

Part 5. Build Responsibly

- **Permit Guidelines**
- **Frequently Ask Questions**

St. Johns County Government

Permit Guidelines & General Information

General Information

- Building Services staff evaluates all applications for building permits in St. Johns County.
- In most cases, building permit applications will be accepted only after a [Clearance Sheet](http://www.sjcf.us/DevelopmentReview/ClearanceSheet.aspx) (<http://www.sjcf.us/DevelopmentReview/ClearanceSheet.aspx>) is issued.
- You will need your “Parcel ID” number, which can be found at the [Property Appraiser](http://www.sjcpa.us) (<http://www.sjcpa.us>) website, to begin the permit process.

Guidelines

- NOTICE: Prior to hiring someone to perform work at your home or business, please contact the St. Johns County Building Services Division at (904) 827-6820 to verify the individual performing the work is properly licensed and insured.
- Any owner or 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 required impact-resistant coverings, electrical, gas or plumbing system...shall first make application to the building official and obtain the required permit.
(Excerpt from FBC 105.1)
- Permits are required for most improvements before any work begins. The property owner must determine if a permit is required to avoid additional fees.
- For permitted projects exceeding \$2,500 a recorded “Notice of Commencement” is required prior to the first Building Services inspection. This Notice of Commencement protects the consumer from potential liability of additional payment of labor and materials when payment has not been satisfied by the individual performing the work.
- For permitted projects under \$2,500 and non-permitted projects, residents should familiarize themselves with the lien laws prior to paying for the project in full. This may include verifying with the individual that all labor and material bills have been paid. In the absence of this verification, residents may find themselves responsible for additional costs beyond the original contract.
- Standards for land development and plan submittals can be found in the [Development Review Manual](http://www.sjcf.us/DevelopmentReview/DRManual.aspx) (<http://www.sjcf.us/DevelopmentReview/DRManual.aspx>).
- Plan submittals will be reviewed for compliance with the [Florida Building Code](http://www.floridabuilding.org/c/default.aspx) (<http://www.floridabuilding.org/c/default.aspx>), [Land Development Code](http://www.sjcf.us/LongRangePlanning/LandDevCode.aspx) (<http://www.sjcf.us/LongRangePlanning/LandDevCode.aspx>) and all other applicable laws.
- Restrictions found in the public records of this county may apply to your property, further limiting development or construction activities.
- Governmental entities such as water management districts, state agencies or federal agencies may require additional permits.

- Contractors must be licensed, and registered with St. Johns County to obtain a permit or perform any construction activity. Check a contractor's current status at [Contractor License Search \(http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchCL.aspx?PermitNo=&PopUp=0\)](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchCL.aspx?PermitNo=&PopUp=0).
- Online Permitting is available for mechanical, electrical and plumbing contractors. A [Private Account \(http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx\)](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx) and a [Depository account \(http://www.sjcfl.us/BuildingServices/media/forms/DepositoryForm.pdf\)](http://www.sjcfl.us/BuildingServices/media/forms/DepositoryForm.pdf) must be opened to access this service.

Related Links

- [Applications and Forms \(http://www.sjcfl.us/BuildingServices/Applications.aspx\)](http://www.sjcfl.us/BuildingServices/Applications.aspx)
- [Frequently Asked Questions – FAQ's \(http://www.sjcfl.us/BuildingServices/FAQ.aspx\)](http://www.sjcfl.us/BuildingServices/FAQ.aspx)
- [Building Codes & Standards \(http://www.sjcfl.us/BuildingServices/Codes.aspx\)](http://www.sjcfl.us/BuildingServices/Codes.aspx)
- [Permit Cost Estimator \(http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/Estimator.aspx?PermitNo=&PopUp=0\)](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/Estimator.aspx?PermitNo=&PopUp=0)
- [Plan Review Log \(http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/PlanLog/Search.aspx\)](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/PlanLog/Search.aspx)
- [Permit Status \(http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx\)](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx)

Hours & Contact

Open 7:30 am - 4:30 pm, Monday through Friday

4040 Lewis Speedway, St. Augustine, Florida, 32084. [Map \(http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=4040+Lewis+Speedway,+St.+Augustine,+Florida,+32084&sl=37.0625\)](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=4040+Lewis+Speedway,+St.+Augustine,+Florida,+32084&sl=37.0625).

[f=q&source=s_q&hl=en&geocode=&q=4040+Lewis+Speedway,+St.+Augustine,+Florida,+32084&sl=37.0625](http://maps.google.com/maps?f=q&source=s_q&hl=en&geocode=&q=4040+Lewis+Speedway,+St.+Augustine,+Florida,+32084&sl=37.0625).

Building Permits

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Contractor Licensing

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St. Johns County Government

Frequently Asked Questions

[Do I need to get a permit? \(http://www.sjcf.us/BuildingServices/FAQ.aspx#permit\)](http://www.sjcf.us/BuildingServices/FAQ.aspx#permit)

[Do I need to schedule an inspection? \(http://www.sjcf.us/BuildingServices/FAQ.aspx#inspect\)](http://www.sjcf.us/BuildingServices/FAQ.aspx#inspect)

[Do contractors have to be licensed? \(http://www.sjcf.us/BuildingServices/FAQ.aspx#conlicense\)](http://www.sjcf.us/BuildingServices/FAQ.aspx#conlicense)

[Where can I learn about building code requirements? \(http://www.sjcf.us/BuildingServices/FAQ.aspx#code\)](http://www.sjcf.us/BuildingServices/FAQ.aspx#code)

[Will I need to get a new set of plans if they are lost or damaged?](http://www.sjcf.us/BuildingServices/FAQ.aspx#plans)

<http://www.sjcf.us/BuildingServices/FAQ.aspx#plans>

[When will my permit expire? Can I extend the expiration date?](http://www.sjcf.us/BuildingServices/FAQ.aspx#expire)

<http://www.sjcf.us/BuildingServices/FAQ.aspx#expire>

[Can I make changes to the permitted plans? \(http://www.sjcf.us/BuildingServices/FAQ.aspx#changes\)](http://www.sjcf.us/BuildingServices/FAQ.aspx#changes)

[Can a property owner get a permit without a contractor?](http://www.sjcf.us/BuildingServices/FAQ.aspx#owner)

<http://www.sjcf.us/BuildingServices/FAQ.aspx#owner>

[What are the Wind-Borne Debris Regions in St. Johns County?](http://www.sjcf.us/BuildingServices/FAQ.aspx#wind)

<http://www.sjcf.us/BuildingServices/FAQ.aspx#wind>

Do I need to get a permit?

Permits are required for most improvements before any work begins. The property owner must determine if a permit is required to avoid additional fees or penalties. Visit the [Permit Information](http://www.sjcf.us/BuildingServices/PermitStatus.aspx) (<http://www.sjcf.us/BuildingServices/PermitStatus.aspx>) page to learn more.

Do I need to schedule an inspection?

The permit holder is responsible for scheduling all required inspections before any work is covered or concealed. Before scheduling any inspections, follow the procedures provided on the [Inspection Information](http://www.sjcf.us/BuildingServices/Inspections.aspx) (<http://www.sjcf.us/BuildingServices/Inspections.aspx>) page to avoid service fees or penalties.

Do contractors have to be licensed?

Hiring an unlicensed contractor is a violation of [Florida Statute 455.228](http://www.leg.state.fl.us/statutes/index.cfm?mode=ViewStatutes&SubMenu=1&App_mode=Display_Statute&Search_String=455.228&URL=0400-0499/0455/Sections/0455.228.html) (http://www.leg.state.fl.us/statutes/index.cfm?mode=ViewStatutes&SubMenu=1&App_mode=Display_Statute&Search_String=455.228&URL=0400-0499/0455/Sections/0455.228.html) and is subject to a \$5,000 fine. **Before hiring a contractor go to [Contractor Licensing](http://www.sjcf.us/ContractorLicensing/index.aspx)** (<http://www.sjcf.us/ContractorLicensing/index.aspx>) to learn more.

Where can I learn about building code requirements?

[Building Codes and Standards](http://www.sjcf.us/BuildingServices/Codes.aspx) (<http://www.sjcf.us/BuildingServices/Codes.aspx>) includes links to access this information online.

Will I need to get a new set of plans if they are lost or damaged?

The complete set of construction documents that have been reviewed and stamped by Building Services must be on site for all inspections. If the pages are damaged or missing, you can purchase a new set of stamped plans from our office. Call (904) 827-6801 for more information.

When will my permit expire? Can I extend the expiration date?

Your permit is valid for 6 months from the date of issuance and/or your last approved inspection. 90 day extensions are available for a fee, by written request only, subject to the approval of the Building Official.

Can I make changes to the permitted plans?

Changes or revisions made to the reviewed set of construction documents must be submitted to the Permit Center for approval. **Contact** (<http://www.sjcf.us/BuildingServices/Contact.aspx>) Building Services if you are planning any changes, **before the work is done.**

Can a property owner get a permit without a contractor?

Most construction projects require comprehensive planning, technical knowledge and multiple trade skills to be successful. Property owners that choose to apply for a building permit must comply with [Florida Statute 489.103, chapter 7](http://www.leg.state.fl.us/statutes/index.cfm?mode=ViewStatutes&SubMenu=1&App_mode=Display_Statute&Search_String=489.103&URL=0400-0499/0489/Sections/0489.103.html) (http://www.leg.state.fl.us/statutes/index.cfm?mode=ViewStatutes&SubMenu=1&App_mode=Display_Statute&Search_String=489.103&URL=0400-0499/0489/Sections/0489.103.html), and all other applicable laws.

Review the [Building Codes & Standards](http://www.sjcf.us/BuildingServices/Codes.aspx) (<http://www.sjcf.us/BuildingServices/Codes.aspx>) links to ensure that the proposed design and construction details meet the current requirements. The St. Johns County [Development Review Manual](http://www.sjcf.us/DevelopmentReview/DRManual.aspx) (<http://www.sjcf.us/DevelopmentReview/DRManual.aspx>) describes additional rules and procedures that must be followed, and the [Permit Information](http://www.sjcf.us/BuildingServices/PermitStatus.aspx) (<http://www.sjcf.us/BuildingServices/PermitStatus.aspx>) page describes how to begin the permit process.

If you choose to hire a contractor to perform some or all of the work, check [Contractor Search](http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx) (<http://webappserver1.co.st-johns.fl.us/bcc/GrowthManagementServices/Building/WATSWebX/Permit/SearchPermit.aspx>) to verify the current status of their license.

What are the Wind-Borne Debris Regions in St. Johns County?

Based on the 2010 Florida Building Code, Effective March 15th 2012. Wind Speeds established in St. Johns County: Category I is 122 mph and includes screen enclosures, temporary, agricultural, and minor storage buildings. Category II is 132 mph and includes all residential, most commercial, and buildings or structures not included in Categories I, III, and IV. Category III and IV structures is 142 mph and includes buildings and structures with a substantial hazard to human life and essential facilities. [Wind-Borne Debris Regions](http://ftp.bocc.co.st-johns.fl.us/gis/media/MapMart/WindBorneDebrisRegions.pdf). ([ftp://ftp.bocc.co.st-johns.fl.us/gis/media/MapMart/WindBorneDebrisRegions.pdf](http://ftp.bocc.co.st-johns.fl.us/gis/media/MapMart/WindBorneDebrisRegions.pdf))

Contact

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