

# **Stop Work Order/ Building Violations Guidelines**

Before submitting for a building permit to remedy a violation, please review the following guidelines:

1) Are you legally qualified to obtain the necessary permit(s)?

**Options are: a licensed contractor or the property owner if the property/ home is for their own occupancy or use. Corporate owners and property for sale, rent or lease do not qualify.**

2) At a minimum you will need to complete an Application for a Building Permit.

3) All new construction on your property will require a Site Plan. The site plan must show all existing and proposed structures giving dimensions and setbacks. Also, bodies of water, trees and roadways.

4) Items to consider here include:

- \* Property lines – be sure you are not encroaching on your neighbor's property.

- \* Setbacks – the distance that you must maintain from the property lines or water's edge.

- \* Wetlands – buffers must be maintained from all wetlands.

- \* Easements – there are many different types that may exist on your property and may affect your project.

- \* Lot Coverage – Coverage Regulations for principal and accessory structures.

- FEMA flood zone – restrictions apply to high risk areas.

**\*The Zoning Department can provide this data before you spend any time or money.**

5) For any new construction, including sheds, porches, room additions, etc. 2 sets of engineered plans that meet the current building code are required. Components such as windows, doors, roofs, etc. require Florida Product Approval Data and installation instructions.

6) Any construction that involves heating and/or air conditioning requires Energy and Load Calculations from a mechanical contractor.

7) All new construction that covers 500 square feet or more on 1 acre of land or less requires an engineered drainage plan.

8) All new construction on property with a septic system requires approval from the Health Department.

9) Projects valued at \$2500 or more (\$7500 for mechanical) require a Notice of Commencement to be recorded.

10) If there is a Minimum Housing Violation, a copy of the Inspection Report and two copies of a DETAILED scope of work addressing how each item will be corrected.

Other items to consider:

Adding 500 square feet or more of Living Space may trigger additional Impact Fees to be assessed.

Removing Unpermitted Work is usually an option to satisfy a stop work order.

Permits are required even if you bought the property with the violations or if you paid someone else to do the work & that individual did not obtain a permit &/or inspections.

Other requirements and restrictions may apply since each violation is unique in its scope.