



TOWN OF HILLIARD
15859 W CR 108 Hilliard, FL 32046
Phone: 904-845-3555 | cs@townofhilliard.com

BUILDING PERMIT APPLICATION - CHECK LIST:

- _____ Complete and Submit Development Investigation Application - \$150.00 Fee Required.
- _____ Full Name- Physical Address - Contact Number – Notarized Owner/Builder Affidavit.
- _____ Property Tax ID Number - (13 Digit Identification on Tax Notice)
- _____ Survey & Site Plan – Showing Setbacks - (Show distances from all property lines, including any existing structures)
- _____ Valuation Cost of Construction – (Specification Sheet Provided for Calculations)
- _____ 2 - Sets of Engineered Stamped Plans – (Master Plans Sealed – Engineering Specification's)
- _____ 2 - Sets of Truss Plans – (With Uplift Connector Table, Based on Truss Engineering, Roofing Detail Reflecting Type of Shingles and Fastening).
- _____ 2 Sets – Energy Forms & Final Blower Door Test (Contractor can Provide)
- _____ Certified Copy of Notice of Commencement for Construction Valued at \$2,500 or Greater. Must be received by 1st Inspection. (Filed in the Recording Dept. at the Nassau County Court House located at 76347 Veterans Way, Suite 456, Yulee, FL 32097, (904) 548 -4600).
- _____ Culvert Permit (Where Required – Mitered End Specifications Available)
- _____ Water/Sewer Tap & Deposits (Where Required)
- _____ System Development Charge – (Where Required – Fees Accessed at Permitting – Further Information Available)
- _____ Well & Septic Tank Permit Approval (Where Required)
- _____ St John's River Water Management and/or Department of Environmental Protection, Approval Letter (Where Required)
- _____ Vacant Lot / New Residential Const. (Educational Impact Fee – Required Accessed at Permitting.)