



**APPLICATION FOR RESIDENTIAL:
Zoning Department Review and Building Permit
SHEDS, CARPORTS AND ALL ACCESSORY STRUCTURES**

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

- **All proposed accessory buildings must first go through zoning review and obtain written approval and Building Permits (if required), prior to being established on the property.**
- **Submit this application to the Planning Department.**
- **We will review and provide a written response.**
- **After you have obtained written approval, and a permit (if required), work can commence.**
- **There are limits on where, how many, what size, what height and what use accessory buildings can be.**
- **Any such building or structure established without first submitting an application for review and written approval and/or which exceeds the allowable limitations by code, may result in said structure being required to be removed.**

Date Stamp:

Received by: _____

GENERAL RULES – (Please Read)

1. There **must** already be a house on the property for a shed or accessory building to be located there.
2. There are lot coverage standards which limit how much of the property can be covered with any improvements, including: house, sheds, carports, concrete driveways and sidewalks, pools, etc.
3. There are also coverage standards which limit how much of the property can be covered with sheds and other accessory buildings.
4. An open metal carport **may** be proposed in the front yard (between house and the road) – subject to the rules on the last page of this application.
5. Otherwise – **All** accessory buildings must be located no closer to the road than the front of the existing house, and also a minimum of 5 feet from the side and rear property lines.
6. The Building Official may also require the shed to be a certain distance away from the house.
7. The building will either need to be pre-engineered or you will need to hire an engineer to prepare signed and sealed plans to meet Florida Building Code – the plans will be reviewed by the Building Official for approval prior to issuing a permit.
8. If there is a question as to where property lines are or if setbacks have been met – the City may require you to have the property surveyed, flagged and all structures located and shown on the survey, including setbacks.
9. If you are not 100% of exactly where your property line is, hiring a survey company to flag your corners and print a survey map is the only option to have verified information for application.
10. If you are located in the flood zone, there are additional requirements to meet.

- Are you? Owner of the property
 (check one) Leasing or renting the property
 Selling, delivering or installing the structure
 Other: _____

If you are not the owner, we will need a notarized letter of authorization (City Form) provided by the property owner which gives permission to make application and secure a permit for an accessory building to be located at the property.

1) Applicant's Information:

Name: _____
 Home or Business Phone: _____ Cell Phone: _____
 Email: _____

2) Contractor / Builder / Sales Office / Installer:

Name: _____ Phone: _____
 Address: _____

3) Property / Job Location: (must be in the City Limits of Live Oak, FL)

911 Address: _____
 (4" address numerals must be posted on house)

Property Tax Parcel Number: _____

Do you have a survey of your property? Yes No

- *If yes, please use a copy of your survey as your site plan to draw in various needed information.*

If no survey is available, do you know with certainty where your property lines are? Yes No

- *If you are not certain where your property lines are, you will need to have a licensed survey company flag your property corners before any building can be placed.*

Size of Property: _____ (Acreage or Square Feet)
 (Per your survey, deed legal description or City Plat records – Property Appraiser's information is not guaranteed.)

Size of your House: _____ (Wall measurements or total square feet)
 (If NO house on the property – STOP and contact the Zoning Department for info.)

Check-off and describe all **EXISTING** accessory structures that are **currently on the property**:

Check if none present

| <u>Type</u> | <u>Size or Dimensions in feet</u> |
|---|-----------------------------------|
| <input type="checkbox"/> Carport..... | _____ |
| <input type="checkbox"/> Carport..... | _____ |
| <input type="checkbox"/> Portable Shed..... | _____ |
| <input type="checkbox"/> Portable Shed..... | _____ |
| <input type="checkbox"/> Site-Built Shed or Garage..... | _____ |
| <input type="checkbox"/> Other: _____ | _____ |
| <input type="checkbox"/> Other: _____ | _____ |
| <input type="checkbox"/> Other: _____ | _____ |

Are any of these EXISTING STRUCTURES to be removed --
as part of your seeking to establish a new structure? Yes No

If yes, please describe what will be removed: _____

Type of NEW building proposed: *(Check any boxes which apply)*

- Pre-fab portable building delivered to the site and tied down on blocks, etc.
- Building it yourself.
- Hiring a contractor, outside individual or company to build from various materials.
- Pre-engineered building that will be delivered unassembled and put together by others.
- Open Carport or Open Lien-To
- Enclosed Building
- Drive-In opening or garage door to store vehicles
- Wood Frame construction
- Metal construction
- Pole Barn
- Gazebo
- Play House
- Pavilion
- Other: _____

For the NEW building proposed:

What is the building LENGTH: _____ (feet)

WIDTH: _____ (feet)

HEIGHT: _____ (feet)

Is the proposed building taller than the existing house? Yes No If yes, how much taller? _____

What will you be using the building for? _____

Will you be bringing in fill dirt? Yes No If yes, how many yards? _____

Will you be putting down a cement slab? Yes No If yes, what size: _____

Will you be running electric to the new building? Yes No

Will you be running any other types of utilities to the new building? Yes No

If yes, please describe: _____

If you are purchasing the building, how much is the total cost including the building, installation, earth-work, concrete, utilities, etc.?

VALUE \$ _____

If you are building the structure yourself, total up all material costs and also the costs for any hired labor to help you with the construction.

VALUE \$ _____

PLEASE ATTACH A SITE PLAN TO THIS APPLICITON (per #1-4 below)

1. This can either be a copy of a survey, or a printed aerial google-earth view.
2. If you need a map printed for use as a site plan – see the City Planning Department
3. Mark up the site-plan map with permanent marker, etc., to show all existing structures as well as where you would like the new structure to go.
4. Also show on the map the distance in feet between the new structure and the property lines and also to the existing house.

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 (we) authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his/her designee to enter and inspect the site and premises which is the subject of this application.

I (we) also understand that it is the owner’s responsibility to ensure that structures are properly located and used within allowances on the property to meet various code requirements, setbacks and without encroachments. Once approved, permits issued and inspections done, if found to be a violation in the future, subsequent Code Enforcement actions may occur to bring about compliance.

I (we) also understand that no accessory building or structure can be used, occupied, converted, or rented out as dwelling unit, residence, living quarters, etc. – as that would be a violation of Zoning Law.

By utilizing these allowances, any person owning or operating such structure or use agrees to indemnify, defend, save and hold harmless the City, its officers, agents and employees from any and all claims, liability, lawsuits, damages and causes of action which may rise out of such activity, use or structure.

Printed Name of Title Holder or Applicant

Date



Signature of Title Holder or Applicant

TO BE COMPLETED BY CITY STAFF

Any portion of property in the flood zone? Yes No

If yes, what % and what type of zone: _____ / _____

Attach a flood zone map of the property to this application.

Zoning of Property: _____

Address Verification Done Location ID _____

Property Appraiser or Plat records utilized for verification?
(Provide Details)

Disapproved for the following reasons:

Approvals:

ZONING OFFICIAL: _____ / _____

Additional Info:

Is a Building Permit Required? YES NO

BUILDING OFFICIAL: _____ / _____

Additional Info:

City LDR / Zoning Code: CARPORT RULES

A metal carport may be located in the required front yard or side yard of an interior or through lot, or the front yard of a corner lot, so long as the following criteria are met: *(and it otherwise is approved through the standard review and permit process)*

- A. Not more than (1) one per parcel within these yards.
- B. Shall meet a 10-foot setback from all property lines.
- C. Shall meet a 5-foot setback from the principal structure, per 4.19.4. (4).
- D. Shall be of a standard type and design, commercially manufactured and mass produced, by a company whose principal product line is metal structures, subject to review and approval by the Building Official.
- E. Shall be permanently installed to current applicable building codes in effect.
- F. Shall be entirely all metal construction.
- G. Shall be maintained to be free of rust, chipping or peeling paint or other deteriorated conditions.
- H. If damaged or deteriorated by any natural or unnatural force or condition, must be repaired, restored or removed within 30 days of written notice from the City Code Enforcement Officer.
- I. Shall not exceed 400 square feet in overall footprint size.
- J. Shall not exceed 8 feet in overall sidewall height.
- K. Any rolled-corner roofing panels or boxed eave panels shall not extend downward more than 22 inches below where said roof panel becomes vertical, or below a line forming the horizontal edge of the drip line of the roof structure and the remainder of the structure from the ground up shall always remain open, unencumbered space with no panels or other material or screening installed so as to close in the structure.
- L. Shall not be utilized as a space for storage of anything other than a registered, tagged and fully operational street legal non-commercial motorized vehicle.