

Checklist – Development Permit Packet



Applicant Name: _____ Parcel No. _____

Before submitting the development permit packet for review, please ensure the forms are filled in completely and items included on the checklist are submitted for review. Completed packets can be submitted in person, via FEDEX/UPS at the Courthouse Annex, 229 S.W. Pinckney Street · Madison, Florida 32340, via USPS at P.O. Box 539 · Madison, Florida 32341, via email at mhoschar@madisoncountyfl.com.

Incomplete packets will delay the issuance of the development permit. Process may take up to 30 days

Agent Information

For agents applying on behalf of the property owner, please include a notarized affidavit authorizing you to act on the property owner's behalf, the owner's contact information on the applications, and provide your contact information below:

Name: _____

Company: _____

City: _____ State: _____ Zip: _____

Phone: _____

Address: _____

Email: _____

Checklist

- ☐ Copy of Recorded Deed
- ☐ Permission to Park (if anyone other than the property owner is seeking to place a mobile home on property – **must be notarized**)
- ☐ Benchmark Letter/Certification Survey (**for properties in flood zones A or AE**)
- ☐ Acknowledgements for Deed Restrictions and Covenants
- ☐ Florida Building Code Form-Building, 8th (2023) (**must be notarized**)
- ☐ Assessment Photos Letter for Addressing (**must be notarized**)
- ☐ Zoning/Land Compliance Form (**must be notarized**)
- ☐ Development Permits and Orders Acknowledgements Form (**must be notarized**)
- ☐ Photo Identification (for individual listed on the recorded deed applying for permit)
- ☐ Site Plan **
- ☐ *****Survey is required by licensed surveyor when building a home

****The site plan must include details necessary to show how a structure and proposed utilities will be oriented on the lot, access to the lot, and any existing structures and utilities on the lot. Please ensure the site plan includes the following details that are**



F.S. 125.022: Development Permits and Orders

Within 30 days after receiving an application for approval of a development permit or development order, a county must review the application for completeness and issue a letter indicating that all required information is submitted or specifying with particularity any areas that are deficient. If the application is deficient, the applicant has 30 days to address the deficiencies by submitting the required additional information. Within 120 days after the county has deemed the application complete, or 180 days for applications that require final action through a quasi-judicial hearing or a public hearing, the county must approve, approve with conditions, or deny the application for a development permit or development order. Both parties may agree to a reasonable request for an extension of time, particularly in the event of a force majeure or other extraordinary circumstances. An approval, approval with conditions, or denial of the application for a development permit or development order must include written findings supporting the county's decision. The timeframes contained in this subsection do not apply in an area of critical state concern, as designated in s. 380.0552.

By signing below, I certify that I have read and understood this document and the information contained herein. I acknowledge receipt of this document with the submission date recorded for my records by the County staff. I understand that there is a 30-day review period from the date recorded and incomplete packets will be subject to an additional 30-day review period upon receipt of any missing documents. **This document must be signed in the presence of a notary.**

Property Owner's Signature

Date

Notary Signature

Date

Identification Produced: _____

Notary Seal:

To Be Completed by Staff Upon Submission of Packet

Date of Submission: _____

Received By: _____

Submission Method: _____ Mail _____ In Person _____ Email _____ Fax



FLORIDA BUILDING CODE – BUILDING, 8TH EDITION (2023)
SECTION 105 - PERMITS

[A] 105.1 Required. Any *owner* or *owner's* authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to the Building Official and obtain the required permit.

By signing below, I acknowledge and understand that in addition to obtaining the development permit, I must make application to appropriate agencies and obtain required permitting if applicable for the installation of a driveway, installation of a septic system, and activities regulated by Suwannee River Water Management District, and the local building department. I further acknowledge and understand that permitting is also required for all but not limited to the following:

1. All new construction, residential and commercial or remodeling, where alterations change or affect any structure.
2. Any Swimming Pools
3. Any structure with a roof over, any deck or enclosure that is attached to or up next to including mobile homes and other structures.
4. Any accessory building or shelter over 120 square feet. This includes site-built or prefabricated buildings relocated into the county or city.
5. Any structure in a floodway or flood zone.
6. Any deck over 120 square feet that has a floor height over 30 inches above grade.
7. Any enclosed building or pole barn that is not used directly producing food or fiber.

Note: must be a working farm.

8. 7. Any structure that requires electrical, plumbing, or HVAC work that is more than “fixture” replacement.

Obtaining a permit after work has commenced can be subject to fines.

This is NOT a Building Permit Application; this is for Development of your Land ONLY. You are still required to get proper Building Permits through the Building Department.

Signature

Date

Notary Signature

Date

Identification Produced: _____

Notary Seal:



ACKNOWLEDGEMENTS
DEED RESTRICTIONS AND COVENANTS
(TO BE SIGNED BY THE PROPERTY OWNER)

Applicants should be aware that Deed Restrictions or Covenants are a private civil issue. They are not enforced or reviewed by the county. Prior to pursuing a building permit, applicants should be aware of any such restrictions that may apply to their property.

Acknowledged:

BY: _____
Property Owner Date

ACCESS TO PROPERTY

By submitting this application, I am providing permission for Madison County personnel to inspect, at reasonable times, the property and work required under any permit issued, for compliance with applicable codes as specified by Madison County. Unless the inspection requires entry into a private residence, no further permission will be required.

Acknowledged:

BY: _____
Property Owner Date

STATE OF: _____

COUNTY OF: _____

The foregoing was signed before me this _____ day of _____, 20____

by _____, who is _____ personally known to me or

_____ who has produced _____ as identification.

Notary Public (Seal)



Assessment Photos

All our addresses are 911 Addresses. They are primarily issued for the purpose of being able to dispatch Emergency Services to you as rapidly as possible, should you ever need their assistance. Please make sure that your address is clearly posted at the end of your driveway so it can be seen from both directions.

Field Inspections & Property Photos:

From time to time, it is necessary for one of our field appraisers to take photos of the structures on the property, or the property itself, and to perform other duties as necessary to fulfill their job requirements. These photos are used only for The Property Appraiser's assessment purposes and for Emergency Services to assist them quickly in finding your location if you are ever in need of their services. These photos may need to be updated from time to time in order to keep the Emergency Services database current.

I attest that I am the property owner and that in signing this paper, I have read and understand the explanation above and I am giving the field appraiser permission to take any necessary photos and to perform any other duties as are necessary.

Property ID # or Address _____

(Signature of Property Owner)

Date

(Please print your name on this line)

Email: _____

Phone #: _____

Madison County Addressing Office

229 SW Pinckney St, RM 210

Madison, FL 32340

Phone: (850) 973-1454 | 911@madisoncoannex.com