

DOCUMENTS REQUIRED TO SUBMIT AN ONLINE APPLICATION FOR A RECREATIONAL VEHICLE PERMIT (ONE YEAR)

(All supporting documents required for this application must be uploaded online)

1. The application must be completed online at <https://us.cloudpermit.com>.
2. Parcel description of property (**Property Card**) from Property Appraiser's Office or at www.suwanneepa.com. **If property card is in the name of the previous owner, then you MUST provide a copy of the Recorded Warranty Deed proving your ownership of the property, OR (2) have a consent form signed by the previous owner.**
3. The **Recreational Vehicle Permit Acknowledgement** letter must be signed.
4. If your property is **LESS** than **5 acres**, **NOT** in a recorded subdivision, **NOT** in a residential zoning district then you will need a deed showing that property was a lot of record prior to **September 9, 1991**.
5. **Site plan** showing **location of residence, driveway, and distance to side property line, septic tank and well and distance from the front, sides and rear of property.** (A-1 district must meet minimum setback requirements of 30 ft. from front property line {any property line fronting a roadway} and 15 ft. from sides and rear property lines.
6. Must provide a copy of **current Tag Registration (Number OR Title not sufficient)** for recreational vehicle.
7. Copy of current **Driver's License** OR utility bill with current mailing address showing homestead elsewhere.
8. Complete 911 application (attached).
9. The **Contractor's Addendum form** must be signed by a licensed Electrical Contractor with a Limited Power of Attorney (Contractor's Form), or an **Owner Electrical Disclosure** must be completed if the work is being conducted by the property owner. Contractors must be licensed and registered with Suwannee County to obtain a permit or perform any construction activity.
10. If property is in a flood zone, additional information will be needed.
11. **Application process for a new septic tank permit or approval letter for an existing septic tank with Environmental Health (386-362-2708 Ext. 243), must be started BEFORE submitting your building permit application to the building department. These documents must be received from Environmental Health before a building permit will be issued.**
12. The Driveway Application will be completed at the time the permit is issued. **Driveways must be inspected if it has not been inspected within the last year.**

You **SHOULD** go over the checklist **PRIOR** to calling for final inspection; failure to do so may result in a reinspection fee of \$50.00. **DUE TO POSSIBLE DUPLICATION OF NAME AND TIME INVOLVED IN LOOKING FOR PERMIT NUMBER. YOU MUST PROVIDE OFFICE PERSONNEL WITH A PERMIT NUMBER WHEN CALLING FOR INSPECTION.**

A \$25.00 non-refundable application fee is required prior to the review of your permit. Once the permit is submitted, please call 386-364-3407, 386-364-1997, or 386-208-1606 to make the payment.

<u>PERMIT FEE FOR TEMPORARY R.V</u>	\$300.00
<u>COUNTY DRIVEWAY PERMIT FEE</u>	\$ 50.00
<u>911 ADDRESS FEE</u>	\$ 50.00
<u>ZONING FEE</u>	\$ 50.00
<u>FIRE & SOLID WASTE FEE</u> (See pro-rated chart inside)	

Pro-rata share of assessment for solid waste and fire service **MUST** be paid for the balance of the year.

THESE INSTRUCTIONS ARE FOR THE IDEAL CASE, DEPENDING ON INDIVIDUAL NEED, CIRCUMSTANCES MAY VARY.

SUWANNEE COUNTY BUILDING DEPARTMENT
224 PINE AVENUE, LIVE OAK, FL 32064
(P) 386-364-3407 / 386-364-1997 • www.scpermit.com • permits@suwcountyfl.gov

RECREATIONAL VEHICLE PERMIT APPLICATION (ONE YEAR)

(This form is for informational purposes only. The application must be completed online)

APPLICANT: _____ PHONE NO. _____

CURRENT ADDRESS: _____

PROPERTY OWNER NAME: _____

ADDRESS: _____

CONTACT EMAIL: _____

LEGAL DESCRIPTION: (as found on the parcel description printout)

Sec. _____ Twp. _____ S Rge. _E Tax Parcel No. _____

Lot _____ Subdivision _____

Size _____ Acres

HOW DO YOU GET THERE FROM THIS OFFICE: **You MUST give road numbers and EXACT directions**

JOB DESCRIPTION: Recreational Vehicle USE: Recreational

RECREATIONAL VEHICLE YEAR/MAKE: _____ SIZE: _____

TAG DECAL NO. _____ DEALER: _____

Electrician: _____ License # _____ Phone: _____

POWER COMPANY: SVEC: _____ FP & L: _____ DUKE: _____

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction and zoning in Suwannee County. I certify that the entire foregoing information and site plan is accurate and have read the entire application package and understand its content.

DATE: _____

Signature of Applicant

THIS APPLICATION WILL EXPIRE IN 90 DAYS UNLESS A PERMIT IS ISSUED.

HOW TO APPLY FOR A PERMIT

THESE STEPS ARE FOR PROPERTY NOT LOCATED IN THE FLOODWAY OR FLOODPLAIN.

1. Secure application packet from the Building Department.
2. Return all completed forms and required documentation listed on the cover page to the Building Department. (Including driveway application, 911 addressing form)
3. After Zoning Compliance Approval is granted, the Building Department will email the Zoning Compliance approval to the Environmental Health Department. **You must apply for a septic permit before your permit can be issued.**
4. The Building Department will submit the 911 addressing form and driveway application to the appropriate departments. Those departments return the results to the building department.
5. Complete improvements and call the Building Department for inspection (**You must have your permit number to request inspection**) at 386-364-3407 between the hours of 8:00 a.m. and 4:30 p.m., Monday through Friday.
6. If improvements pass inspection and the final approval of driveway has been received from Public Works Department, the fire and solid waste tax assessment is paid, and final approval on septic has been received from Environmental Health Department, the power company you provided us with will be notified to release power to dwelling.

NOTE: THERE WILL BE A \$50.00 REINSPECTION FEE CHARGED IF THE SCHEDULED INSPECTION IS NOT READY AT THE REQUESTED TIME. SUBSEQUENT REINPSECTION FEES WILL BE \$75.00 FOR ADDITIONAL INSPECTIONS.

RECREATIONAL VEHICLE QUICK CHECK LIST

1. POST PERMIT ON SITE.
2. WATER WELL INSTALLED AND ELECTRICAL RUN IN SCHEDULE 40 CONDUIT AT WELL AND POLE SITE. ANY CONDUIT ABOVE 18 INCHES TO 8 FEET ABOVE GROUND SHOULD BE SCHEDULE 80.
3. SEPTIC TANK INSTALLED AND APPROVED BY STATE INSPECTOR – WASTE LINE RUN TO TRAILER SITE, WASTE LINE SEALED AT TANK WITH RUBBER GROMMET AND SHOULD HAVE CLEAN OUT PLUG ADAPTER AT CAMPER FOR INSPECTION. ENVIROMENTAL HEALTH DEPARTMENT 386-339-6091.
4. POWER POLE INSTALLED (**100 amp-max**) AND ALL ELECTRICAL HOOKUPS WITH APPROVED PLUG-IN RECEPTACLES FOR TRAVEL TRAILER AND ALL 120 VOLT RECEPTACLES TO BE GFI PROTECTED. **ALL** ELECTRICAL IN SCHEDULE 40 CONDUIT IS REQUIRED TO MAINTAIN A DEPTH OF 18 INCHES, IF BURIED WIRES ARE NOT IN CONDUIT (DIRECT BURIAL) THEY MUST BE TYPE **UF** OR **USE** AND BURIED NOT LESS THAN 24 INCHES DEEP. (WHEN RUNNING WATER LINE IN SAME DITCH AS ELECTRICAL LINE, INSTALL WATER LINE 6 TO 8 INCHES ABOVE ELECTRICAL LINE ON MOUND SPACED EVERY 10 FEET APART, AND **LEAVE DITCH OPEN FOR INSPECTION.**
5. HOSE-BIB WITH ANTI-SYPHON VALVE AND CUT OFF VALVE INSTALLED AT TRAVEL TRAILER AND APPROVED TRAVEL TRAILER HOSE. **ALL** WATER LINES MUST BE BURIED A MINIMUM OF 12 INCHES UNDER GROUND, AND **DITCH LEFT OPEN FOR INSPECTION.**
6. 911 ADDRESS MUST BE POSTED AT THE ENTRANCE OF DRIVEWAY.
7. DRIVEWAY MUST BE APPROVED BY THE COUNTY ROAD DEPARTMENT (386-362-3992).
8. SEPTIC MUST BE APPROVED BY ENVIRONMENTAL HEALTH DEPARTMENT (386-339-6091)
9. IF YOU ARE LOCATED IN A FLOODZONE YOU WILL NEED AN ELEVATION LETTER STATING THE ELECTRICAL SERVICE IS AT BASE FLOOD OR HIGHER BY A STATE OF FLORIDA SURVEYOR.
10. IF THE TRAVEL TRAILER IS TO BE PARKED FOR ANY LENGTH OF TIME, IT SHOULD BE BLOCKED, ANCHORED AND STRAPPED AT ALL FOUR CORNERS. IF YOU ARE IN A FLOOD AREA IT MUST REMAIN ROAD READY.
11. A 24-HOUR NOTICE IS REQUIRED TO SCHEDULE A FINAL INSPECTION. YOU MUST PROVIDE OFFICE PERSONNEL WITH A PERMIT NUMBER WHEN CALLING FOR INSPECTION.

**FAILURE OF ANY OF THE ABOVE WILL RESULT IN A
\$50.00 REINSPECTION FEE**

ANY FURTHER QUESTIONS, PLEASE CONTACT THE BUILDING DEPARTMENT AT
386-364-3407, 386-364-1997, OR 386-208-1606.

**SUWANNEE COUNTY
E-911 NEW ADDRESS NUMBER REQUEST**

APPLICANT: _____ **PERMIT #:** _____

Beginning June 6, 2001, there will be a \$50.00 charge for assignment of a new 911 Address.

I UNDERSTAND THAT A REQUIREMENT OF MY OBTAINING A 911 ADDRESS IS DEPENDENT UPON MY COMPLETE COMPLIANCE WITH THE FOLLOWING INSTRUCTIONS:

1. I will provide complete driving instructions to my new site that this permit is being acquired for, using the Building Department as the beginning point. I will include roadway numbers and describe all turns by either left or right. Please provide this information in the space below:

2. I will be required to denote the four (4) corners of the proposed structure with distance to property lines and show the entrance of the driveway including the road name that you will enter from on the site plan submitted to the Building Department. If proper measurements are not given I understand it will delay the assignment of my 911 address.

3. I will provide one or more telephone number(s) at which I can be contacted, both daytime and evening:

Day: _____ Evening: _____

IF YOUR SITE PLAN MEASUREMENTS IS NOT SUFFICIENT YOUR ADDRESS & CERTIFICATE OF OCCUPANCY WILL BE DELAYED.

I UNDERSTAND THAT BY SIGNING THIS DOCUMENT I AM GRANTING PERMISSION FOR THE 911 ADDRESSING TECH TO MAKE A SITE VISIT ON MY PROPERTY IF NEEDED FOR THE PURPOSE OF 911 ADDRESS ASSIGNMENT.

Request Submitted By:

Signature

Date

Your new 911 Address will be assigned based on measurements obtained from your site plan and will be available within three (3) business days from the receipt of the application and fee. The 911 Address is not issued to the individual, but to the dwelling being placed on this parcel, and may not be moved to another location.

SUWANNEE COUNTY BUILDING DEPARTMENT
224 Pine Ave., Live Oak, FL 32064
Phone 386-364-3407

CONTRACTORS' ADDENDUM TO RECREATIONAL VEHICLE

Building Permit No. _____ Date: _____

Owner(s) Name: _____

Sec. _____ Twp. _____ Rge. _____ Tax Parcel #: _____

Lot #: _____ Block _____ Subdivision _____

I hereby certify that the following subcontractors will be used on the above referenced job.

CONTRACTOR	LICENSE NO.
ELECTRICAL: _____	_____

Signature

Subcontractors must Sign prior to issuance of permit

SUWANNEE COUNTY BUILDING DEPARTMENT
224 Pine Ave., Live Oak, FL 32064
386/364-3407

Owner Electrical Disclosure Statement for Permit # _____
(According to Florida Statute 489.503)

An owner of property making application for permit, supervising, and doing the work in connection with the construction, maintenance, repair, and alteration of and addition to a single-family or duplex residence for his or her own use and occupancy and not intended for sale or an owner of property when acting as his or her own electrical contractor and providing all material supervision himself or herself, when building or improving a farm outbuilding or a single-family or duplex residence on such property for the occupancy or use of such owner and not offered for sale or lease, or building or improving a commercial building with aggregate construction costs of under \$75,000 on such property for the occupancy or use of such owner and not offered for sale or lease. In an action brought under this subsection, proof of the sale or lease, or offering for sale or lease, of more than one such structure by the owner-builder within 1 year after completion of same is prima facie evidence that the construction was undertaken for purposes of sale or lease. This subsection does not exempt any person who is employed by such owner and who acts in the capacity of a contractor. For the purpose of this subsection, the term "owner of property" includes the owner of a mobile home situated on a leased lot. To qualify for exemption under this subsection, an owner shall personally appear and sign the building permit application and must satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in the disclosure statement in this section. If any person violates the requirements of this subsection, the local permitting agency shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

State law requires electrical contracting to be done by licensed electrical contractors. You have applied for a permit under an exemption to that law. The exemption allows you, as the owner of your property, to act as your own electrical contractor even though you do not have a license. You may install electrical wiring for a farm outbuilding or a single-family or duplex residence. You may install electrical wiring in a commercial building the aggregate construction costs of which are under \$75,000. The home or building must be for your own use and occupancy. It may not be built for sale or lease. If you sell or lease more than one building you have wired yourself within 1 year after the construction is complete, the law will presume that you built it for sale or lease, which is a violation of this exemption. You may not hire an unlicensed person as your electrical contractor. Your construction shall be done according to building codes and zoning regulations. It is your responsibility to make sure that people employed by you have licenses required by state law and by county or municipal licensing ordinances.

I have read and understand the terms of this disclosure statement and as an owner / builder I agree to abide by these terms.

Owner Signature

Date

DRIVEWAY APPLICATION

**SUWANNEE COUNTY PUBLIC WORKS DEPARTMENT
13150 – 80TH TERRACE, LIVE OAK, FL 32064
PHONE (386) 362-3992**

FEE: \$50.00

If your driveway access is off a State Roadway, please advise our office personnel. You will be required to contact Florida Department of Transportation for your driveway approval. (State Roads are as follows: 27, 51, 90, 129, 247, 49 SOUTH OF 27).

POWER WILL NOT BE RELEASE BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY FDOT.

DRIVEWAY REQUIREMENTS

POWER WILL NOT BE RELEASE BY THE BUILDING DEPARTMENT UNTIL YOUR DRIVEWAY HAS BEEN APPROVED BY THE COUNTY PUBLIC WORKS DEPARTMENT.

When your building permit is **issued**, a form for the County Public Works Department must be signed for the Public Works Department to inspect your driveway to see what improvements must be made, if any. Please put stakes at the location of the proposed driveway entrance.

You must provide a printout showing the legal description of property and ownership from the property appraiser's office/website (suwanneepa.com). If it shows in the name of the previous owner then you **MUST** (1) provide a copy of the recorded deed proving your ownership of the property, or (2) have a consent form signed by previous owner.

The Public Works Department will contact you as to the changes that must be made, if any. Please be sure to provide a current phone/fax number & email for them to contact you, otherwise there may be a delay.

It is your responsibility to make the improvements required by the Public Works Department and contact them directly ([386-362-3992](tel:386-362-3992)) to make a final inspection once improvements have been made.

After the Public Works Department has approved the entrance of your driveway, they will notify the Building Department.

**SUWANNEE COUNTY BUILDING DEPARTMENT
224 PINE AVENUE
LIVE OAK, FL 32064
PHONE: 386-364-3407**

FIRE AND SOLID WASTE FEES

Beginning January 1, 1991, a service charge was placed on all permits for habitable dwellings. This service charge represents a pro-rata portion of the Assessments based on the calendar year. This service charge is due and **MUST** be paid before final power authorization can be released to the power company.

The rates (effective 10/1/2021) for the Urban and Rural Districts are as follows:

Jan. \$401.00	Feb. \$367.57	Mar. \$334.14	Apr. \$300.71	May \$267.28	June \$233.87
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July \$200.46	Aug. \$167.05	Sept. \$133.64	Oct. \$100.23	Nov. \$66.82	Dec. \$33.41
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This service charge was enacted by the County on Dec. 4, 1990, by Resolutions 90-58, & 90-59 and is intended to help defray the costs of fire protection and solid waste services for the remainder of the year. The current fees are to be paid at the Building Department office. You (the property owner) will be billed for these services in all subsequent years in November when the property tax notices are sent out.

Commercial Fire Assessment Fees are .12 per square foot for 12-month period (decreases every month thereafter)

FORMS/SCFEE

DIRECTIONS TO THE SUWANNEE COUNTY COLLECTION SITES

90 EAST

90 EAST TO CR 49 – TURN LEFT ACROSS RR TRACKS-TURN BACK TO RIGHT

129 NORTH

129 NORTH – NEAR INSPECTION STATION AND SPIRIT OF SUWANNEE

ANDERSON MINING

49 – ½ MILE NORTH OF 27

BROWNWOOD (GOLDKIST)

US 90 WEST TO GOLDKIST BOULEVARD – ON LEFT (BEHIND FARMERS CO-OP)

DOWLING PARK

51 SOUTH TO CR 250 – JUST BEFORE 233RD ROAD ON RIGHT – 1 ½ MILE BEFORE RIVER

FALMOUTH

90 WEST TO 185TH TURN LEFT TO 52ND STREET TURN RIGHT

FLETCHER

INTERSECTION OF 49 AND 216TH STREET

HUMPHRIES

129 SOUTH TO 216TH TURN LEFT 300 YARDS ON RIGHT

LANDFILL

129 SOUTH TO 144TH STREET, TURN LEFT AT START OF LANDFILL ON LEFT

PEPPERS

51 SOUTH (FROM TRAFFIC LIGHT AT 5 POINTS) APX 2 MILES ON RIGHT

REES

136 EAST JUST PAST 80TH STREET ON LEFT – JUST BEFORE I-10

SPRAYFIELD

HOUSTON TO NOBLES FERRY – WEST APPROXIMATELY 1 MILE ON RIGHT

TAYLOR

51 SOUTH JUST BEFORE CR 252 ON LEFT

WELLBORN

US 90 EAST TO CR 137 NORTH TO HOGAN ROAD

SUWANNEE COUNTY COLLECTION SITE
HOURS OF OPERATION

(Effective July 10, 2017)

OPEN

MONDAY – WEDNESDAY – FRIDAY - SATURDAY
7:00 A.M. – 7:00 P.M.

CLOSED

TUESDAY – THURSDAY - SUNDAY

THE COUNTY LANDFILL LOCATED AT 10910 – 144TH STREET IS OPEN
MONDAY – FRIDAY 8 AM – 4 PM

FOR MORE INFORMATION CALL (386) 208-3267

Suwannee County Building Department

224 Pine Ave SW, Live Oak, FL 32064 Phone: 386-364-3407

Website: www.scp permit.com

Recreational Vehicle Permit Acknowledgment (ONE YEAR)

PROPERTY OWNER: _____

PHONE NO.: _____

LEGAL DESCRIPTION: Sec. _____ Twp. _____ S Rge. _____ Tax Parcel No. _____

Permit #: _____

As authorized by Section 14.10.2 #5 of the Suwannee County Land Development Regulations, the permittee is granted a **One-Year Temporary Use Permit** for a recreational vehicle strictly limited to the time construction or development is actively underway. An extension can only be granted by the Board of County Commissioners only upon finding that actual construction is continuing.

This Permit will be valid for One Year from the Date of Issuance of the Certificate of Completion.

The permittee certifies that the recreational vehicle will be disconnected from the utilities and not be used as a residence after this one-year period. The permittee hereby certifies that the above information is true and correct and understands that any misrepresentation or false statements will render this certificate void.

Property Owner / Signature

Date