



Date Completed: _____

PERMIT # _____

APPLICATION FOR:
COMMERCIAL BUILDING PERMIT

Mail: City of Live Oak - 101 White Ave. S.E. - Live Oak, FL 32064
Office: City Hall Annex - 416 Howard Street E - Live Oak, FL 32064
Phone: 386.362.2276 ofc. - 386.330.6507 fax

Date Stamp:

Received by: _____

[Empty rectangular box for date stamp]

* NOTE: All development more intense than one Single-family residence on a single lot or one Duplex on a single lot are determined to be a Commercial project and require formal Plan Submittal and Review, in accordance with Section 3.12., of the Land Development Regulations.

Please contact the City Development Manager for more information pertaining to Plan Review.

THIS SECTION TO BE COMPLETED BY APPLICANT

1) Title Holder/ Property Owner Information (Considered applicant unless a contractor is named)

Name: _____ Phone: _____

Mailing Address: _____

Do any other persons have any ownership/ interest in the subject property? Yes ___ No ___

If YES, please list such persons.

Name: _____ Phone: _____

Mailing Address: _____

Name: _____ Phone: _____

Mailing Address: _____

2) Contractor Information

Name: _____ Phone: _____

Mailing Address: _____

3) Property Information Location and Use:

All / Part (Circle One) of Tax Parcel Number: _____

General Job Address Location Description or 911 Address:

Legal Description (Please give Lot #, Block, Sub-division): Please also provide a copy of the Property Tax Card

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Acreage/Size of Property (use fractions thereof if applies): _____

Present Use: _____

Intended Use: _____

(Commercial, Industrial, Residential, Agricultural, Undeveloped, Vacant Building, etc.)

Current Zoning: _____ Future Land Use Plan Map Category: _____

Does any portion of the property flood after heavy rains or is any portion of the property in a Flood Prone Area or Flood Zone? YES NO

How will/does this property receive water and sewer service? _____
(Public, private, community, septic, etc.)

Nature of Work: _____

Type of Construction: _____

Building Size: _____

Number of Occupancy Units: _____

Job Valuation: \$ _____

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his designee to enter and inspect the site and premises which is the subject of this application.

Signature of Title Holder or Applicant

Date

Signature of Title Holder or Applicant

Date

OFFICIAL CITY OF LIVE OAK USE ONLY

APPROVED:

WATER: _____

SEWER SERVICE: _____

STORM DRAINAGE: _____

ZONING: _____

FLOOD ZONE: _____

CULVERT: YES _____ NO _____

OTHER: _____

BUILDING OFFICIAL: _____

Roy Rogers

(Applications for building wall and freestanding signs also require a separate zoning review application – sign plans may be letter, legal or 11” x 17” sized.)

(Additional criteria may apply – always initiate contact first with the City Development Manager for more information, plan review checklist and plan review brochure.)

APPLICANTS FOR COMMERCIAL PERMITS WITHIN THE CITY OF LIVE OAK ARE REQUIRED TO FURNISH/PROVIDE THE FOLLOWING:

1. ALL PLANS ARE SUBMITTED TO THE CITY DEVELOPMENT MANAGER’S OFFICE
2. TWO COMPLETE 24” X 36” PAPER SETS AND ONE PDF ON CD OF: SITE AND CONSTRUCTION PLANS SEALED BY ARCHITECT OR ENGINEER, MUST INCLUDE ELECTRICAL PANEL DIRECTORY, CALCULATIONS, CIRCUIT NUMBERS, ETC., PLUMBING PLAN WITH PIPE LAYOUT AND REQUIRED FIXTURES, MECHANICAL SYSTEM WITH DUCT LAYOUT AND SIZES, TYPE AND SIZES OF UNITS
3. SITE PLAN REVIEW FEE FOR ZONING DEPARTMENT (unless 100% interior renovation)
4. LEGAL DESCRIPTION OF PROPERTY AND PROPERTY I.D. NUMBER
5. PERMIT TO BE PULLED BY GENERAL OR CLASS “B” BUILDING CONTRACTOR
6. ALL SUB-CONTRACTORS MUST HOLD VALID LICENSE AND ARE RESPONSIBLE FOR PERMITS WITHIN THEIR TRADE
7. ALL PLANS MUST BE REVIEWED AND APPROVED BY: ZONING, BUILDING, PUBLIC WORKS AND FIRE DEPARTMENTS
8. COMPLETE SITE PLAN WITH STORM WATER DETAILS
9. SITE ELEVATIONS AND FINISHED FLOOR ELEVATIONS
10. PERMIT FROM SUWANNEE RIVER WATER MANAGEMENT DISTRICT
11. PLAT PLAN SHOWING LOCATION OF ALL IMPROVEMENTS
12. ACCESSIBILITY REQUIREMENTS MUST BE SHOWN ON PLAN
13. ENERGY EFFICIENCY FORM (COMPUTER GENERATED)
14. DRIVEWAY PERMIT FROM FLORIDA DEPARTMENT OF TRANSPORTATION
15. UTILITY AVAILABILITY SLIP FROM DIRECTOR OF PUBLIC WORKS
16. ALL PROJECTS WITHIN A FLOOD HAZARD AREA MUST HAVE CERTIFICATION THAT THE FINISHED FLOOR ELEVATION IS MINIMUM OF TWO FEET ABOVE THE HIGHEST ADJACENT GRADE AROUND THE PERIMETER OF THE STRUCTURE
17. NOTICE OF COMMENCEMENT MUST BE FILED AND COPY FURNISHED TO THE BUILDING DEPARTMENT
18. COPY OF CONTRACTORS LICENSE
19. COPY OF HOME COUNTY OR TOWN LICENSE MUST BE SHOWN
20. COPY OF CONTRACTORS LIABILITY AND WORKERS COMPENSATION COVERAGE
21. CERTIFICATE HOLDER MUST SIGN PERMIT APPLICATION OR NOTARIZED LETTER OF AUTHORIZATION TO SIGN MUST BE SUBMITTED
22. PRODUCT APPROVAL (FL #)
23. PAY ALL IMPACT AND TAP FEES, ESTABLISH ACCOUNTS WITH DEPOSITS
24. ALL CRITERIA REQUIRED BY LAND DEVELOPMENT REGULATIONS MUST BE SHOWN INCLUDING BUT NOT LIMITED TO: ZONING OF PROPERTY; PARKING AREA DETAILS (regular and ADA); REQUIRED LANDSCAPING PLAN PAGE WITH NUMBER, TYPES, AND LOCATION OF TREES AND PLANTS; + (see site-plan review checklist).
25. CERTAIN PROJECTS REQUIRE DUAL REVIEW OF BOTH CITY DEPARTMENTS AND IN A PUBLIC HEARING BY THE PLANNING AND ZONING BOARD- see Dev. Manager
26. OTHER CRITERIA AS MAY APPLY TO YOUR SITUATION- see Dev. Manager

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- City of Live Oak Staff Departments are available to conduct a pre-development meeting to discuss your proposed project. Contact the Development Manager to schedule one of these meetings. Your project may require a Land Use or Zoning Change, Variance, Special Exception or other required public hearings. Any improvements intended to be dedicated to the City, i.e. Roads, Infrastructure, etc. also have required criteria.
- If your development is creating a new parcel of record, a subdivision plat may be required.

Sec. 3.12. Board Site and Development Plan Review and In-House Plan Review.

Any use, structure or site development, pertaining to a use, structure or development more intense than one single-family residence on a single lot, and/or one duplex on a single lot, is deemed to be commercial in nature. All such uses, structures or site developments, whether principle, by special exception or accessory in nature, when such is proposed to be established, re-established, expanded or altered, shall require commercial site and development Plan review and approval as provided for herein, and when applicable, shall be subject to compliance with the criteria as listed under nonconforming situations, in Article 2. This does not preclude any use, structure or site development proposed, whether residential or commercial, from also being subject to other requirements, as found: herein, in the City Code of Ordinances, in the Florida Statutes, in the Federal Statutes, or as required by the Building Official.

In addition to City Department in-house Plan review and approval, such uses, structures and site developments, as defined below, shall also go before the Planning and Zoning Board, in a public hearing setting, for comment, consideration, review and possible: denial, approval as proposed, or approval with conditions as appropriate. The Board may also, after hearing a petition in said public hearing, continue a petition to a future meeting to give Board additional time for study or the developer time to revise the Plan documents as requested.

On an unimproved lot – New proposed construction resulting in 20,000 or more square feet of total building or structure footprint, or, any site development proposed on a parcel two (2) or more acres in size.

On redevelopment of a previously improved lot, proposed demolition and/or new additions or construction resulting in 20,000 or more square feet of new building or structure footprint, or, any site development which will alter two (2) or more acres of land.

The Planning and Zoning Board shall consider such Plans as a condition precedent to the issuance of building permits by the building Official.

3.12.1. Contents. All submitted Plans shall contain standard building Plan information as required by these LDR, the Development Manager, the Building Official, the Fire Chief, and other applicable City departments.

See also 3.12.2 through 3.12.5 of the City Land Development Regulations for additional criteria. Other Codes of Ordinances may also apply not found in the Land Development Regulations.

Complete LDR Sections are available on www.cityofliveoak.org