



LEON COUNTY
DEPARTMENT OF DEVELOPMENT SUPPORT AND ENVIRONMENTAL MANAGEMENT
435 NORTH MACOMB STREET, 2ND FLOOR
TALLAHASSEE, FLORIDA 32301
(850) 606-1300
www.leonpermits.org

BUILDING PERMIT APPLICATION

I. OWNER/LESSEE INFORMATION
II. LICENSED CONTRACTOR INFORMATION
III. SITE AND BUILDING INFORMATION
IV. RESIDENTIAL BUILDINGS
V. NON-RESIDENTIAL BUILDINGS (If known, please provide LSP#)

VI. DESCRIPTION OF WORK				
<input type="checkbox"/> New Building	<input type="checkbox"/> Moving Site Built Home	<input type="checkbox"/> Mechanical*		
<input type="checkbox"/> New Building – SHELL ONLY	<input type="checkbox"/> Foundation Only (Commercial Only)	<input type="checkbox"/> Plumbing*		
<input type="checkbox"/> New Manufactured Home (SDMH, RDMH)	<input type="checkbox"/> Residential Swimming Pool	<input type="checkbox"/> Fuel Gas*		
<input type="checkbox"/> Manufactured home replacement	<input type="checkbox"/> Retaining Wall	<input type="checkbox"/> Other – <i>specify below</i>		
<input type="checkbox"/> Addition	<input type="checkbox"/> Roofing*			
<input type="checkbox"/> Alteration/Repair/Replacement*	<input type="checkbox"/> Electrical*			
<p>PLEASE NOTE: ALL BUILDING PERMIT APPLICATIONS REQUIRE A SITE PLAN, EXCEPT THOSE INDICATED WITH AN ASTERISK (*) ABOVE. SITE PLANS MUST BE DRAWN TO SCALE AND DEPICT THE ACTUAL CONFIGURATION AS SHOWN ON THE PROPERTY APPRAISER’S DATABASE. THE SITE PLAN MUST INCLUDE THE FOLLOWING INFORMATION:</p> <ul style="list-style-type: none"> • North directional arrow • Property boundary lines • Location of ALL existing structures and their distances from all property lines and each other • Location of driveways, streets and utility easements • Location of septic system (proposed and existing) • Location of water system • Location of any wells w/in 200 feet of the septic system, even if wells are located on adjacent property • Location of any fill material • Limits of clearing activity • Location of Canopy Road Protection Zone, if applicable • Location of grading activity • Location of any on-site or nearby wetlands (lakes, ponds, swamps, marshes, sinkholes or shallow depressions) • Location of all natural or constructed water conveyance features such as ravine, ditch, swale, culvert, canal, stream or springs/seeps • Location of special development restrictions such as easements, natural areas required undisturbed or land use buffers 				
<p>NEW/ADDED CONSTRUCTION (if applicable): New/Added Square Footage: _____ Cost of New/Added Sq. Footage: _____</p> <p><input type="checkbox"/> MECHANICAL Work <input type="checkbox"/> ELECTRICAL Work <input type="checkbox"/> PLUMBING Work <input type="checkbox"/> FUEL GAS Work</p>				
<p>ALTERATIONS (if applicable): Alteration Costs: _____</p>				
<p>PROVIDE PROJECT NARRATIVE OR WORK DESCRIPTION:</p> 				
VII. CONTRACTOR INFORMATION				
TYPE	BUSINESS/CONTRACTOR NAME	LICENSE NO.	EMAIL ADDRESS	PHONE
ENGINEER				
ARCHITECT				
PRINCIPAL				
ELECTRICAL				
PLUMBING				
MECHANICAL				
GAS				
ROOFING				
CLEARING/ EXCAVATION				
MANUFACTURED HOME INSTALLER				
SPECIALTY CONTRACTOR				

SITE PLANS MUST BE DRAWN TO SCALE

Fla. Stat. 553.79(12) NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies, or federal agencies.