ARTICLE 12

PERMITS¹⁸

12.01.00	PERMIT FEES
12.02.00	BUILDING PERMIT
12.02.01	Permit Required
12.02.02	Submittal Requirements
12.02.03	Denial of Permit
12.02.04	Permit Expiration
12.02.05	Certificate of Occupancy
12.03.00	STORMWATER PERMIT
12.03.01	Permit Required
12.03.02	Exemptions
12.03.03	Permit Application Procedures
12.04.00	SIGN PERMIT
12.04.01	Permit Required
12.04.02	Permit Requirements
12.05.00	TREE REMOVAL
12.05.01	Permit Required
12.05.02	Application Option
12.05.03	Application for Permit in Connection with Building or Related Improvements
12.06.00	USE PERMITS
12.06.01	Permit Required

¹⁸ **Cross reference**—Traffic and Motor Vehicles. Article 29 (Golf Carts require permits; Section 29.05.02)

12.06.02	Fee
12.07.00	WETLAND PERMIT
12.07.01	Permit Requirements
12.07.02	Permit Fee
12.08.00	WETLAND BUFFER/LAKE PROTECTION AREA PERMIT
12.08.01	Permit Requirements
12.08.02	Permit Fee

ARTICLE 12

PERMITS

12.01.00 PERMIT FEES

A permit fee shall be collected at the time a permit application package is submitted to the City. The fee will reflect the cost of the administration and management of the permitting process. The City Commission will establish by resolution a fee schedule for each permit required by this Code and such schedule may be amended from time to time by the Commission by resolution. Notice of resolution shall be published as provided by law.

Where work is commenced prior to obtaining a permit required by this Article, the fees specified shall be doubled; but the payment of such double fee shall not relieve any persons from fully complying with the applicable requirements of this Code nor any other penalties which may be imposed.

12.02.00 BUILDING PERMIT

12.02.01 Permit Required

- A. No structure shall be erected, moved, added to, demolished or structurally altered without a building permit issued by the City.
- B. No building permit shall be issued except in conformity with the provisions of this Code, including but not limited to the requirement to development plan approval when required in accordance with Article 11 of this Code.

12.02.02 Submittal Requirements

- A. Building permit applications shall be made by the property owner or his designated agent and shall include, in addition to the structural information as required on the Application, the following:
 - 1. One (1) set of plat and construction plans for single family homes and two (2) sets for all other structures, showing:
 - a. The actual shape and dimensions of the lot to be built upon
 - b. The exact sizes and locations of the building or buildings to be erected or altered on the lot
 - c. The existing use of buildings on the lot, if any
 - d. The intended use of each building or buildings or parts

thereof

- e. The number of families the building is designed to accommodate
- f. The location and number of required off-street parking and off-street loading spaces
- g. Landscaped buffer areas as required by this Code
- h. A survey of the lot, made by a land surveyor or engineer licensed in Florida (all property stakes shall be in place at the time of application)
- i. Such other information with regard to the lot and existing and proposed structures as may be necessary to determine compliance with and provide for the enforcement of this Code.

12.02.03 Denial of Permit

- A. If a building permit is denied the reasons shall be stated clearly on the application.
- B. Building permits issued on the basis of plans and applications approved authorized only the use, arrangement, and construction set forth in such approved plans and applications and no other use, arrangement or construction.

12.02.04 Permit Expiration

- A. If the work described in any building permit has not begun within six (6) months from the date of issuance, said permit shall expire.
- B. If the work described in any building permit has not been substantially completed within one (1) year of the date of issuance, said permit shall expire. Written notice shall be provided that further work as described in the canceled permit shall not proceed unless and until a new building permit has been obtained.
- C. Any building or structure for which a building permit has been issued, and the construction of which has started-prior to the adoption of this Code, may be completed in accordance with the plans and specifications as outlined in the building permit, provided all construction is completed within one (1) year after the effective date of this Code.

12.02.05 Certificate of Occupancy

- A. It shall be unlawful to use or occupy or permit the use or occupancy of any building or premises, or part thereof, hereafter erected until a Certificate of Occupancy shall have been issued stating that the proposed use of the premises or land conforms to the requirements of this Code other applicable regulations adopted by the City, and, where the structure or use is part of a development requiring development plan approval under Article XI of this Code, of the approved development order.
- B. The City's Building Official shall maintain a record of all Certificate of Occupancy and a copy shall be furnished upon request.

12.03.00 STORMWATER PERMIT

12.03.01 Permit Required

No person may carry out any development activity, unless exempted by the section, without first obtaining a stormwater permit from the City.

12.03.02 Exemptions

For the purposes of this section, the following activities shall be exempt from the permitting requirements:

- A. Maintenance work performed on existing stormwater retention areas for the purpose of public health and welfare
- B. Any maintenance, alteration, renewal, use or improvement of an existing structure not changing or affecting the rate or volume of stormwater runoff
- C. Maintenance work on existing mosquito control drainage canals for the purpose of health, safety and welfare
- D. Maintenance work on utility or transportation systems, provided such maintenance work does not alter the purpose and intent of the drainage system as constructed.

12.03.03 Permit Application Procedures

- A. Preliminary Permit Applications
 - 1. Any persons proposing to undertake development activity which has not been exempted shall submit a completed preliminary application form, as provided by the City, to the city engineer or city appointee. No fee shall be charged for the preliminary application. In addition

to any other information as may be required by the application, the applicant shall furnish the following information:

- a. A location map;
- b. A statement and sketch describing the intent and scope of the proposed project.
- 2. The preliminary application shall be reviewed by the city engineer or city appointee. After submission of the complete application, the applicant will be notified that either the project is approved, is exempt, or a standard permit application must be filed for the project. If the city engineer or city appointee determines that a standard permit application is required, such decision shall be finally determined, upon request, by the PLDRC.
- 3. The following criteria shall be considered in the review of the preliminary application:
 - a. Whether the proposed project is exempt;
 - b. Whether the proposed project appears to increase the rate or volume of runoff in excess of ten (10) percent from the existing site;
 - c. Whether the proposed project would appear to have an adverse effect on water quality;
 - d. Whether there are other criteria which would require a standard application.

B. Standard Permit Applications

- 1. If a standard permit application is required, the applicant shall furnish three (3) copies of the following information to the city engineer or city appointee together with the completed standard permit application form:
 - a. The detailed site plan, including general location map for the proposed project, construction plans, specifications, computations and hydrographs necessary to indicate compliance with the requirements of this Code. This information shall be prepared by a professional engineer registered in the state
 - b. Topographic maps of the site before and after the proposed

alteration

- c. General vegetation maps of the site before and after the proposed alteration.
- 2. The application shall be reviewed by the city engineer or city appointee to ascertain its completeness and when complete, will distribute copies of each standard application to the PLDRC for review and recommendation.
- 3. The city engineer or city appointee in approving or denying a permit application and shall consider the extent to which the proposal meets the requirements of this Code.

12.04.00 SIGN PERMIT

12.04.01 Permit Required

Before erecting, relocating, altering, or replacing any sign not specifically exempt under these regulations, the person authorized to erect such sign shall first secure a permit from the City. Signs identified in Section 8.02.00 as exempt from the provisions of this Code are also exempt from the permitting requirements of this section.

12.04.02 Permit Requirements

An applicant for a sign shall submit an accurate, scaled drawing, showing the materials to be utilized, dimensions, construction details, electrical plans, and dimensions to property lines and/or buildings with respect to the proposed location of the sign to be erected.

An application for a sign permit shall be completed at the time such plans are submitted; however, the payment of the fee is not required until the permit is issued.

12.05.00 TREE REMOVAL PERMIT

12.05.01 Permit Required

Any application for a tree removal permit shall be filed, processed and approved as follows:

A. For development requiring approval or review by the PLDRC, the application for a tree removal permit will be filed concurrently with other development documents required pursuant to this code and shall include, in addition to the requirements needed for that review, the following information:

- 1. A tree survey to scale which identifies trees by location, common name and DBH. The tree survey should be part of the development plan unless, in the judgment of the PLDRC, the plans are illegible when combined.
- 2. The survey shall denote the following information:
 - a. Existing trees to be removed, relocated or retained.
 - b. Replacement stock to be planted.
 - c. Existing trees to be removed and trees to be retained requiring protection shall be clearly designated on-site. Method of designation shall be included on the plans submitted for review.
 - d. Existing and proposed utility easements.
 - e. Existing and proposed improvements on the site
- B. For development not requiring City Commission approval except as otherwise provided, an application for a tree permit shall be filed, processed and approved as follows:
 - 1. An application with three (3) sets of plans shall be filed with the City Clerk and the proper fee paid.
 - 2. An application and plans shall include the following information and exhibits:
 - a. A diagram of the property which identifies any tree to be removed, its location and common and DBH, any existing or proposed development on the site and details of replacement stock to be planted, including location, size and species. Applicant shall submit two (2) copies of this diagram with the application.
 - b. Name, signature, address and telephone number of the property owner.
 - c. Legal description of the property and property appraiser's parcel number.
 - d. North arrow, scale and identification of streets abutting the property.

- e. Reason for removal of trees.
- f. Existing trees to be removed and trees to be retained requiring protection shall be clearly designated oil-site. The designation method used shall be indicated on the plan submitted for review.
- 3. The City Clerk shall, within three (3) working days from the date of filing, determine if the application is complete. If it is determined that the application is incomplete, it shall be returned to the applicant.
- 4. If the application is determined to be complete, the City Clerk shall transmit the application and plans to the enforcement official. The enforcement official shall have fifteen (15) working days from the date of receipt from the City Clerk of a complete application to approve or disapprove the permit.

12.05.02 Application Option

For any application in which the proposed site is One (1) acre or more in land area, the applicant may identify trees by major tree groupings. The plan may show existing tree groupings with tree types identified by approximate percentages in those areas where no trees are proposed to be removed, and no soil is to be disturbed in any manner. In all cases, trees to be removed and trees directly adjacent to the clearing area that are to be protected shall be identified on the plan by type and location clearly designated on-site. The designation method used shall be indicated on the plan submitted for review.

12.05.03 Application for Permit in Connection with Building or Related Improvements

A person may apply for the removal or authorize application for the removal of any tree whose location physically prevents the siting of structures, roads, utilities or related improvements on land owned by said person. The application must demonstrate to the satisfaction of the enforcement official that a reasonable effort has been made to situate the improvements so as to save as many of the existing trees found on site as possible and to work with the existing grade to the greatest possible extent. Any tree removed shall be subject to the relocation and replacement provisions found in section 3.01.03 of this code¹⁹.

12.06.00 USE PERMITS

12.06.01 Permit Required

¹⁹ Cross reference – Article 3 Resource Protection Standards, Section 3.01.03.

All persons, except franchised utilities, desiring to do work within the city public right-of-ways or city-owned property, shall first obtain a use permit for such work from the city building department before engaging in such work. An application may be obtained through the City Clerk.

12.06.02 Fee

Before a use permit is issued to any person, except franchised utilities, pursuant to the terms of this article, an application fee, in an amount determined annually by the city commission, shall be paid by the applicant.

12.07.00 WETLAND PERMIT

12.07.01 Permit Requirements

It is unlawful for any person to engage in any activity which will remove, fill, drain, dredge, clear, destroy or alter any wetland without obtaining a wetland alteration permit. This permit may be issued concurrent or in conjunction with other land development permits. A permit may only be issued for those activities identified in section 3.02.02 as an allowed activity within the designated wetland protection areas.

Requirements for an application for said wetland alteration permit shall include:

- A. Name, address and phone number for the property owner and/or agent
- B. Signature of agent or owner
- C. Legal description or property, including the property appraiser's parcel number
- D. A scale drawing of the property identifying existing structures, adjacent streets, wetlands and water bodies
- E. A scale drawing and description of the proposed activity and proposed location
- F. A copy of all other federal, state and regional permits and/or applications and conditions issued for the proposed project.

12.07.02 Permit Fees

A permit fee shall be collected at the time the standard application package is submitted and will reflect the cost of the administration and management of the permitting process.

12.08.00 WETLAND BUFFER/LAKE PROTECTION AREA PERMIT

12.08.01 Permit Requirements

No person may engage in any activity which will remove, destroy or alter any wetland buffer or area set aside to protect a lake without obtaining an alteration permit from the city. Said permit may be issued concurrent or in conjunction with other land development permits. Permits may only be issued for those activities identified as not having all adverse effect on a wetland or lake buffer in section 3.02.03 or 3.02.04, as applicable.

Application requirements are the same as those for a wetland permit.

12.08.02 Permit Fee

A fee shall be collected at the time of application submittal and will reflect the cost of the administration and management of the permitting process.