

**SUWANNEE COUNTY ZONING DEPARTMENT
224 PINE AVENUE
LIVE OAK FL 32064
386/364-3401**

**INFORMATION NECESSARY FOR APPLYING FOR APPROVAL OF AN ACCESSORY
STRUCTURE**

NO FEE REQUIRED FOR FILING ACCESSORY STRUCTURE APPLICATION

Types of structures requiring Accessory Structure Application to be filed:

Pole Barns
Garages/Carports not attached to dwelling
Storage Sheds

1. Secure parcel identification printout (property card) from Property Appraiser's Office (www.suwanneepa.com) and attach to form. If printout is in the name of the previous owner, then you **MUST** provide a copy of the recorded deed proving your ownership of the property. **REQUIRED:** The current property owner must sign the application.
2. Draw on back of the Accessory Structure Form a site plan of the property, which shows the location of the accessory structure(s), and the distance the accessory structure(s) will be from property lines. Also, draw the location of any existing dwelling unit(s) and the distance the accessory structure will be placed from the dwelling unit(s).
3. Return completed form to the Zoning Department, 224 Pine Avenue.
4. If property is located in a flood zone area, contact the Zoning Department prior to doing any improvements, restrictions apply and additional requirements must be met.

ELECTRICAL

5. If you plan to add a separate meter source for electricity to the accessory structure you must make application with the Building Department and secure a permit to cover such work. There is a fee required for this permit. **No electric permit will be issued on an accessory building unless there is a principal dwelling on the property.**

PLUMBING

6. If you plan to add plumbing to the accessory structure you must make application with the Building Department. If it is necessary to install a septic tank you must file your application with the Environmental Health Department (386/362-2708 Ext 243) for the septic tank, and then provide the Building Department with a copy of the septic permit and application for plumbing before the permit for plumbing can be issued. If hooking into an existing septic tank you must provide the Building Department with an approval from the Environmental Health Department. There is a fee required both at the Building Department and Environmental Health. **No plumbing permit will be issued on an accessory building without a principal dwelling on the property.**
7. If you plan to install a well to said parcel, application should be made with Suwannee River Water Management (386/362-1001), usually the individual drilling the well applies for the permit. Possible fee for this permit.
8. In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities such as water management districts, state agencies or federal agencies.

**UNDER NO CIRCUMSTANCES MAY AN ACCESSORY STRUCTURE BE USED FOR HABITABLE LIVING
AREA – CAN LEAD TO \$250.00 PER DAY FINE**