



COMMERCIAL INSTRUCTION SHEET

FRANKLIN COUNTY BUILDING DEPARTMENT

34 Forbes Street, Suite 1, Apalachicola, Florida 32320

Phone: 850-653-9783 Fax: 850-653-9799

http://www.franklincountyflorida.com/planning_building.aspx

COMMERCIAL INSTRUCTION SHEET

The following is a list of the necessary documentation needed for construction of Commercial buildings in Franklin County:

- 1- Two complete sets of building plans. New structures and substantial additions **must** be certified by a Florida Engineer or Architect that the structure can withstand the wind forces and wave action of a 100 year storm and be in compliance with the Florida Building Code. Substantial Improvements in flood zones will require an Elevation Certificate.
- 2- A valid septic tank permit or letter of service from the local sewer district. Also, for the property within the St. George Island Plantation, a letter from the local utility company stating that water service is available to the property.
- 3- Survey of property by a registered surveyor including flood information and legal description with Parcel I.D. Number. (Topographical surveys are required if the property is in a rated flood zone).
- 4- Florida Energy Code Form. (This should be completed by a Florida Engineer or Architect if commercial).
- 5- Site plan giving the location of the structure, septic system, well, driveway, parking layout and other cleared areas.
- 6- Storm Water permit for the Department of Environmental Protection. Information on this may be received by contacting the Department at (850) 488-3704.
- 7- A certified Fire Safety Inspector must review the building plans prior to issuance of a building permit and perform fire safety inspections during construction.
- 8- Plans for food service establishments must be reviewed and approved by the Department of Business and Professional Regulations. For information please call (850) 233-5170.
- 9- Port-o-let agreement & Culvert agreement.
- 10- Dumpster agreement.
- 11- Termite Treatment Affidavit
- 12- Elevation Certification Letter (if applicable)
- 13- Notice of Commencement.
- 14- List of **ALL** subcontractors to be used.

Franklin County setback requirements are as follows: 25 feet from any road right-of-way, ten feet from the sides and rear. Construction on lots located on the water must be at least 50 feet from the mean high water, with exception of property zoned C-1.

The Franklin County Building Department must determine the zoning of the property. Also to be determined is whether the property will be affected by the Department of Environmental Protection's Coastal Construction Control Line which lies on the gulf side of St. George Island, Dog Island, and Alligator Point.

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*****SPECIAL ATTENTION COMMERCIAL REVIEW PROCESS REQUIRED*****

CONTACT THE FRANKLIN COUNTY PLANNING & BUILDING DEPARTMENT TO BE PLACED ON THE FRANKLIN COUNTY PLANNING & ZONING COMMISSION AGENDA FOR THE REVIEW PROCESS...850-653-9783

Progress Energy will determine the power pole location for each property.

NOTE: Contact Progress Energy at 1-800-700-8744 before you set your power pole.

YOUR 911 # MUST BE POSTED BEFORE PROGRESS ENERGY WILL CONNECT YOUR POWER.