Welcome Home

2026 EDITION



Residential & Commercial Development Guidebook



A Message from Community Development

Beginning the Building Process

Beginning the building process can seem complex, whether it is for a residential or a large-scale commercial project. It is important for property owners, contractors, or developers to be informed of the necessary planning and permitting steps within a local jurisdiction. Following the necessary permitting procedures will help ensure the safety of our residents, business owners, and visitors, as well as verify the compatibility of your proposed development to the land use of the property, taking in all factors, including environmental, health and safety, and neighborhood impact. In this guidebook, you will find valuable information that will assist you in simplifying the process, which includes reaching your development goals and ensuring your contractors are following codes/ordinances.

Jackson County Community Development







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Building a Home

A Guide for Residential Development



Building a new home requires a lot of planning prior to the first permit being pulled. This guide may not assist you with paint colors or help you decide between vinyl or wood flooring, but it can provide helpful information regarding land use approval and permit procedures, which will assist in making the process go more smoothly.

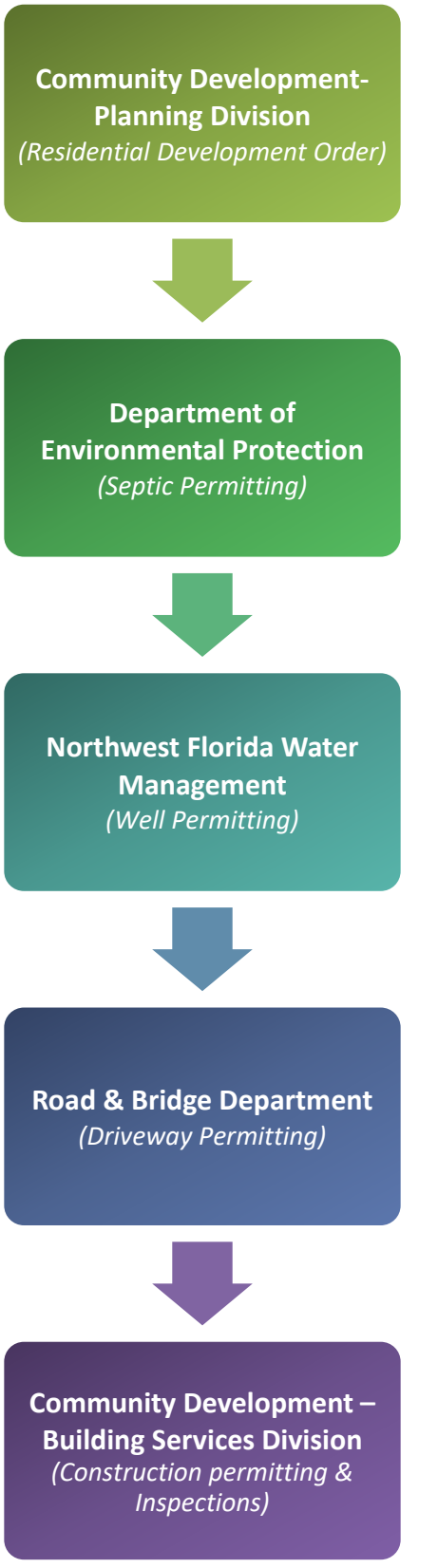
This guide will help you:

- Know what is involved with permitting a single-family dwelling in unincorporated Jackson County, Florida.
- Determine what documentation is required for permitting a single-family dwelling.
- Anticipate fees/applications that are encountered during the permitting process.
- Know what departments (County & State) are involved in reviewing your residential development.
- Have a successful inspection.

The first step in building or setting up a home on a piece of property is receiving land use and/or development approval through the Jackson County Community Development Department. A Residential Development Order Application must be submitted for review to the Planning Division of Community Development. Once approved, you may apply for construction, well, septic, or electrical permits. The same process shall be followed if you are constructing an accessory structure (i.e., carport, shed, pole barn, etc.) or a residential swimming pool. After obtaining development (land use) approval through the Planning Division, staff will upload a copy of your approved development order to a shared County database and forward a copy to the following departments so that you can apply for the relevant permits that they separately issue. Planners will guide you on which departments you need to contact. The approved Residential Development Order gives each department a Green Light to issue their respective permits to you:

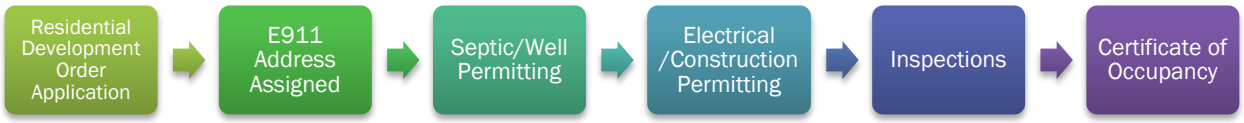
- **Department of Environmental Protection (Septic)**
- **E911 (Address Numbering)**
- **Road & Bridge (Driveway Permits)**
- **Building Services (Electrical, Mechanical, Plumbing, Construction Permits)**
- **Property Appraiser**

(See Directory for contact information)



Residential Development Checklists

SITE BUILT HOME PROCESS



☐ **1. Complete a Residential Development Order**
Complete the RDO application with the Community Development – Planning Division. This can be completed by the property owner or their authorized agent.

☐ **2. Septic Tank Permit or Sewer Tap Receipt**
Apply for a septic tank permit through Department of Environmental Protection after receiving your approved Residential Development Order. These permits must be obtained before work to the septic starts.

☐ **3. Well Permitting through Northwest Florida Water Management District.**
A licensed water well contractor should obtain all permits for the construction of wells from NW FL Water Management District. These permits must be obtained before work to the well starts.

☐ **4. Building Permit Application**
Submit a building permit application to the Building Services Division after receiving your approved Residential Development Order.

☐ **5. Energy Form**
Complete Energy Form through Building Services. Must be signed by the person preparing the form and owner or contractor

☐ **6. Complete Florida Product Approval Form**

☐ **7. Notice of Commencement (NOC)**
The recorded Notice of Commencement is required if the project's cost is $5,000 or more. Blank forms can be obtained at Building Services. This form must be completed, notarized, and recorded with the Clerk of Courts located at the County Court House. *The recorded copy of the NOC is to be submitted to the Building Services Office before any inspections are made and a copy must be posted on the job site.*

☐ **8. Termite Treatment**

Written verification of termite treatment method used to include: area treated, chemical used, number of gallons, product used, linear feet treated, date treated, time, applicator, and state of treatment (Horizontal, Vertical, Adjoining Slab, retreat of disturbed area) must be provided to this department before a Certificate of Occupancy will be issued.

☐ **9. Before New Construction Begins:**

- Permit
- Inspection Card
- Recorded Notice of Commencement
- Approved Drawings

All the above items must be posted on the job before any new construction can begin. A permit board shall be installed so that it may be viewed from the street. Permits, prints, and inspection card must be protected from the elements. It is important to meet these requirements so that inspections may be performed by Building Services.

☐ **10. Adequate sanitary facilities for the convenience of all workmen shall be provided.**

☐ **11. Inspection Procedure**

Prior to any inspection being made, proper permits (building, plumbing, electrical and mechanical) must be issued, posted, and all fees paid. All inspections must be called in by 2:30 PM for the following day inspections. The Building Official may grant same day inspections only for emergencies. Specific inspection times will be considered if inspectors routing will allow.

- Have the permit number and type of inspection when calling to schedule an inspection.
- The permit holder is responsible to call Building Services when each inspection phase is ready to be scheduled for an inspection. Work may not proceed until an inspection is performed and approved.

☐ **12. Re-inspection**

If a scheduled inspection is not ready when the inspector gets to site or if inspections fail, a re-inspection is required. Re-inspection requests will be handled the same as the first inspection request, with the exception you will identify it as a reinspection. Re-inspection fees are:

- $40.00 for the 1st reinspection
- $80.00 for the 2nd
- $120.00 for the 3rd and any additional inspections.

MANUFACTURED HOME PROCESS



☐ **1. Complete a Residential Development Order**
Complete the RDO application with the Community Development – Planning Division.

☐ **2. Septic Tank Permit or Sewer Tap Receipt**
Apply for a septic tank permit through Department of Environmental Protection. These permits must be obtained before work to the septic starts.

☐ **3. Well Permitting through Northwest Florida Water Management District.**
A licensed water well contractor should obtain all permits for the construction of wells from NW FL Water Management District. These permits must be obtained before work to the well starts.

☐ **4. Mobile Home Set-Up Permit**
A mobile home set-up permit must be purchased by the licensed mobile home installer who will be performing the installation of your home. *(Make sure that your Mobile Home is a Zone 2 or 3 – call Building Services Division for more information)*

☐ **5. Electrical Permit**
An electrical permit must be purchased by the homeowner or a licensed electrical contractor.

☐ **6. Mobile Home Inspections**

- ☐ Inspections must be called in to Building Services at least 48 hours in advance
- ☐ Someone must be on site, or mobile home must be unlocked during inspection
- ☐ 911 Address must be posted prior to inspection
- ☐ Is your pole 6” in diameter at eye level? Is the pole 4 feet in the ground?
- ☐ FPU requires their poles to be 14 feet high; WFEC will accept 12 feet
- ☐ Is the meter placed at eye level?
- ☐ Is the ground rod and approved ground clamp visible & 12 inches from side of pole?
- ☐ Have you properly installed an equipment ground wire? Have you used the proper wire sizes?
- ☐ Are all unused knockouts property closed?
- ☐ Is all the conduit gray? (White water pipe is not acceptable)
- ☐ A disconnect is required on all mobile homes regardless of panel board size.
- ☐ Have you removed the cover from the panel board inside the mobile home for inspection?
- ☐ Has installer of your mobile home placed his sticker on the home?

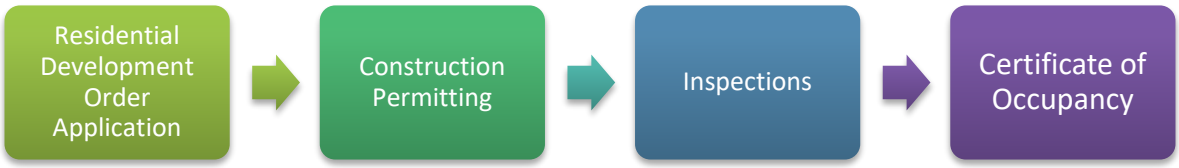
- ☐ Have the required tie downs been installed?
- ☐ Are the piers under your mobile home to code?

- ☐ Has the FINAL approval on septic tank been given by the Department of Environmental Protection? (Hook up of water lines has been inspected)
- ☐ Mobile Home cannot be skirted before the inspector makes his inspection. Water and sewer must be connected.
- ☐ The ORANGE permit cards (set up & electrical) go in the window or on the door of the mobile home where the inspector can see them as he drives up.
- ☐ Are there properly sized steps with handrails on **all** doors of the mobile home? (1st step must be at least width of door and must be level landing from mobile home.) All steps must have handrails.
- ☐ Set up manual to be present at inspection-if new mobile home.



ACCESSORY STRUCTURE & RESIDENTIAL SWIMMING POOL PROCESS

(REQUEST FOR ACCESSORY STRUCTURES WILL NOT BE APPROVED UNLESS A PRIMARY STRUCTURE EXIST ON THE PROPERTY)



☐ **1. Complete an Accessory Structure Residential Development Order Application**

Complete the RDO application with the Community Development – Planning Division. This can be completed by the property owner or their authorized agent.

☐ **2. Building Permit Application**

Submit a building permit application to the Building Services Division after receiving your approved Residential Development Order.

☐ **3. Building Plans**

Submit two sets of building plans for the structure along with your permit application.

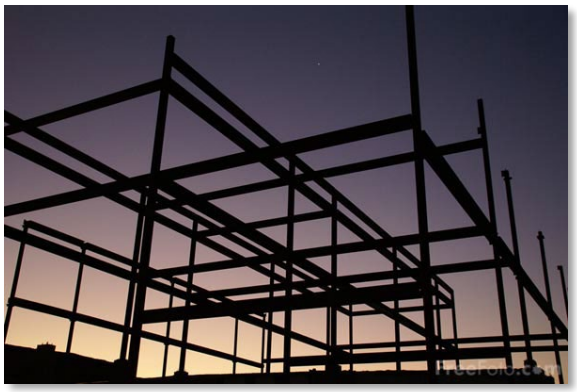
☐ **4. Inspection Procedure**

Prior to any inspection being made, proper permits (building, electrical and mechanical) must be issued, posted, and all fees paid. All inspections must be called in by 2:30 PM for the following day inspections.

- Have the permit number and type of inspection when calling for an inspection.
- It is the permit holder's responsibility to call Building Services when each inspection phase is ready. Work may not proceed until an inspection is performed and approved.

Starting a Business

A Guide for Commercial Development



The first step in starting a commercial development in Jackson County is to request a pre-application meeting through the Planning Division of the Community Development Department. During the pre-application meeting, various County and State departments will give you vital permitting information tailored to your proposed development plans.

After a pre-application meeting is held, a General Development Order may be submitted to the Planning Division for review. During this time, Planning Staff reviews your application to verify compatibility with the Jackson County Land Development Code and Comprehensive Plan. Complete applications could take up to a maximum of 31 working days. A Planner will post a development review yard sign on the property as a public notice for a minimum of 14 days (required by County ordinance). If the development requires approval by the regulatory boards of Jackson County, a legal notice will be advertised in a local newspaper, giving legal notice of the public hearings for the Planning Commission and Board of County Commissioners. Each legal notice will be published in the local paper at least 7 days prior to each public hearing.

Public notice of the development will also be mailed to nearby property owners if your development requires a public hearing or has significant impact to the neighborhood. Comments from property owners may be added to the project file and presented to the County Commissioners if requested. Not all commercial developments will require Board approval and may only need approval at the staff level.

Planning Staff will circulate your application and site plan to various County staff for review and comments. These comments will be added to the project file.

Once your proposed project has been reviewed by staff and been approved by the Planning Commission and Board of County Commissioners, then permits can be applied for to begin construction and a notice of commencement filed. The following departments will have their own respective permits that must be applied for after receiving development approval:

- **Department of Environmental Protection & Northwest Florida Water Management (septic/well). Or County or City Utilities (if applicable)**
- **DEP (Stormwater Permits – if applicable)**
- **County Road & Bridge or FDOT (Driveway Permits)**
- **Building Services (Electrical, Mechanical, Plumbing, Construction Permits)**

Inspections will be performed by various departments and then a final inspection must be done by Building Services, Fire Marshal, and the Planning Division prior to a Certificate of Occupancy being issued by the County.

General Development Order & Permitting Process



1 Pre-Application Meeting
Scheduled within 2 weeks of receiving request form

2 Community Meeting
Must be completed by the applicant prior to application submittal

3 Submit General Development Order Application to Planning
30 days for Planning Staff review after application is deemed complete

4 Planning Commission Public Hearing Recommending Board
Meeting scheduled within 1-3 weeks after staff review

5 Board of County Commissioners Public Hearing
Meeting scheduled within 1-3 weeks after Planning Commission meeting

6 Submit Construction/Building Plans to Building Services
After receiving development approval, building plans can be submitted to Building Services

7 Building Permits Issued
Site work can begin prior to permitting, but no construction can begin until building permits are issued

8 Construction Phase

9 Construction Permitting & Inspections

10 Submission of the As Built Plans for Review

11 Final Inspection
Schedule individual final inspections through Planning, Building Services, & Fire Marshal

Commercial Development Checklist

NEW COMMERCIAL CONSTRUCTION CHECKLIST

- [ ] **1. Pre-Application Meeting**
Submit a Pre-Application Request Form to the Planning Division of the Community Development Department. Attach a preliminary site and business plan along with the form.

- [ ] **2. Community Meeting**
The applicant is required to conduct a community meeting to educate nearby landowners about the proposed development for new wireless telecommunications facilities, solar farms, and any development staff determines one is needed.

- [ ] **3. General Development Order (GDO) Application**
Complete a GDO Application, which will be reviewed by Planning Staff within 30 working days from the date of submission and payment. (Application submission must be deemed complete with all necessary attachments prior to 30-day review.)

- [ ] **4. Site Visit**
Planning staff will conduct an initial site visit and post a development sign on property.

- [ ] **4. Public Notice Letters**
Letters will be mailed to affected property owners if the project will require notice of public hearing or if staff deems it necessary.

- [ ] **5. Department Comments**
Planning staff will circulate application to various County departments for comment.

- [ ] **6. Staff Report**
Planning staff will compose a multi-page staff report for the project with a staff recommendation and approval conditions. Final draft of staff report will be reviewed by the Senior Planner and/or Director of Community Development.

- [ ] **7. Public Hearings (if applicable)**
If project is over 10,000 sq. feet of impervious surface or requires a land use change: Planning Commission recommendation (Public Hearing #1) to the BOCC (Public Hearing #2).

- [ ] **8. Development Approval**
If approved, a Development Order or Agreement is signed by the developer and County. Permits for construction can then be applied for through Building Services.

- [ ] **9. Permit Applications**
Complete Building Permit Application after receiving development order approval.

☐ **10. Septic**
Submit copy of the Septic Tank Permit or existing Septic Tank approval from Department of Environmental Protection.

☐ **11. Signed and Sealed Plans**
Submit 3 complete sets of architect/engineer sealed building plans and construction details to include foundation plans. A plans review must be paid at time of plan submittal. The review fee is half of the permit cost.

☐ **12. Truss Details**
Submit 3 sets of truss details.

☐ **13. Notice of Commencement**
Recorded NOC is required to be submitted to Building Services before inspections if the project's cost is $5,000 or more and a copy must be posted on the job site.

☐ **14. Elevation Certificate** *(if applicable)*
An original must be submitted to Building Services before any rough inspections are done.

☐ **15. Termite Treatment**
Termite Treatment verification must be provided prior to Certificate of Occupancy.

☐ **16. Permits pulled**

☐ **17. Inspections**

☐ **18. Certificate of Occupancy**

CHANGING THE USE OF AN EXISTING BUILDING CHECKLIST



☐ **1. Pre-Application Meeting** *(if applicable)*
Submit a Pre-Application Request Form to the Planning Division of the Community Development Department. Attach a preliminary site and business plan along with the form.

☐ **2. General Development Order (GDO) Application**
Complete a GDO Application, which will be reviewed by Planning Staff within 31 working days from the date of submission and payment. (Application must be deemed complete with all necessary attachments prior to review.)

☐ **3. Site Visit**
Planning staff will conduct an initial site visit and post a development sign on property.

☐ **4. Public Notice Letters** *(if applicable)*
Letters will be mailed to affected property owners if the project will require a notice of public hearing or if staff deems it necessary.

☐ **5. Department Comments**
Planning staff will circulate application to various County departments for comment.

☐ **6. Staff Report**
Planning staff will compose a multi-page staff report for the project with a staff recommendation and approval conditions. Final draft of staff report will be reviewed by the Senior Planner and/or Director of Community Development.

☐ **7. Development Approval**
If approved, a Development Order is signed by developer and County. Permits for additional construction, plumbing, or electrical can then be applied for through Building Services.

☐ **8. Permit Applications**
Complete Building Permit Application after receiving development order approval.

☐ **9. Septic**
Submit copy of the Septic Tank Permit or existing Septic Tank approval from Department of Environmental Protection.

☐ **10. Signed and Sealed Plans** *(if applicable)*
Submit 3 complete sets of architect/engineer sealed building plans and construction details to include foundation plans. A plans review must be paid at time of plan submittal. The review fee is half of permit cost.

☐ **11. Truss Details** *(if applicable)*

☐ **12. Notice of Commencement**
Recorded NOC is required to be submitted to Building Services before inspections if the project's cost is $5,000 or more and a copy must be posted on the job site.

☐ **13. Elevation Certificate** *(if applicable)*
An original must be submitted to Building Services before any rough inspections are done.

☐ **14. Termite Treatment**
Termite Treatment verification must be provided prior to Certificate of Occupancy.

☐ **15. Permits pulled**

☐ **16. Inspections**

☐ **17. Certificate of Occupancy**

RE-USE OF AN EXISTING BUILDING OR A SPACE WITHIN AN EXISTING SHOPPING CENTER CHECKLIST



☐ **1. General Development Order (GDO) Application**
Complete a GDO Application to be filed with Community Development. Your application will not need to go through Planning Review if it meets the following criteria:

- If the building has been occupied within the last 36 months by an identical land use, provided that no changes are made to the physical nature of the land or its improvements.
- In an existing shopping center that meets the above requirements.

☐ **2. Permitting**
If you need to update any electrical, plumbing, or mechanical permitting, you will need to apply with Jackson County Building Services.

In-Home Business

A Guide for Home-Based Occupations



A home occupation in Jackson County is defined as a nonresidential use which is clearly subordinate to the residential land use *(Jackson County Code of Ordinances Sec. 42-68(b)).*

In order to conduct a home business on your residential property, you must complete an In-Home Occupation – General Development Order Application with the Jackson County Planning Division. When submitting the application, you will be given a small laminated green sign that must be posted on your residential property so that it can be seen from the road. This sign will be posted as a public notice of the proposed business for a minimum of 14 days. The maximum review process is 31 working days. During this time, Planning Staff will review your application to verify compatibility with the residential nature of the property. Staff will also forward your application to the County Fire Marshal for any comments if applicable. Other aspects that will be reviewed by Planning Staff will be traffic and parking impacts to your property if you propose customers coming to your residence, and any additional landscape buffering that may be required between your property and neighbors. A handicap parking space is required if you plan on having the general public visit your home business. The County Fire

Marshal will conduct an inspection to verify that adequate fire safety and exits are in place on the property prior to you opening your home business.

Once your application has been reviewed and a staff report completed, you will be required to sign a development order that authorizes you to develop your home-based business on your property. Additional permitting may be required through County and State agencies depending on your type of business industry. Electrical, Plumbing, and Contractor's licenses can be applied for through Florida Department of Business and Professional Regulations. Licensed Contractors must also contact County Building Services to register locally with Jackson County.



F.A.Q.

Frequently Asked Questions

- **Can vacant property be addressed?**
  - No. However, any Jackson County resident who needs vacant agricultural land addressed may apply for an address by completing an E-911 Address Form with Community Development.

- **Can I pull my own permits?**
  - A residential homeowner can elect to serve as his or her own contractor. Please contact Building Services for more information.

- **Are there any exemptions for Agriculture property?**
  - Any agricultural use on lands bearing an agricultural use classification from the county property appraiser, as of the date of commencement of the agricultural use, shall not require the obtaining of a development order from the County. ***Jackson County Code of Ordinances Sec. 42-58*** Bona fide agricultural uses are exempt from development and building fees.

- **What are the impact fees?**
  - Jackson County does not charge impact fees.

- **What are the setback requirements in Jackson County?**
  - Jackson County does not have general setback requirements. However, if your property is within the Compass Lake in the Hills Subdivision, our ordinances require all structures to be at least 40 feet from the front lot line and at least 20 feet from the side and rear lot lines.

- **Are manufactured homes allowed in Compass Lake in the Hills?**
  - Any type of home, site-built, modular, or manufactured, is allowed to be placed on a lot in Compass Lake in the Hills if it meets all other development criteria.

- **Can I put a shed, pole barn, or other accessory structure on my vacant property?**
  - No. Accessory structures are not allowed on vacant property. The exception is a barn or similar structure for bona fide agricultural use on land bearing an agricultural use classification from the county property appraiser as of the date of application.

Directory

Community Development
4979 Healthy Way, Suite B.
Marianna, FL 32446
(850) 482-9637

Building Services
4979 Healthy Way, Suite B.
Marianna, FL 32446
(850) 482-9805

Environmental Health
4979 Healthy Way
Marianna, FL 32446
(850) 482-9227

Jackson County Fire Marshal
2411 Commercial Park Drive
Marianna, FL 32446
(850) 718-0000

Road & Bridge Department
2819-A Panhandle Road
Marianna, FL 32446
(850) 482-9629

Public Works Department
3530 Wiley Drive
Marianna, FL 32446
(850) 718-0437

Tourist Development Council
4318 Lafayette Street
Marianna, FL 32446
(850) 482-8061

Northwest Florida Water Management
(850) 539-5999

Florida Dept. of Transporation (FDOT)
(850) 718-3000

Florida Dept. of Business & Professional Regulation
(850) 487-1395

Department of Environmental Protection (DEP)
osp-help@floridadep.gov

JACKSON COUNTY
COMMUNITY DEVELOPMENT/PLANNING DEPARTMENT

FEE SCHEDULE

FOR DEVELOPMENT APPLICATIONS OR SERVICES
Approved by BOCC February 23, 2016
Effective April 1, 2016

COMPREHENSIVE PLAN:

LARGE SCALE FLUM OR TEXT AMENDMENT	$1500.00 + $1000.00 advertising fee
SMALL SCALE FLUM AMENDMENT	$ 500.00 + $ 250.00 advertising fee
*COPY OF COMPREHENSIVE PLAN	$ 20.00

SUBDIVISION PLATTING:

PRELIMINARY PLAT

MAJOR SUBDIVISION (Includes Final Plat):	$ 500.00 + $20.00 per lot + $ 150.00 advertising fee
MINOR SUBDIVISION	$ 500.00 + $ 150.00 advertising fee

DEVELOPMENT ORDERS:

SINGLE FAMILY RESIDENCE/DUPLEX

HOME BASED OCCUPATION	$ 100.00
ONE DWELLING UNIT RESIDENTIAL SITES	$ 50.00
MOBILE HOME PARK	$ 250.00 for 1st 5 Lots – $50.00 per Lot + $ 150.00 advertising fee

COMMERCIAL, INDUSTRIAL AND OTHER DEVELOPMENTS

GENERAL DEVELOPMENT ORDER	**Rates are based on total impervious area:** 5 cents per square foot ($250.00 minimum)
If requiring BOCC approval	+ $ 150.00 advertising fee
JUNKYARD PERMIT	$ 500.00
If requiring BOCC approval	+ $ 150.00 advertising fee
WIRELESS FACILITY	$2500.00 Type 1 + $150.00 advertising fee $5000.00 Type 2 + $150.00 advertising fee

OTHER:

ALCOHOLIC BEVERAGE CERTIFICATION	$ 50.00
If requiring BOCC approval	+ $ 150.00 advertising fee
*FLOOD VARIANCE	$ 100.00
*FLOOD ZONE DETERMINATION (excluding property owner)	$ 25.00
ROAD ABANDONMENT	$450.00
TEMPORARY USE PERMIT	$ 100.00
*TEMPORARY USE PERMIT MUSIC/ENTERTAINMENT FESTIVALS	$ 80.00 per day and per 1000 anticipated patrons +
Cash Clean-up Bond:	$ 50.00 per 1000 anticipated patrons

SIGN FEES:

BUILDING SIGN OR ON PREMISE FREE STANDING SIGN	$ 75.00
OFF PREMISE FREE STANDING SIGN	$ 150.00

REVIEW BY CONSULTANTS:

Approved by BOCC on October 10, 2006

ENGINEERING FEE:	Major Subdivision	$1000.00 plus $10 per lot or $2400.00 (fixed) maximum
	Minor Subdivision	$ 200.00 plus $10 per lot or $300.00 (fixed) maximum
	Large Commercial	$ 750.00
	Small Commercial	$ 500.00
FIRE MARSHAL FEE:	For all non-residential development	$40.00

If an application cannot be fully reviewed by the Community Development/Planning Department staff, whether because of the complexity of the application and supporting materials or a lack of staff capability, the Community Development Director may require that the applicant pay for review of the application by outside consultants retained by the County. Consultants may include but are not limited to engineers, attorneys, surveyors, biologists, geologists, and/or other professionals.

*Adopted by Resolution No. 2013-07

Fee Schedule as of 09/30/16

BUILDING DEPARTMENT FEE SCHEDULE
EFFECTIVE APRIL 4, 2016

STATE SURCHARGE

A surcharge of 3% or $4.00, whichever is greater, will be applied to all permits issued.

CONSTRUCTION PERMIT		
1st $1,000	$	46.00
Each additional $1,000 or fraction	$	8.00
Each additional $1,000 over $1,000,000	$	2.50
Minimum Fee	$	46.00
Plan Review Fees/Commercial Only is 1/2 permit fee		
Mobile Home Setup - does not include Electrical	$	130.00
House Moving Permit	$	145.63
Reinspection Fee (Must be paid prior to reinspection being made)		
1st	$	40.00
2nd	$	80.00
3rd	$	120.00
ELECTRICAL PERMIT		
Residential	$	111.00
New Dwelling/ Per Unit		
Additions/Alterations/Accessory Structure	$	111.00
Commercial		
Base Fee PLUS:	$	139.81
FIXTURES - outlets, receptacles, wall switches, fixture, bath fan, ranges, water heaters, furnaces, dryers, washing machine, disposal, range hood, dishwasher, garbage compactor, smoke detector, door chime, pole lights	$	0.50
Electrical - Additional Services		
Less than 200 amp	$	66.00
Over 200 amp, less than 800 amp	$	75.00
over 800 amp, PLUS:	$	100.00
for each 100 amp or fraction thereof	$	17.50
Electrical - Generators		
600 volts or less, not over 1kw	$	20.00
600 volts or less, over 1kw	$	30.00
Electrical - Transformers		
>600 volts	$	30.00
Exceeding 600 volts	$	50.00
Electrical - Motors		
5 hp or less	$	7.00
6 hp to 25 hp	$	15.00
26 hp and up	$	20.00
Miscellaneous Electrical		
Pools - Residential and Commercial	$	66.00
Service Upgrade	$	66.00
Change of Service	$	66.00
Mobile Home Service Pole	$	66.00
Temporary Service Pole	$	66.00
Miscellaneous Service Pole	$	66.00
Sign	$	66.00
Service Reconnect	$	66.00

X-ray machines	$	50.00
Plug mold, track light, and festoon lights per foot	$	0.50
Auto bake ovens	$	36.00
Radio or TV Antennas, welding machines, moving picture projectors, etc	$	36.00
PLUMBING PERMIT		
Residential/ per unit	$	111.00
Commercial		
Plumbing Base Fee PLUS:	$	139.81
Fixtures	$	5.15
MECHANICAL PERMIT		
Residential		
Single Family, Duplex, Multi Family - Per Unit	$	66.00
Change Outs Per Unit	$	46.00
Commercial		
Per Unit	$	116.00
Change Outs not exceeding 5 tons or 60,000 BTU - Per Unit	$	86.00
For each additional ton or 12,000 BTU	$	5.00
Duct Work/Refrigeration	$	56.00
ROOFING PERMITS		
1-5 Squares	$	36.00
6-15 Squares	$	56.00
each additional square	$	1.00
SWIMMING POOLS		
Residential/Commercial		
First $1,000	$	50.00
each additional thousand or fraction thereof	$	7.00
SIGNS - ON PREMISE AND OFF PREMISE		
1st $1,000	$	46.00
Each additional $1,000 or fraction	$	8.00
Each additional $1,000 over $1,000,000	$	2.50
Minimum Fee	$	46.00
NEW COMPETENCY CARD		
Registered General - In County	$	150.00
Registered General - Out or County	$	250.00
Registered General - Out of State	$	350.00
All Other Registered - In County	$	100.00
All Other Registered - Out of County	$	200.00
All Other Registered - Out of State	$	300.00
COMPETENCY CARD RENEWAL		
In County	$	50.00
Out of County	$	150.00
Out of State	$	200.00
Late Fee/Per Month or fraction	$	10.00
CERTIFIED CONTRACTOR ADMIN FEE	$	35.00
MISCELLANEOUS FEES		
Code violation search	$	50.00
Open/expired Permit search	$	50.00

Construction cost may be based on valuation, determined by group and type of construction, Appendix B and Building Valuation Data Table (Schedule B - method based on updated Building Value Data Sheet using 70% of calculated values)

Building Permits are not all inclusive. Each trade that performs work on a project is required to obtain a permit.

Permit Fee Transfers:

New permit holder will pay 100% of the original permit fee provided construction is less than 90% complete.

Permit Fee Refunds:

50% of permit fee paid may be refunded provided no inspections have been completed.

Plan Review Fee:

Half the permit fee for commercial projects – paid at submission of Permit Application.

Notes:

Municipalities and County contracted work requiring inspections will require full permit.

Penalties:

Where work for which a permit is required by this code is started prior to obtaining a permit, the fees will be doubled, and the payment of the double fee will not relieve any persons from fully complying with the requirements of this code in the execution of the work.

Conflicts:

For commercial work only, when the contractor's cost and the valuation table are in conflict, the permit shall be based on the higher of the two values. Permits for commercial structures and renovations that do not have a square foot floor area shall be based on the contractor`s cost.



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