

# Building Permitting

## Frequently Asked Questions

**Q: Where is the City of Eustis Building Department located?**

A: The City of Eustis Building Department is located in the City Hall building at 111 E. Orange Avenue, Eustis, 32726. The hours of operation are Monday through Friday from 7:30 a.m. to 4:30 p.m.

**Q: What building code does Eustis use?**

A: The City of Eustis uses the Florida Building Code - Building, Residential, Plumbing, Mechanical, Fuel Gas and Existing Building Volumes. The City also uses the National Electric Code and the Florida Fire Prevention Code.

**Q: When do I need a permit?**

A: A permit is required by any owner, authorized agent or contractor who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact resistant coverings, electrical, gas, mechanical or plumbing systems, or to cause any such work to be done.

If you have any questions as to whether a permit is required, please contact the Building Department at 352-483-5462 prior to beginning the work.

**Q: How much does a permit cost?**

A: Please refer to the City's website ([www.eustis.org](http://www.eustis.org)) under "Building Department" to view the permit fee schedule.

**Q: Do I have to pay impact fees?**

A: Impact fees are assessed on all new construction. The amount of impact fees is based on the amount and type of impacts generated by the particular use of the property. Impact fees are required to be paid at time of permit issuance. In addition to City impact fees, there are County transportation impact fees and public school facilities impact fees (currently suspended).

**Q: Do I have to be a licensed contractor to perform work on my own house?**

A: Property owners may obtain their own permits if they own and occupy their house, or if the residence they are constructing is for the use and occupancy of the homeowner only. The homeowner must fill out and sign an Owner/Builder Affidavit, assuming full responsibility of a licensed contractor for construction supervision and liability.

**Q: Can a homeowner pull permits on a rental structure?**

A: A homeowner can only pull permits for work on a structure that they own and will occupy. Rental property does not meet these criteria.

**Q: What information do I need to provide to obtain a permit?**

A: All applicants must complete a permit application and provide the name of the property owner and address, Alternate Key number, work description, construction value (materials and labor) and contractor information. Additional information, including construction plans, will be required based on the type and complexity of the proposed work. Contact the Building Department at 352-483-5462 for additional information.

**Q: How long is a permit valid?**

A: A permit will expire after six months if no inspections have been performed. If the project has a passed inspection, the permit will be valid for an additional six months from the inspection date. If the permit is allowed to expire without all inspections being obtained or with work partially completed, a new or reissued permit must be obtained or the partial work removed.

**Q: May I receive a permit extension?**

A: A six month extension may be granted by the Building Official provided the extension is requested in writing and justifiable cause is demonstrated prior to the original expiration date.

**Q: When is a Notice of Commencement required?**

A: A Notice of Commencement (NOC) is generally required on projects that have a value of \$2,500 or more. For Heating, Ventilation and Air Conditioning (HVAC) systems, an NOC is required for systems of \$7,500 value or more.

**Q: Do I need an inspection?**

A: Yes. All construction permits require at least one inspection. Most permits require multiple inspections.

**Q: Do my permits and plans have to be posted on the job site for inspection?**

A: Yes, all permits and plans must be posted and available for review on the job site.

**Q: How do I schedule an inspection?**

A: Inspections may be requested Monday through Friday from 7:30 a.m. to 4:30 p.m. by calling 352-483-5462.

**Q: After I schedule an inspection, how long will it be before it is made?**

A: Inspections are completed within 24 hours of being requested, with the exception that Friday requests will be completed the following Monday.