

City of Keystone Heights Building Permit application process

All building permit applications for the City of Keystone Heights must be approved by city staff prior to Clay County issuance of building permit.

The City verifies the land Zoning and property set backs on all permit applications prior to Clay County issuing the permit. City Ordinance 2006-450 states the city collects **an additional** 20% fee of the total Clay County building permit fees. The City does not issue the building permit or perform any inspections.

Clay County Building Department website:

<http://www.claycountygov.com/Departments/Building/Building.htm>

Permit applications and instructions (structure, electrical, gas, mechanical or plumbing systems) for commercial and residential building can be downloaded from this website. For your convenience the city has copies of permit applications and instructions at 555 S. Lawrence Blvd. Please follow the county instructions on each application. The county's building department number is 352-473-3108 or 904-284-6307. Hours are 8:00 a.m. – 4:30 p.m., Monday - Friday.

All Public and Fire Safety issues can be addressed through the Clay County Public Safety's office. Their phone number is 904-284-7703.

Listed are several essential steps necessary to apply for building permits with Clay County and the City of Keystone Heights.

1. Applications must include a copy of the property deed.
2. All permit applications must be signed by the licensed contractor or home owner and notarized when stated. To reduce errors on permit applications, licensed contractors are encouraged to obtain permits for business or residential owners/customers.
3. Checks presented by NON registered contractors must have the following information on the face of the check as required by Florida Statute 832.07. Identity of person signing, date of birth, driver's license number, telephone number - business and home, residence address, place of employment, sex and height.
4. Add one extra set of plans to any number of sets the County requires. The City Hall maintains one set of approved plans.
5. All Commercial projects are reviewed by the city planner and city engineer for site plan compliance with the city's Land Development Regulations. This is a fee based review established by Ordinance 2006-450. Land Development Regulations are available at the city website: <http://www.keystoneheights.us>
6. Florida Building Code Section 108 Fees, 108.4: Work commencing before permit issuance: Any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a penalty of 100 percent of the usual permit fee in addition to the required permit fees.

Permit applications which are completed and city approved may be left at City Hall for the County staff to pick up daily or you may deliver applications directly to the County Building department.

City Staff is available between 8:30 am to 4:00 pm, Monday – Friday. Appointments are available; please call 352-473-4807.

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