



MADISON COUNTY, FLORIDA

Board of County Commissioners

Courthouse Annex · 229 S.W. Pinckney Street · Madison, Florida 32340

Home Addition Development Permit Application

DEVELOPMENT PERMIT APPLICATION ADDITION TO AN EXISTING HOME

Land Use / Zoning Compliance Review — Madison County Land Development Code and Comprehensive Plan

THIS IS NOT A BUILDING PERMIT. A Development Permit authorizes the use and development of land only. All building, electrical, septic, well, driveway, and other agency permits must be obtained separately before work begins.

How to Submit

Complete every form marked “Required” on the checklist below, and any form marked “If Applicable” that applies to your property. Forms that must be notarized must be signed in the presence of a notary public. Submit the completed application in person or via FedEx/UPS at the Courthouse Annex, 229 S.W. Pinckney Street, Madison, Florida 32340; via USPS to P.O. Box 539, Madison, Florida 32341; or via email to mhoschar@madisoncountyfl.com. Incomplete applications will delay issuance; review may take up to thirty (30) days (§ 125.022, Fla. Stat.).

DEVELOPMENT PERMIT FEE: \$246.00 (Residential Site Development Compliance Fee)

Resolution No. 2026-08-26. Fees are due at submittal and are not refundable. All fees shall double if work begins before the permit is issued. Building permit, inspection, and other agency fees are separate.

Agent Information (if applying on behalf of the owner)

Name: _____ Company: _____

Address: _____

Phone: _____ Email: _____

Submittal Checklist

✓	Submittal Item	Status
☐	Form 1 — Application and Land Use Compliance Certification (notarized)	Required
☐	Form 2 — Owner Acknowledgements (notarized)	Required
☐	Copy of Recorded Deed	Required
☐	Photo Identification of the individual listed on the recorded deed applying for the permit	Required
☐	Form 3 — Site Plan (or professionally prepared site plan)	Required
☐	Boundary Survey by a Florida-licensed surveyor (if the addition is near a required setback line)	If Applicable
☐	Floor plan or drawing of the addition showing dimensions and its connection to the existing home	Required
☐	Florida Dept. of Health approval of the existing septic system (if bedrooms or plumbing fixtures are added) Please note that HB 589 cannot hold up a permit being issued due to septic, just notate in progress.	If Applicable
☐	Cost estimate of the addition and market value of the existing structure (if in Flood Zone A or AE (substantial improvement review))	If Applicable
☐	Form 4 — Assessment Photos / 911 Addressing (notarized)	If Applicable
☐	Recorded deed or easement evidencing a minimum 15-ft. deeded access (LDC 4.5.C.1) (if the parcel does not front a county or state road)	If Applicable
☐	Form 5 — Owner’s Affidavit of Authorization for Agent (notarized) (if an agent signs or submits)	If Applicable
☐	Form 6 — Flood Hazard Acknowledgement, with benchmark letter / elevation certification (if any part of the parcel is in Flood Zone A or AE)	If Applicable



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APPLICABLE REQUIREMENTS

Madison County Land Development Code and Comprehensive Plan

The following provisions are reproduced or summarized from the Madison County Land Development Code (“LDC”) and Comprehensive Plan for the convenience of applicants. The adopted Code and Plan control in the event of any conflict.

LDC Section 1.6(1) — Compliance Required.

No land, building or structure shall be erected, moved, added to, enlarged, altered or maintained after the effective date of this Code except in conformity and compliance with the provisions of this Code.

LDC Chapter 2 — Building, principal.

A building in which is conducted the main or principal use of the lot or parcel on which said building is situated. In a residential district, any dwelling shall be deemed the principal building on the lot on which the same is situated. An attached carport, shed or garage, or any other structure with one or more walls or a part of the principal building and structurally dependent, totally or in part, on the principal building, shall be deemed a part of the principal building, but a detached and structurally independent carport, garage or other structure shall be deemed an accessory building.

LDC Chapter 2 — Dwelling, single-family (excerpt).

... with partitioning so that any substantial interior portion of the dwelling may be reached without resort to exterior access, and so that the building has one (1) kitchen and one (1) electrical meter.

An addition that is attached to and structurally dependent on the home is part of the principal building and must meet the setbacks and height limits for the principal building. A detached structure is an accessory building and requires the Accessory Structure application instead. An addition that creates a second kitchen, a separate electrical meter, or living quarters reached only from the outside may constitute a separate dwelling unit, which is subject to the density limits of the district and is allowed as an accessory dwelling unit only in the Residential and Mixed Use districts (LDC 4.4.E.2(a), 4.4.H.2(a)).

Table 1. Setbacks and Height for Principal Buildings (LDC Schedule 1.0)

District	Max. Height	Front	Corner	Side	Rear
Agriculture 1	35 ft.	40 ft.	40 ft.	40 ft.	40 ft.
Agriculture 2	35 ft.	40 ft.	40 ft.	20 ft.	40 ft.
Residential	35 ft.	25 ft.*	20 ft.	10 ft.	20 ft.
Residential with PUD	45 ft.	20 ft.	20 ft.	10 ft.	20 ft.
Mixed Use	50 ft.	10 ft.	10 ft.	10 ft.	10 ft.

* When a building (including fencing and other associated appurtenances) is constructed on a lot or parcel that does not front a dedicated Right-of-Way (i.e., on a County Maintained Road), the front set back shall be a minimum of sixty-five (65) feet from the center of the existing road or twenty-five (25) feet from the proposed Right-of-Way, if established by the County Road Department. (LDC Schedule 1.0.) In the Agriculture districts, setbacks for commercial poultry houses and structures housing more than 50 animals are 100 feet from any property line and 300 feet from any dwelling.

LDC Chapter 2 — Substantial improvement.

Any repair, reconstruction, rehabilitation, addition, or other improvement of a building or structure, the cost of which equals or exceeds 50 percent of the market value of the building or structure before the improvement or repair is started. If the structure has incurred “substantial damage,” any repairs are considered substantial improvement regardless of the actual repair work performed.

In a flood hazard area, an addition that is a substantial improvement requires the entire structure to meet the flood-resistant construction requirements of the Florida Building Code and LDC Chapter 6, Article II, including elevation of the lowest floor. Applicants in Flood Zone A or AE must provide the cost of the addition and the market value of the existing structure.



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LDC Section 6.4 — Regulations Governing Single Family Structures (excerpt).

A. This Section applies to the review by the County Administrator of any application for a building permit for the construction of or any change to a single family residence or a structure accessory thereto which involves land within an area designated as a resource management area. ... B. No adverse impact of land within any wetland area shall be permitted in connection with any activity under a building permit issued under this Section.

Other Requirements

- Any addition to a single family dwelling is excepted from the Concurrency Management System (LDC 7.3-2.A).
- Single-family detached dwellings, two-family dwellings, and their alterations are exempt from formal site plan review unless required by the Development Administrator due to site conditions (LDC 4.6-3.A.1 and A.3).
- A building permit is required for all additions, and for any roofed structure, deck, or enclosure attached to or placed next to a home, including a mobile home (Florida Building Code Section 105).
- When bedrooms or plumbing fixtures are added, the Florida Department of Health may require approval of the existing septic system before the building permit is issued (Chapter 64E-6, F.A.C.; LDC 6.9-7). The addition may not be built over the septic tank or drain field.
- On a corner lot, no structure may be placed between 30 inches and 10 feet in height within the 25-foot sight triangle (LDC 4.5.B.4).

Required Natural Buffers

Resource	Buffer	Authority
Suwannee, Withlacoochee, and Aucilla Rivers; regionally significant rivers, streams, and creeks	75 ft.	LDC 6.3-1.D; Conservation Policy 1.2.7
All other perennial rivers, streams, and creeks	50 ft.	LDC 6.3-1.E; Conservation Policy 1.2.8
All wetlands	35 ft.	Conservation Policy 1.4.2
Known sinkholes	50 ft.	Conservation Policy 1.2.13
Public potable water supply well (zone of exclusion)	200 ft.	LDC 6.3-4.A; FLUE Policy 1.6.1

Residential uses are prohibited within the river, stream, creek, and wetland buffers. No excavation or filling shall be undertaken within a wetland unless the County Commission finds that there are no practical alternatives (LDC 6.3-2.A), and no adverse impact of land within any wetland area shall be permitted in connection with any activity under a building permit for a single family residence or accessory structure (LDC 6.4.B).

LDC Section 3.6 — Appeals.

A person aggrieved by any decision of an administrative official under this Code may appeal such decision to the Board of Adjustment and Appeals ... within thirty (30) days after the order, requirement or decision is rendered.



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FORM 1

APPLICATION AND LAND USE COMPLIANCE CERTIFICATION

Addition to an existing home — must be signed before a notary public

Submittal Date: _____ Permit / File No. (staff): _____

Fee Paid: \$246.00 Receipt No.: _____ Payment: ☐ Cash ☐ Check No. _____

SECTION A — PROPERTY OWNER(S) OF RECORD

Owner Name(s): _____

Mailing Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Email: _____

Applicant is: ☐ Owner ☐ Authorized Agent (attach Form 5) ☐ Contract Purchaser

SECTION B — PARCEL INFORMATION

Parcel ID No.: _____ Acreage: _____

Site Address (if assigned): _____

Subdivision: _____ Lot No.: _____ Block: _____

Name of Road Providing Access: _____

Road type: ☐ County maintained ☐ State maintained ☐ Private road ☐ Deeded easement (min. 15 ft.)

Is this property vacant? ☐ Yes ☐ No

If no, number and type of existing dwellings / structures: _____

Flood zone: ☐ X ☐ A ☐ AE ☐ Unknown

Wetlands, streams, or sinkholes on or adjacent to parcel? ☐ Yes ☐ No ☐ Unknown

SECTION C — EXISTING HOME

Existing home is: ☐ Site-built ☐ Modular ☐ Mobile / manufactured home

Year built: _____ Existing heated sq. ft.: _____ Existing bedrooms: _____

Property served by: ☐ Septic system ☐ Public sewer

Water: ☐ Private well ☐ Public / central water

SECTION D — PROPOSED ADDITION

☐ Bedroom ☐ Bathroom ☐ Living / family room ☐ Kitchen expansion ☐ Attached garage

☐ Attached carport ☐ Porch / screened room ☐ Sunroom ☐ Attached deck ☐ Second story ☐

Other: _____

Heated sq. ft. added: _____ Un-heated sq. ft. added: _____ Height (ft.): _____

Bedrooms added: _____ Bathrooms added: _____ Stories after addition: _____

Will the addition include a second kitchen or separate electric meter? ☐ Yes ☐ No

Will any part of the addition be reachable only from the outside? ☐ Yes ☐ No

Estimated cost of addition: \$ _____ Market value of existing home: \$ _____

Contractor / owner-builder: _____ License No.: _____



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SECTION E — PROPOSED SETBACKS (feet from structure, including addition, to property line)

Front: _____ Rear: _____ Side: _____ Side / Corner: _____

Distance from road centerline (if parcel does not front a dedicated right-of-way): _____

SECTION F — ACKNOWLEDGEMENTS (initial each)

_____ The addition will be attached to and structurally part of the existing home, and will meet the setback and height requirements for the principal building (LDC Schedule 1.0).

_____ The addition will not create a separate dwelling unit (second kitchen, separate electric meter, or quarters reached only from outside) unless approved as an accessory dwelling unit within the permitted density.

_____ If bedrooms or plumbing fixtures are added, I will obtain Florida Department of Health approval of the septic system, and the addition will not be built over the septic tank or drain field.

_____ If the home is in a flood hazard area and the cost of the addition equals or exceeds 50% of the market value of the existing structure, the entire structure must be brought into compliance with the flood requirements (LDC Chapter 2, "Substantial improvement").

_____ A building permit will be obtained from the Building Department before construction begins.

CERTIFICATION OF OWNER

I certify that I am the owner of record of the parcel described above, or the owner's authorized agent; that the information and materials submitted are true and correct to the best of my knowledge and belief; and that the development will comply with the Madison County Land Development Code and Comprehensive Plan. I understand that a Development Permit is not a building permit and that no work may begin until all other required permits are obtained. Under penalties of perjury, I declare that I have read the foregoing application and that the facts stated in it are true. (§ 92.525, Fla. Stat.)

Property Owner's Signature

Date

Printed Name of Property Owner

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public



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FORM 2

OWNER ACKNOWLEDGEMENTS

To be signed by the property owner before a notary public

Owner: _____ Parcel ID No.: _____

A. SECTION 125.022, FLORIDA STATUTES — 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.

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.

B. 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.

I understand that in addition to the Development Permit, I must obtain all required permits for driveways, septic systems, activities regulated by the Suwannee River Water Management District, and the Building Department, and that obtaining a permit after work has commenced can be subject to fines. THIS IS NOT A BUILDING PERMIT; it is for development of land only.

C. DEED RESTRICTIONS AND COVENANTS

Deed Restrictions or Covenants are a private civil issue. They are not enforced or reviewed by the County. I am responsible for knowing any such restrictions that may apply to my property.

D. 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.

By signing below, I certify that I have read and understand Sections A through D above.

Property Owner's Signature _____

Date _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida _____

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public _____



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FORM 3

SITE PLAN WORKSHEET

A professionally prepared site plan or survey may be attached in lieu of this worksheet

Owner: _____ Parcel ID No.: _____

Show, as applicable: (1) lot lines with dimensions; (2) landscape features, wetlands, water bodies, and sinkholes; (3) all existing and proposed structures with dimensions; (4) driveway(s) and access; (5) fencing; (6) surrounding streets and road names; (7) easements; (8) setbacks from each property line; (9) well, septic tank, and drain field locations; (10) power pole location; (11) flood zone boundaries (if any); (12) north arrow.

N ↑

Scale: 1 inch = _____ feet _____ Prepared by: _____

Signature of Property Owner or Authorized Agent Date



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FORM 4

ASSESSMENT PHOTOS AND 911 ADDRESSING AUTHORIZATION

All of 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 and 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.

Parcel ID No. or Address: _____

Signature of Property Owner Date

Printed Name of Property Owner

Email: _____ Phone: _____

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public

Madison County Addressing Office

229 S.W. Pinckney Street, Room 210 · Madison, Florida 32340 · Phone: (850) 973-1454 · 911@madisoncoannex.com



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FORM 5

OWNER'S AFFIDAVIT OF AUTHORIZATION FOR AGENT

Complete only if a person other than the owner of record signs or submits the application

BEFORE ME, the undersigned authority, personally appeared the undersigned Affiant(s), who, being first duly sworn, depose and say:

1. That I/we am/are the owner(s) of record of the real property identified as Parcel ID No. _____, containing approximately _____ acres, in Madison County, Florida (the "Property").
2. That I/we authorize the following person or firm ("Agent") to execute and submit applications and supporting documents and to act on my/our behalf before Madison County to obtain a Development Permit for the Property:

Agent Name: _____ Company: _____

Agent Address: _____

Agent Phone: _____ Agent Email: _____

1. That I/we remain responsible for compliance with all conditions of any permit issued, and that this authorization remains in effect until revoked in writing and delivered to Madison County.
2. If the owner is a business entity, the undersigned has authority to bind the entity, as evidenced by the attached documentation (LDC 3.5-1(4)(d)(4)).

FURTHER AFFIANT(S) SAYETH NAUGHT.

Signature of Owner Date

Printed Name of Owner

Signature of Co-Owner (if any) Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

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Print, Type, or Stamp Commissioned Name of Notary Public



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FORM 6

FLOOD HAZARD AREA AND SENSITIVE LANDS ACKNOWLEDGEMENT

Complete only if any part of the parcel is in Flood Zone A or AE, or contains wetlands, streams, or sinkholes

Owner: _____ Parcel ID No.: _____

FIRM Panel No.: _____ Flood Zone: _____ BFE: _____

Documentation attached: ☐ Benchmark letter ☐ Elevation Certificate ☐ Survey showing flood zone

Fill to be placed? ☐ Yes ☐ No

If yes, amount, type, and source of fill: _____

OWNER ACKNOWLEDGEMENTS (initial each)

_____ Development in a flood hazard area requires application to the Floodplain Administrator and the Building Official, and no permit shall be issued until LDC Chapter 6, Article II is satisfied (LDC 6.9-1).

_____ I will provide certification of the elevation of the lowest floor, prepared by a Florida-licensed surveyor, upon placement of the lowest floor and at final inspection (LDC 6.11-2).

_____ Electrical, mechanical, and plumbing systems will be above the design flood elevation, except minimum life-safety electric service rated for wet locations (LDC 6.20-1).

_____ I will maintain the natural buffers: 75 ft. from the Suwannee, Withlacoochee, and Aucilla Rivers and regionally significant waterways; 50 ft. from other perennial streams; 35 ft. from wetlands; and 50 ft. from sinkholes.

_____ I will not excavate or fill in a wetland without County Commission approval, and there will be no excavation or disturbance in a floodway (LDC 6.3-2.A).

_____ I will obtain all other required state and federal permits (SRWMD, Department of Health, and, where wetlands are affected, FDEP / U.S. Army Corps of Engineers) before work begins (LDC 6.9-7).

Property Owner's Signature

Date

STATE OF FLORIDA

COUNTY OF _____

Sworn to (or affirmed) and subscribed before me by means of ☐ physical presence or ☐ online notarization, this _____ day of _____, 20____, by _____ (name of person), who is ☐ personally known to me or ☐ has produced _____ as identification.

Signature of Notary Public – State of Florida

(NOTARY SEAL)

Print, Type, or Stamp Commissioned Name of Notary Public



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OFFICE USE ONLY STAFF REVIEW AND DETERMINATION

Applicant / Owner: _____ Parcel ID No.: _____

Date Received: _____ Received By: _____ Deemed Complete: _____

Fee: \$246.00 (Res. 2026-08-26) ☐ Paid Receipt No.: _____ ☐ Doubled (work begun) _____

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

Completeness / Deficiency Letter Issued: _____

Review Item	Finding	Reference
Future Land Use: _____ UDO: ☐ Yes ☐ No	Use allowed? ☐ Yes ☐ No ☐ N/A	LDC 4.2-1; 4.4
Lawfully created lot / lot of record	☐ Yes ☐ No ☐ N/A	LDC 1.6(2); 5.7-4
Min. 15-ft. deeded access	☐ Yes ☐ No ☐ N/A	LDC 4.5.C.1
Setbacks and height comply	☐ Yes ☐ No ☐ N/A	LDC Schedule 1.0
Attached / part of principal building; no separate dwelling unit	☐ Yes ☐ No ☐ N/A	LDC Ch. 2
Flood zone: cost ÷ market value = ____% (substantial improvement if ≥ 50%)	☐ Yes ☐ No ☐ N/A	LDC Ch. 2; Ch. 6 Art. II
DOH septic approval (bedrooms / fixtures added)	☐ Yes ☐ No ☐ N/A	Ch. 64E-6, F.A.C.
Flood zone _____ FIRM _____ BFE _____; elevation documentation	☐ Yes ☐ No ☐ N/A	LDC 6.9-1; 6.11-2
Wetland / stream / sinkhole buffers; wellfield	☐ Yes ☐ No ☐ N/A	LDC 6.3; Cons. 1.2.7–1.4.2
Concurrency: exempt — addition to single-family dwelling (7.3-2.A)	☐ Yes ☐ No ☐ N/A	LDC Ch. 7

Determination (§ 125.022, Fla. Stat. — written findings required)

☐ APPROVED ☐ APPROVED WITH CONDITIONS ☐ DENIED

Findings / Conditions (cite applicable Code and Plan provisions):

Development Permit No.: _____ Date Issued: _____

Expires one (1) year from issuance if construction has not begun (LDC 7.3); floodplain permits expire if work is not commenced within 180 days (LDC 6.9-5). Appeals to the Board of Adjustment and Appeals within thirty (30) days (LDC 3.6).

Development Administrator / Designee _____ Date _____