City of Green Cove Springs

Development Services Department
Information for Obtaining a Building Permit

*To **apply** for a building permit, you must be a licensed contractor or the legal property owner. (Commercial permits can only be obtained by an owner if the job does not exceed $75,000 and property is an individual's name) Electrical, Mechanical, Plumbing and the Roofing subcontractors must be submitted at the time of application building permit. All listed contractors/subcontractors must be registered with the Development Services Department. The permit application must be signed by the licensed contractor. Power of Attorney are NOT accepted for the application.*

If you apply as an owner/builder, the building must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7).

It is the owner/builders responsibility to make sure the employees working for them have the required licenses from the state. Any person working on the building who is not licensed must work under the owner/builders direct supervision and must be employed by them.

You may not hire an unlicensed contractor to perform the work. Homeowners who hire unlicensed contractors face several potentially costly penalties.

Copies of state license, workers compensation or exemption, and general liability must be submitted for ALL state licensed contractors involved in the construction before the permit can be issued.

In addition to the requirements of a permit, there may be additional restrictions applicable to a property that may be found in the public records of Clay County, (including covenants and restrictions). There also may be additional permits required from other governmental entities such as the St. Johns River Water Management Districts, state agencies, or federal agencies.