



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: \_\_\_\_\_

\* **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.

**PERMIT TYPE (please check as needed)**

<input type="checkbox"/> NEW ELECTRICAL SERVICE	<input type="checkbox"/> MECHANICAL / HVAC
<input type="checkbox"/> ELECTRICAL SERVICE UPGRADE	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> ELECTRICAL ALTERATION / REWIRING	<input type="checkbox"/> ADA / HANDICAPPED RAMP
<input type="checkbox"/> ADDITION	<input type="checkbox"/> UNCOVERED DECK, PATIO, SLAB
<input type="checkbox"/> AWNING / COVERED PORCH OR DECK	<input type="checkbox"/> DETACHED ACCESSORY BUILDING / SHED, GARAGE, CARPORT, ETC.
<input type="checkbox"/> INTERIOR ALTERATION	<input type="checkbox"/> FENCE <i>(subject to Ordinance #1255 requirements)</i>
<input type="checkbox"/> RENOVATION	
<input type="checkbox"/> MODULAR BUILDING	<input type="checkbox"/> MOVING OF BUILDING OR STRUCTURE
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> SLAB WITH FOOTERS
<input type="checkbox"/> WINDOWS	<input type="checkbox"/> RE-ROOF (TEAR-OFF)
<input type="checkbox"/> DOORS	<input type="checkbox"/> ROOF-OVER
<input type="checkbox"/> SIDING / EXTERIOR COVERING	<input type="checkbox"/> SHINGLES
	<input type="checkbox"/> METAL ROOF
<input type="checkbox"/> UTILITY WORK OR CONNECTIONS	<input type="checkbox"/> IRRIGATION SYSTEM / WELL
<input type="checkbox"/> FREESTANDING SIGN	<input type="checkbox"/> WALL SIGNAGE
<input type="checkbox"/> PROPERTY SITE WORK/ALTERATIONS	<input type="checkbox"/> PARKING AREA / DRIVEWAY PAVING
<input type="checkbox"/> OTHER (LIST)	

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**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 parcel info. sheet from the Property Appraiser site <http://g2.suwanneepa.com/>*

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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: \_\_\_\_\_

(See Development Manager for Zoning and Land Use Map info)

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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? \_\_\_\_\_  
(Note: City Codes may limit or prohibit septic systems.) (Public, private, community, septic, etc.)

Nature of Work: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Building Size: \_\_\_\_\_

Number of Occupancy Units: \_\_\_\_\_

Job Valuation (materials + labor): \$ \_\_\_\_\_

**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	
ZONING: _____	PLANS APPROVED:
FLOOD ZONE: _____	DEV. MANAGER: _____
DOT CONNECTION PERMIT: _____	FIRE CHIEF: _____
CITY STREET ACCESS: _____	CITY ENGINEER: _____
SRWMD PERMIT: _____	PUBLIC WORKS: _____
	BUILDING OFFICIAL: _____
PERMITS ISSUED: _____	
BUILDING OFFICIAL: _____	
<b>Roy Rogers</b>	

- 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 zoning and land use 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 to be submitted to the City Development Manager's Office.
2. Two complete 24" X 36" paper sets **AND** one PDF set on a CD of:  
Site and Construction Plans – signed and sealed by a Florida Licensed 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, and type and sizes of units.
3. Site Plan Review Fee for ZONING DEPARTMENT (unless 100% interior renovation).
4. Legal Description of property and property ID Number as assigned by PA Office.
5. Permit to be pulled by: General or Class "B" Building Contractor.
6. All Sub-Contractors must hold a valid license and are responsible for permits within their trade.
7. All plans must be reviewed and approved by: Zoning, Fire, City Engineer, Public Works and Building Departments.
8. Complete Site Plan with Storm Water details, calculations and permit copies.
9. Site elevations and finished flood elevations.
10. Permit from: Suwannee River Water Management District and/or DEP.
11. Plat plan showing location of all proposed improvements and designated areas.
12. All ADA Accessibility requirements shown in detail.
13. Energy Efficiency Form (COMPUTER GENERATED).
14. Driveway connection permit from: Florida Department of Transportation (if State Highway).
15. Utility availability confirmation (contact Building Official who can do a work order to verify).
16. All projects within a Flood Hazard Area/Zone must have certification that the finished flood elevation meets requirements for either an 'A' or 'AE' zone, as applicable.
17. Notice of Commencement must be filed and a copy furnished to the Building Official.
18. Copy of Contractor's License.
19. Copy of Home County or City License.
20. Copy of Contractor's: Liability and Workers Compensation Coverage.
21. Certificate Holder must sign permit application or a notarized letter of authorization to sign must also be submitted.
22. Product Approval Codes and Info. (FL #)
23. Pay all Tap and Impact Fees, and Establish Utility Accounts with deposits.
24. All criteria required by the City 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, plants, shrubs, sod, etc., + (see site-plan review checklist for additional details).
25. Certain projects require dual review by both City Departments as well as the Planning Board in a public hearing – see Development Manager
26. Projects located within the Community Redevelopment District (CRA) have special overlay development standards to meet that are not standard to zoning district – see Dev. Manager.
27. Other criteria as may apply to your situation – see Development Manager for evaluation.

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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: Annexation, Land Use or Zoning Changes, a Variance, a Special Exception or other required public hearings. Any improvements intended to be dedicated to the City, i.e. Roads, Sidewalks, 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, redeveloped, 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 all the criteria as listed in Article 4.

This does not preclude any use, structure or site development proposed, whether residential or commercial, from also being subject to other requirements and separate review, as found: herein, in the City Code of Ordinances, in the Florida Statutes, in the Federal Statutes, or as required by the Building Official, Public Works Director, Fire Chief or any other departments or agencies which have authorized standing.

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: approval as proposed, or approval with conditions stated as appropriate, or denial:

1. On an unimproved lot – New proposed commercial 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.
2. For commercial 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](http://www.cityofliveoak.org)