

**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**

CERTIFICATE OF LAND DEVELOPMENT REGULATION COMPLIANCE

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

ACCESSORY STRUCTURE

APPLICANT: _____ PHONE NO. _____

ADDRESS: _____

PROPERTY OWNER: NAME: _____

ADDRESS: _____

LEGAL DESCRIPTION:

Sec: _____ Twp: _____ S Range: _____ E Tax Parcel No: _____

Lot: _____ Block: _____ Subdivision: _____

Size: _____ Acres Number of Residences (Dwellings) on Property: _____

Type & Size of Construction and Proposed Use: _____

Do you plan to have a separate electrical meter? _____ Plumbing to Bldg? _____ (Need Septic Permit)

PLEASE ATTACH THE PARCEL IDENTIFICATION PRINT-OUT FROM THE PROPERTY APPRAISER'S OFFICE FOR THIS PROPERTY AND DRAW ON THE BACK OF THIS FORM A SITE PLAN OF THE PROPERTY WHICH SHOWS THE LOCATION OF THE ACCESSORY STRUCTURE(S) AND THE DISTANCE THE 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).

Application is hereby made for a Certificate of Land Development Regulation Compliance for an accessory structure(s). I certify that the accessory structure(s) will be located and used in accordance with Zoning regulations of Suwannee County.

DATE

PROPERTY OWNER

THIS PORTION TO BE COMPLETED BY COUNTY

Zoning District: _____ Land Use: _____ Density: _____

Minimum Setback Requirements:

Front: _____ feet River Bank: 75 feet _____

Sides: _____ feet Creek Bank: 50 feet _____

Rear: _____ feet Wetlands & Lakes: 35 feet _____

Flood Zone: _____ FEMA Map No: 120300- _____

Additional Requirements: _____

This proposed development is in compliance with the requirements of the Suwannee County Land Development Regulations.

Date

County

SUWANNEE COUNTY BUILDING DEPARTMENT
ELECTRICAL INSTRUCTIONS FOR AG POLE, ELECTRIC TO SHED
(TO MEET CODE REQUIREMENTS)

MINIMUM SIZE OF ELECTRICAL POLE – AG 18’ – 25’ * ELECTRIC TO SHED 14’ – 18’

1. **ALL** electrical equipment and wiring **MUST** conform to the National Electrical Code requirements.
2. **ALL** electric conductors (wire/cable) above-ground use must be in rigid conduit a depth of at least 18 inches under the earth.
3. If buried wires are not in conduit (direct burial), they must be type **UF** or **USE**, and buried not less than 24 inches deep. (When running water line in same ditch as electrical line, install water line 6 inches minimum above electrical line on mound spaced every 10 feet apart, and leave ditch open for inspection.
4. **If buried in water-tight conduit**, almost any type electrical wire of approved size may be used and must be buried not less than 18 inches deep. (Leave ditch open for inspection. All joints and connections must be water tight.
5. Grounding of the power pole must be made by attaching a No. 4 continuous copper wire from the neutral grounding lug in the meter base and is clamped to two 8 foot approved ground rods at least 6’ apart. These rods must be driven to 1 foot **below** ground level and left exposed for inspection. You must use approved Acorn type ground rod clamps.
6. A GFCI outlet or breaker going to well shed, etc... is required for inspection.
7. All wiring to well, shed, etc... must have trenches exposed for inspections. Maximum 60 amps on all agriculture poles and maximum 100 amps for sheds and recreational vehicles.

C. FUTURE CONNECTIONS

1. **FAILURE TO OBTAIN BUILDING PERMITS FOR FUTURE CONNECTION, ADDITIONS OR MAJOR IMPROVEMENTS MAY RESULT IN PROSECUTION (MISDEMEANOR) AND A FINE OF UP TO \$500.00 PER DAY.**