



City of Dunnellon - Community Development

20750 River Dr. | Dunnellon, Florida 34431

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Website: www.dunnellon.org

For Office Use Only

Permit Number: _____

ONE & TWO FAMILY RESIDENTIAL PERMIT APPLICATION CHECKLIST

Florida Building Code 8th Edition (2023)

Incomplete permit applications will be returned to the applicant. Please review package contents with this checklist to ensure that all appropriate documentation is included with your submittal. Application packages must be mailed or submitted in person to the address above. Electronic plans are not accepted currently.

Please allow up to 7 days to process the permit. Inspection windows are only on Tuesday and Thursday mornings between 8 and 10 AM. Power Release inspections can be done Tuesday and Thursday afternoons between 1 and 3 PM. Failed inspections will be charged \$50.00 and must be paid prior to reinspection.

You must know the following characteristics of the lot you plan to build on:

- A. What is the flood zone? _____. If zone A or AE, will require elevation certificates.
- B. Is the lot located in the [River Corridor Protection Area](#)? _____. If so, see City Code [Sec. 78-71](#) – [78.75](#) at <https://www.dunnellon.org/> for development standards.
- C. Is the lot located in the Historic District? _____. If so, requires Historic Board approval.

DO NOT STAPLE DOCUMENTS TO THE BUILDING PLANS

- 1. ____ **ONE & TWO FAMILY RESIDENTIAL PERMIT APPLICATION** - Filled out completely with signatures.
- 2. ____ **PROOF OF PROPERTY OWNERSHIP**.
- 3. ____ **BOUNDARY SURVEY** - Two (2) signed and sealed surveys of less than one year old which include flood zone and panel number information.
- 4. ____ **SITE PLAN** – Two (2) copies. Drawn to scale, show existing improvements on the site, lot lines, setbacks for proposed project, and culvert or swale information for right-of-way. Show ISR and water meter, if applicable, in right of way.
- 5. ____ **EROSION CONTROL MEASURES** – may be displayed on site plan or separate sheet.
- 6. ____ **BUILDING PLANS** – Three (3) sets of engineered/sealed building plans. The following need to be in the plan set:
 - a. Meets current building code ____
 - b. Structural design ____
 - c. Basic wind speed ____
 - d. Wind exposure ____
 - e. Applicable internal pressure coefficient ____
 - f. Components and cladding ____
 - g. Building category classification ____
 - h. Flood Zone designation ____
 - i. Type of roof covering ____
 - j. Elevations ____
 - k. Total square feet of living space ____
 - l. Total square feet of garage/porch/entry ____
 - m. Total square feet of structure ____
 - n. Foundation plan ____
- 7. ____ **PRODUCT APPROVALS** - NOA or product approval number of windows, door, shutters, soffits, siding, and roof covering materials as applicable to the project.
- 8. ____ **TRUSS LAYOUTS** - Two (2) sets of truss/rafter/upload summary sheets and two (2) truss/rafter layouts.
- 9. ____ **HVAC DUCT LAYOUT** – Three (3) sets; include energy calculations.
- 10. ____ **PLUMBING RISER**
- 11. ____ **ELECTRICAL DIAGRAM** showing smoke detectors; plus, energy calculations.
- 12. ____ **ELEVATION CERTIFICATE** if any portion of lot is in flood zone A or AE. Required at slab form inspection and at completion of construction before issuance of a Certificate of Occupancy is issued.
- 13. ____ **OWNER-BUILDER DISCLOSURE STATEMENT** - ONLY if owner acts as contractor - An affidavit signed by the owner/builder certifying that the responsibilities and requirements of the construction process are understood by the owner.

14. ___ **NOTICE OF COMMENCEMENT (NOC)** for jobs over \$5,000- The city requires a copy of the recorded NOC before scheduling first inspection. To be recorded at Marion County Clerk of Court Annex Building at 19 N Pine Ave, Room 124. Ocala FL 34478.
15. ___ **SEPTIC SYSTEM PERMIT** (only if sewer service is not available) - A copy of the septic system permit approved by the Health Department (352-629-0137). An approved septic permit must be on file prior to the building permit being approved.
16. ___ **PUBLIC UTILITY STATEMENT**- A letter from FGUA Water denoting service availability.
17. ___ **FINAL SURVEYS** - Two (2) signed and sealed surveys showing the improvements made after permitted work is complete.
18. ___ **TREE PRESERVATION/REMOVAL APPLICATION** – To identify and number each tree to be removed/preserved.
19. ___ **GRADING PLANS**- for flood zones A or AE; in lieu of grading plans, may submit an engineering analysis, prepared in accordance with standard engineering practice by a registered design professional, that demonstrates the proposed work will not result in any increase in the level of the base flood, grading, excavation and earthwork construction, including fills and embankments (FBC, Appendix J)
20. ___ **DRAINAGE PLANS** - Two (2) drawings of site drainage plans showing proposed ground and final floor elevations.
21. ___ **ENERGY FORMS** - Two (2) sets of energy calculations as per Energy Conservation Code.

****REFER TO DEP REQUIREMENTS TO DETERMINE IF A CONSTRUCTION GENERAL PERMIT IS NECESSARY**

A CGP is required for construction projects that disturb land and discharge stormwater. Check if your project disturbs land and discharges to surface waters or a storm sewer system. For DEP authorization, including how to submit a Notice of Intent (NOI) and create a Stormwater Pollution Prevention Plan (SWPPP): [Florida DEP - Construction Activity](#).

- Important Note: The CGP is separate from the Environmental Resource Permit (ERP) and other local stormwater permits.

For questions or further assistance, please visit [Florida DEP - Construction Activity](#).

22. ___ **ENVIRONMENTAL RESOURCE PERMIT**- see below for criteria.

ENVIRONMENTAL RESOURCE PERMIT (ERP) REQUIREMENTS

Contact Southwest Florida Water Management District (SWFWMD) at 352-796-7211 with any questions.

62-330.020 Regulated Activities.

(1) A permit under this chapter is not required for activities that qualify for:

(a) Operation and routine custodial maintenance of projects legally in existence under Chapter 403 or Part IV of Chapter 373, F.S., provided the terms and conditions of the permit, exemption, or other authorization for such projects continue to be met, and provided the activity is conducted in a manner that does not cause violations of state water quality standards. However, this exemption shall not apply to any project that is altered, modified, expanded, abandoned, or removed;

(b) An exemption listed in Rule 62-330.051 or 62-330.0511, F.A.C., or in section 1.3 (District-specific exemptions) of the applicable Volume II;

(c) The “grandfathering” provisions of Section 373.4131(4), 373.414(11), (12)(a), (13), (14), (15), or (16), F.S.; or

(d) The “10/2” general permit for upland stormwater systems authorized in Section 403.814(12), F.S.

(2) Unless the activity qualifies under subsection (1), above, a permit is required prior to the construction, alteration, operation, maintenance, removal, or abandonment of any project that, by itself or in combination with an activity conducted after October 1, 2013, cumulatively results in any of the following:

(a) Any project in, on, or over wetlands or other surface waters;

(b) A total of more than 4,000 square feet of impervious and semi-impervious surface areas subject to vehicular traffic;

(c) A total of more than 9,000 square feet of impervious and semi-impervious surface area;

(d) A total project area of more than five acres;

(e) A capability of impounding more than 40 acre-feet of water;

(f) Any dam having a height of more than 10 feet, as measured from the lowest elevation of the downstream toe to the dam crest;

(g) Any project that is part of a larger common plan of development or sale;

(h) Any dry storage facility storing 10 or more vessels that is functionally associated with a boat launching area;

(i) Any project exceeding the thresholds in section 1.2 (District-specific thresholds) of the applicable Volume II, or

(j) Any modification or alteration of a project previously permitted under Part IV of Chapter 373, F.S.

(3) Construction and operation of projects under subsection (2), above, are subject to the additional limitations in paragraph 3.1.4(f) of Volume I.

(4) The following types of permits are available:

(a) A general permit, as provided in Rule 62-330.052, F.A.C., and Rules 62-330.410 through 62-330.635, F.A.C.;

(b) An individual permit, as provided in Rule 62-330.054, F.A.C.; and,

(c) A conceptual approval permit, as provided in Rule 62-330.055 or 62-330.056, F.A.C.