complete. I have utilized the checklist to verify that I have included all required documentation. I understand that incomplete applications will not be accepted. I understand that the standard permit processing time is 7 - 10 business days and that a permit clerk will contact me when my permit is ready to be issued.

Owner/Contractor Signature

Date

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