



## **RESIDENTIAL 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](http://www.franklincountyflorida.com/planning_building.aspx)

The following is a list of the necessary documentation needed for construction of a single family home in Franklin County:

- 1- Two complete sets of building plans. New structures and substantial additions on **St. George Island MUST meet the 140 mph Wind Speed and Dog Island, Alligator Point & Bald Point MUST meet the 130 mph and ALL 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. \*\*\*All other locations within Franklin County will be required to submit plans that **must** be accompanied by a wind load analysis and also must meet the 130 mph wind speed. Single family homes construction in an R-1 zone must have minimum of 1,000 square feet of heated floor area. **Substantial Improvement 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 the owner or installer if residential or by a Florida Engineer or Architect if commercial).
- 5- Site plan giving the location of the house, septic system, well, driveway and other cleared areas.
- 6- Port-o-let agreement.
- 7- Dumpster agreement.
- 8- DEP Turtle Letter (if applicable)
- 9- Owner Builder Affidavit (if applicable)
- 10- Elevation Certification Letter
- 11- Termite Treatment Affidavit
- 12- Recorded Notice of Commencement.
- 13- List of **ALL** subcontractors to be used.

**\*PLEASE NOTE:** Flood Zone Changes Have Been Made. Please Contact this Department BEFORE finalizing construction drawings in order to meet the new flood zones that will become effective: February 5, 2014. There will be no "Grandfathering" for flood Insurance. Franklin County is using the best available data and Is requiring all construction from this point forward to meet the new flood requirement.

All construction within 150 feet of the mean high water or wetlands requires a **Critical Shoreline Inspection** (Completed by the Building Official) prior to the issuance of a county building permit. All construction within 50 feet of mean high water or wetlands with exception of private docks, requires a variance from the Board of Adjustment and approval from the Planning and Zoning Commission as well as the Board of County Commissioners. There is a \$100 Critical Shoreline Inspection Fee and a \$250.00 variance fee in addition to the building permit fee within these areas.

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.

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.

If you have any questions concerning construction in Franklin County, Please call:

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Apalachicola, Franklin County, Florida 32320  
(850) 653-9783