

Gilchrist County Building Permitting Guide

NEW HOME CONSTRUCTION

Step 1- Land Use Compliance

Where: Gilchrist County Building Department
209 SE 1st Street Trenton, FL 32693
Phone: (352) 463-3173



You will need:

- ✓ Recorded Copy of Deed
- ✓ Survey
- ✓ Land Use Application

Submit your Land Use Application and required documents listed above. Your information will be reviewed. Depending on your zoning, additional steps may be needed. You will be contacted if that is necessary. If you live in or near a flood zone, you will need to contact Suwannee River Water Management at (386) 362-1001. Land Use approval will be contingent on any of these required steps. You will receive orange flags to place in your proposed or existing driveway. Your application will be sent to our 911 Addressing/Verification.

Step 2 - Driveway

Where: Gilchrist County Road Department
Phone: (352) 463-3223 or
FDOT (352) 493-6861

You will need:

- ✓ Driveway flagged

If your driveway is accessed from a County maintained road, your Land Use Application will be sent to the County Road Department. The Road Department will inspect your existing or proposed driveway and contact you if work is needed. After completion of any work, you will need to schedule a final inspection. The Road Department will send final approval to the Building Department. Driveways that are accessed from a State Road will require a FDOT permit. Please contact FDOT at (352)493-6861 for requirements.

STEP 3- SEPTIC PERMIT

Where: Gilchrist Health Department Environment Health
119 NE 1st Street Trenton FL.
Phone: (352) 463-3120

You will need:

- ✓ Land Use Compliance

Once your Land Use Compliance has been approved, we will send to the Health Department. Please contact Health Department for information for permitting.

Step 4- Plan Submission

Where: Gilchrist County Building Department

After you have received Land Use approval, County driveway final approval or FDOT permit, and Septic permit, you may submit plans. You will need to submit:

2 sets of

- ✓ Construction Plans (engineered)
- ✓ Energy Calculation
- ✓ Manual J
- ✓ Floor/Roof Truss Drawing
- ✓ Manufacturer's Specification Installation(s)
- ✓ Wind Load Engineering

1 copy of

- ✓ Completed Building Permit application
- ✓ Notice of Commencement (Form from Building Department and recorded at Courthouse)
- ✓ Site Drawing/Survey
- ✓ Product Approval form (completed)
- ✓ Subcontractor's List must be signed by your contractor (Verify we have license & insurance)

We will not accept incomplete application packets. Plans review can take up to 10 business days. You will be contacted when they have been approved and you are ready to pay for your permit. You will receive your permit, one stamped (approved) copy of plans, and your 911 address. You can take your permit to your electric company to apply for your temporary power. Prior to first inspection, you must have 911 sign posted and your stamped plans and permit must be on job site.

Step 5- Inspections

Inspection Requests – Must be called in and left on the automated system at (352) 463-4171. You will need to leave the following information:

- ✓ Name of Owner
- ✓ Inspection Site Address
- ✓ Type of inspection
- ✓ Name and contact number of person(s) requesting inspection



Inspection request(s) received by 9:00 p.m. are normally placed on the next business day's schedule. No inspections are done on Friday(s). Results are normally available the morning after the inspection has been done.

Final Health Department approval is needed for septic, prior to final power or Certificate of Occupancy being released. The Building Department will contact the power company to release power upon approval by the Building Official.

Please note that properties located in or near flood zone may require additional steps and or inspections.