



Gilchrist County Building Department

209 SE First Street Trenton, FL 32693

Phone: (352) 463-3173 Fax: (352) 354-9113

E-mail: permitting@gilchrist.fl.us

SINGLE FAMILY DWELLING PERMIT SUBMITTAL CHECKLIST

Electronic submissions must include all documents with owner last name in subject line. Multiple e-mails might be needed depending on size.

- Zoning Land Use Compliance Application
- Certified Survey
- Recorded Deed

When applying in person you will need to wait until steps above are complete before submission of the below. Our office will contact you once you are ready to submit these items. Paper application will need to include 2 copies of the items below.

- Completed Building permit application
- Owner Builder Disclosure (Owner/Builder permit only)
- Signed Sub Contractor list
- Recorded Notice of Commencement
- Wind load Engineering
- Construction plans
- ACCA Manual "J" S & D
- Floor\Roof Truss Drawings
- Product approval Sheet
- Manufactures' Specification Installations (i.e. Doors, windows, Fireplace)
- Elevation Certificate (If Applicable)