



**Contractor's licensing information must be current and complete prior to submitting permit applications.**

**Items required:**

- Current State License
- Qualifying Business License
- Local Business Tax Receipt for the municipality your business operates under
- Copies of Liability insurance & Workman's Comp with the City of Fernandina Beach listed as the Certificate holder.

**The following documents are required to submit the permit applications.**  
***Incomplete applications will not be accepted.***

Required documents to pull a **DEMO** permit:

- Demo permit application
- Two copies of a to scale boundary survey
- Proof of DEP notification
- If property located in Historic District HDC Certificate of Appropriateness required
- Homeowner's affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **FENCE** permit:

- Fence permit application to include job description & job cost
- Two copies of a to scale boundary survey, highlighted showing where fence is to be installed
- Two copies of the product specifications
- Installation schedule (i.e.: how deep are post holes, how many pounds of concrete), etc
- If property located on beach, DEP permit required
- If property located in Historic District an HDC Certificate of Appropriateness or Staff Approval required
- Homeowner's affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **POOL** permit:

- General building permit application signed & notarized to include back page showing any trees to be removed, any grade, excavating or fill, job description & job cost
- Safety Act Affidavit
- Plumbing permit application (pulled by pool contractor)
- Electrical permit application (pulled by electrician, must be included with application)
- Two copies of a to scale boundary survey
- Two sets of signed & sealed plans
- If property located on beach, DEP permit
- If property located in Historic District an HDC Certificate of Appropriateness
- Homeowner's affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **SIGN** permit:

- General building permit application to include job description & job cost
- If property located in Historic District an HDC Certificate of Appropriateness
- Letter of authorization from property owner if property leased
- Two copies of a to scale boundary survey with area of placement highlighted
- Two copies of product specifications
- Two copies of installation schedule to meet or exceed exposure “C” requirements
- If monument sign we will require 2 sets of plans showing footer detail
- Electrical permit application (from electrician) if sign illuminated

Required documents to pull a **POD** permit:

- General building permit application signed & notarized, to include job description, length of time POD to be on the property, POD dimensions & job cost
- Two copies of a boundary survey with area of POD to be placed highlighted
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **SHED/ACCESSORY STRUCTURE** permit:

- General building permit application signed & notarized to include job description & job cost
- If property located in Historic District an HDC Certificate of Appropriateness
- Two copies of a to scale boundary survey with area of placement highlighted
- Two copies of product specifications and installation schedule to meet or exceed exposure “C” requirements
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **RIGHT OF WAY** permit for a **Driveway**:

- Right of Way permit application signed & notarized to include job cost
- Two copies of a to scale boundary survey with area of placement highlighted
- Two sets of plans
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents to pull a **ROOF/RE-ROOF** permit:

- Roofing application to signed & notarized, job cost
- Roofing affidavit signed & notarized (if residential)
- Roofing specifications & attachment schedule
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents for an **IRRIGATION** permit:

- Plumbing permit application
- Irrigation fee form
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents for a **CONSTRUCTION TRAILER** permit:

- General building permit application to include job description, job cost & length of time trailer to be on site, signed & notarized
- Two copies of a to scale boundary survey with area of placement highlighted
- Trailer specifications & fastening schedule that meet or exceed exposure “C” requirements
- List of subcontractors
- Two sets of plans to include parking information

Required documents for a **WINDOWS & DOORS** permit:

- General building permit application signed & notarized to include job description & job cost
- If property located in Historic District an HDC staff approval
- Two copies of product specifications
- Two copies of installation schedule to meet or exceed exposure “C” requirements
- Footprint drawing of home with areas of replacement highlighted
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents for a **SIDING** permit:

- General building permit application signed & notarized to include job description & job cost
- If property located in Historic District an HDC staff approval
- Two copies of product specifications
- Two copies of installation schedule to meet or exceed exposure “C” requirements
- Footprint drawing of home with areas of replacement highlighted
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner

Required documents for an **ADDITION/REMODEL** permit:

- General building permit application signed & notarized, to include job description, job cost & number of sq. ft being added
- Two sets of building plans if residential, 3 sets if commercial
- List of subcontractors
- Two copies of a signed & sealed to scale boundary survey illustrating proposed new construction footprint
- Two sets of energy calculations
- Sewer and water fee forms if bathroom increase
- Window, Door & Roofing product specifications
- Window, Door & Roofing installation to meet or exceed exposure “C” requirements
- Two copies of signed & sealed building plans
- If property located on beach, DEP permit
- Homeowner’s affidavit signed & notarized if permit to be pulled by homeowner