

DATE EFFECTIVE: _____

ORDINANCE NO. 06-07-_____

AN ORDINANCE AMENDING SUBSECTION A OF SECTION 1.02 AND SECTION 2.09 OF ORDINANCE 05-06-44 PROVIDING FOR RULES OF CONSTRUCTION AND PROVIDING FOR AN IMPLEMENTATION SCHEDULE FOR THE HIGHLANDS COUNTY IMPACT FEE ORDINANCE; PROVIDING FOR SUPPORTING DOCUMENTATION; PROVIDING FOR SEVERABILITY; PROVIDING FOR CONFLICT; PROVIDING FOR INCLUSION IN THE CODE; AND, PROVIDING FOR AN EFFECTIVE DATE.

WHEREAS, the Board of County Commissioners of Highlands County, Florida, adopted Ordinance 05-06-44 providing for the adoption of impact fees; and

WHEREAS, references “sf”, “SF”, and “GSF” are frequently used in that Ordinance in fee schedule charts setting impact fees for various uses; and

WHEREAS, the Board of County Commissioners desires to clarify the intent of the “sf”, “SF”, and “GSF” references used in those charts for the purpose of calculating impact fees; and

WHEREAS, the Board of County Commissioners desires to clarify the imposition of impact fees with respect to building permit applications which have been filed and are complete prior to January 1, 2007.

NOW, THEREFORE, BE IT ORDAINED by the Board of County Commissioners of Highlands County, Florida, after due notice and public hearing that:

SECTION 1. Amendment and Adoption. Subsection A of Section 1.02 of Ordinance 05-06-44 is amended by adding thereto a new paragraph 8 which is adopted to read as follows:

8. When calculating the square foot (sf) area of single family detached housing units and mobile homes, include both finished and unfinished basements and exclude from the calculation of square footage unfinished attics, carports, attached garages, porches that are not protected from

weather (such as screened porches), and mobile home hitches. When calculating the gross square feet (GSF) area of retail uses, include only the gross leasable area and exclude common areas not leased for retail use. When calculating the square feet (SF) area of all uses other than retail and single family detached residential housing units and mobile homes, include the gross square feet of the building or structure. Median square footage is rounded to the nearest foot.

SECTION 2. Amendment and Adoption. Section 2.09 of Ordinance 05-06-44 is amended by adding thereto a new subsection C which is adopted to read as follows:

C. For the impact fees imposed pursuant to Sections 2.01-2.08 herein, building permit applications submitted to the Highlands County Building Department or the City of Sebring Building Department on or before December 31, 2006, on the proper forms with all supporting documentation, building plans, and permits required for the issuance of the building permit by the Highlands County Building Department or the City of Sebring Building Department shall be deemed complete and shall not be subject to those impact fees as long as the building permit is issued on or before February 28, 2007, and is not thereafter rescinded, terminated or allowed to lapse; provided, however, that any change in the construction which would otherwise generate an additional impact fee under this ordinance shall be required to pay that additional impact fee for changes made after December 31, 2006.

SECTION 3. Supporting Documentation. For purposes of establishing the supporting documentation, building plans, and permits required by Section 2 of this Ordinance, the applicant must deliver:

- a. With the appropriate completed residential building permit application, the items listed on attached Exhibit A, on forms approved by the Highlands County Building Department, excepting only that specific items not required by the Highlands County Building Department for issuance of the building permit need not be delivered; or

- b. With the appropriate completed commercial building permit application, the items listed on attached Exhibit B, on forms approved by the Highlands County Building Department, excepting only that specific items not required by the Highlands County Building Department for issuance of the building permit need not be delivered; or
- c. With the appropriate completed residential building permit application, the items listed on attached Exhibit C, on forms approved by the City of Sebring Building Department, excepting only that specific items not required by the City of Sebring Building Department for issuance of the building permit need not be delivered; or
- d. With the appropriate completed commercial building permit application, the items listed on attached Exhibit D, on forms approved by the City of Sebring Building Department, excepting only that specific items not required by the City of Sebring Building Department for issuance of the building permit need not be delivered.

SECTION 4. Severability. The sections, subsections, paragraphs, sentences, clauses and phrases of this Ordinance are severable, and if any phrase, clause, sentence, paragraph, subsection or section of this Ordinance shall be declared invalid, unconstitutional or unenforceable by the valid judgment or decree of a court of competent jurisdiction, such invalidity, unconstitutionality or unenforceability shall not affect any of the remaining phrases, clauses, sentences, paragraphs, subsections, and sections of this Ordinance.

SECTION 5. Conflict. Any ordinance or part thereof in conflict with this Ordinance or any part hereof is hereby repealed to the extent of the conflict.

SECTION 6. Inclusion in the Code. It is the intention of the Board of County Commissioners and it is hereby provided that the provisions of this Ordinance shall be made a part of the Code of Ordinances, Highlands County, Florida; that the sections of this Ordinance may be renumbered or relettered to accomplish such intention; and that the word "Ordinance" may be changed to "section," "article," or other appropriate designation.

SECTION 7. Effective Date. A certified copy of this Ordinance shall be filed in the Department of State by the Clerk of the Board within ten (10) days after enactment by the Board and shall take effect on January 1, 2007.

DONE AND ADOPTED this _____ day of November, 2006.

BOARD OF COUNTY COMMISSIONERS
HIGHLANDS COUNTY, FLORIDA

(SEAL)

By: _____
Robert F. Bullard, Chairman

ATTEST: _____
L.E. "Luke" Brooker, Clerk

Exhibit A

Residential Permitting Checklist			
	<u>Yes</u>	<u>No</u>	<u>N/A</u>
1. Two sets of drawings			
2. Energy Form			
3. Construction Waste			
4. Driveway Permit			
5. Well:			
Affidavit for existing			
Nitrate & Bacteria test only			
Ridge Area - extreme testing			
6. Septic Tank or Plot Plan			
7. Owner Statements			
8. Non-maintained Access Recorded			
9. Power of Attorney or authorization to pull permit			
10. Liability Insurance if Owner/Builder (100,000)			
11. Flood Zone/Elevation Certificate			
12. Plat Book and Page (No mitigation fee if Plat Book 16, Page 1 or above)			
13. List of subcontractors			
14. Boundary Survey			
15. Notice of Commencement			
Departmental Approvals:			
1. Zoning Department			
2. Planning Department			
3. Health Department			
4. County Engineer			
5. 911 Addressing			



EXHIBIT B

HIGHLANDS COUNTY BUILDING DEPARTMENT

Minimum Requirements for New Commercial Buildings

REQUIRED DOCUMENTS MUST BE SUBMITTED AT TIME OF PERMIT APPLICATION		Items To Be Included Each Box Shall be Circled as Applicable		
1.	Copy of the recorded deed (if metes and bounds) or legal description.	Yes	No	N/A
2.	Florida Energy Efficiency Forms: Provide two (2) complete sets of Form 400A, 400B, or 400C. Three (3) copies of Form 600 if apartments. All sheets shall contain the signatures of the person who performed the calculations, owner/agent, architect, electrical, mechanical, plumbing, and lighting designers. Provide two (2) copies of load calculations.	Yes	No	N/A
3.	Fire Marshall plan review form shall be complete. MSDS shall be provided for storage of hazardous materials in "H" occupancies.	Yes	No	N/A
4.	One (1) complete set of "Approved for Construction" civil plans approved by the Site Plan and Subdivision Review Section of the Development Services Division or copy of "preliminary" approved civil plans if submitting concurrent building construction plans. NOTE: "Approved for Construction" plans must be submitted prior to permit issuance.	Yes	No	N/A
5.	Restaurants are required to submit two (2) copies of plans approved by Department of Business and Professional Regulation, Division of Hotels and Restaurants.	Yes	No	N/A
6.	Environmental Protection Commission (EPC) approval is required if any underground fuel tanks/underground fuel piping, or underground oil separators are to be installed. Copy of EPC approval is required prior to issuance of building permits. (813) 272-5960.	Yes	No	N/A
7.	Sanitary sewer/water receipt: If other than Highlands County Utilities, provide a copy of paid receipt or memo from supplying utility indicating building permits may be issued, or an exemption letter indicating that facilities are not available. If sanitary sewer/water service is not available, provide a copy of septic tank permit/well permit. Contact State of Florida Health Department – Highlands County Public Health Unit at (863) 386-6045 for information. This information must be provided prior to release of the permit. NOTE: Septic tank /well is not an option; if facilities are available, the plumbing systems shall be connected to the available services.	Yes	No	N/A
8.	Flood Protection: Flood Damage Control Regulations and minimum standards under the National Flood Insurance Program require new construction, substantial improvements and remodeling projects to be protected from flood damage. Pursuant to these regulations, the following information must be included with plans submitted for approval for structures built within the Special Flood Hazard Area (for greater detail, please refer to the Plans Examiner detailed checklist): verification of grade and structural related elevations; certification of materials, ventilation and floodproofing techniques, area identified for remodeling and the value of construction; and added engineer certifications for construction within a floodway or velocity zone and for commercial construction below the base flood elevation.	Yes	No	N/A
9.	Two (2) copies of pre-engineered building shop drawings. Shop drawings shall be signed and sealed by a design professional and shall indicate the design criteria clearly indicated; i.e., wind loading, floor and roof live and dead loads.	Yes	No	N/A
10.	State Health Department permit is required to install water distribution systems serving multiple buildings or if water line is 1¼" or larger.	Yes	No	N/A
PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
1.	Plans and specifications: Two (2) copies of drawings to scale (¼" = 1') with sufficient clarity and detail to indicate the nature and scope of work. Such drawings shall contain information, in the form of notes or otherwise, as to the quality of materials, where the quality is essential to conforming with the technical codes of the 2001 Florida Building, Plumbing, Mechanical, Fuel Gas, Energy Efficiency, Accessibility, 1999 National Electrical Codes, and the 2000 NFPA 101 Life Safety Code. Such information shall be specific, and the technical codes shall not be cited as a whole or in part, nor shall the term "legal" or its equivalent be used as a substitute for specific information. All drawings, specifications and accompanying data shall bear the name and signature of the person(s) responsible for the design. NOTE: All structural plans shall be signed and sealed by a design professional.	Yes	No	N/A
2.	The following information related to wind loads shall be shown on the construction plans: <ul style="list-style-type: none"> ◇ Basic wind speed, mph, (km/hr). ◇ Wind importance factor (I) and building category. ◇ Wind exposure – if more than one (1) wind exposure is utilized, the wind exposure and applicable wind direction shall be indicated. ◇ The applicable internal pressure coefficient. ◇ Components and Cladding. The design wind pressures in terms of psf, (kN/m2) to be used for the design of exterior component and cladding materials not specifically designed by the registered design professional. 	Yes	No	N/A

PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
3.	Occupancy group and special occupancy shall be noted as determined by Chapter 3 and 4.	Yes	No	N/A
4.	Minimum type of construction shall be noted as determined by Table 500.	Yes	No	N/A
5.	Fire resistant construction requirements shall be shown and shall include the following components: <ul style="list-style-type: none"> ◇ Fire resistant separations. ◇ Fire resistant protection for type of construction. ◇ Protection of openings and penetrations of rated walls. ◇ Listed assemblies of rated walls, floors/ceilings, and shaft enclosures. ◇ Fire blocking and draftstopping. ◇ Calculated fire resistance. ◇ Door and window schedule and their listing. 	Yes	No	N/A
6.	Fire suppression systems: <ul style="list-style-type: none"> ◇ Early warning. ◇ Fire sprinklers. ◇ Standpipes. 	Yes	No	N/A
7.	Life Safety systems shall be determined and shall include the following requirements: <ul style="list-style-type: none"> ◇ Occupant load and egress capacities. ◇ Early warning. ◇ Smoke control. ◇ Stair pressurization. ◇ Systems schematic. 	Yes	No	N/A
8.	Occupancy Load/Egress Requirements including the following: <ul style="list-style-type: none"> ◇ Occupancy load gross and net. ◇ Means of egress, exit access, exits, and exit discharge. ◇ Stair construction and protection. ◇ Emergency lighting and exit signs. ◇ Specific occupancy construction requirements and horizontal exits/exit passageways. 	Yes	No	N/A
9.	Structural requirements shall include the following: <ul style="list-style-type: none"> ◇ Design loads. ◇ Wind load requirements. ◇ Building envelope. ◇ Structural calculation. ◇ Wall sections. ◇ Floor systems. 	Yes	No	N/A
10.	All materials shall be listed and shall include the following: <ul style="list-style-type: none"> ◇ Wood. ◇ Steel. ◇ Aluminum. ◇ Glass. ◇ Masonry. ◇ Gypsum board/plaster. ◇ Type of insulation. 	Yes	No	N/A
11.	Accessibility requirements shall include the following: <ul style="list-style-type: none"> ◇ Site requirements showing handicap parking and exterior accessible route serving this tenant space. ◇ Accessible route. ◇ Vertical accessibility. ◇ Toilet and bathing facilities. ◇ Drinking fountains. ◇ Equipment. ◇ Special occupancy requirements. ◇ Fair housing requirements. 	Yes	No	N/A
12.	Interior requirements shall include the following: <ul style="list-style-type: none"> ◇ Interior finish (flame spread/smoke development) as determined by 803.2 and Table 803.3. ◇ Light and ventilation. ◇ Sanitation. 	Yes	No	N/A
13.	Plumbing plans shall include the following: <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Minimum number of fixtures as determined by Table 403.1. ◇ Fixture requirements. ◇ Potable water supply piping. ◇ Sanitary drainage. ◇ Water heaters and their locations as determined by 502. ◇ Vents. ◇ Location of water supply lines. ◇ Grease trap sizes and locations. ◇ Plumbing riser. 	Yes	No	N/A
14.	Mechanical plans shall include the following: <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Exhaust systems including clothes dryers, kitchen equipment, and specialty equipment systems. ◇ Equipment schedule and their locations including rooftop and GFIs. ◇ Duct lay out and insulation r-value. ◇ Duct closures (UL 181 approved tapes, mastic...etc). ◇ Ventilation systems. ◇ Chimneys, fireplaces, and venting. ◇ Appliances. ◇ Refrigeration. 	Yes	No	N/A

PLANS AND SPECIFICATIONS New Commercial Buildings (Items 1 – 16)		To Be Included Each Box Shall Be Circled As Applicable		
15.	<p>Gas plans shall include the following:</p> <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Gas piping layout. ◇ Venting. ◇ Gas riser diagram/shut-offs and pipe sizes. ◇ Type of gas. ◇ Appliances. ◇ Fireplaces. ◇ Chimneys and vents. ◇ L P tank locations. 	Yes	No	N/A
16.	<p>Electrical plans shall comply with the 1999 National Electrical Code and shall include the following:</p> <ul style="list-style-type: none"> ◇ Designer name and registration number shall be on all plans. ◇ Type, location, and capacity of all service equipment. ◇ Size and length of wiring enclosures, including dimensions of junction boxes. ◇ The number, size, and type of all conductors to be installed in wiring enclosures. ◇ The location of every proposed outlet, including switches. ◇ The wattage or amperage of outlets. ◇ The location, voltage, horsepower, kilowatt, or similar rating of every motor or generator. ◇ Location and wattage of every transformer or other appliance to be installed. ◇ Details of panelboard, switchboard, and distribution centers, showing type and arrangement of switches, over-current devices, and general control equipment. ◇ Panelboard or switchboard schedules showing wattage or amperage and the number of active or branch circuits to be installed, and the number of spare or branch circuits for future use. ◇ The location of fire systems and exit lighting. ◇ The circuiting of every electrical outlet with size of conductor and raceway. ◇ The load calculation sheet. 	Yes	No	N/A

EXHIBIT C

PERMIT REQUIREMENTS NEW CONSTRUCTION - RESIDENTIAL

AS OF JANUARY 2007 - PLANS LARGER THAN 11 X 17 MUST BE SUBMITTED ON CD IN ADOBE PDF READ-ONLY FORMAT AS WELL AS ON PAPER. PLANS CAN NOT EXCEED 24 X 36.

#1 An address must be assigned **and signed off by County 911 Coordinators Office** on our permit application. (phone # (863) 402-6715)

#2 4 SETS OF PLANS
COPY OF WATER & SEWER SERVICE APPLICATION & PROOF OF PAYMENT SURVEY
FLOOD PLAIN APPLICATION
ENGINEERED TRUSS LAYOUT
ENERGY CALCULATIONS
SUBS LIST
RECORDED NOTICE OF COMMENCEMENT
COMPLETED PERMIT APPLICATION

(If owner/builder - **notarized** disclaimer to be attached to permit application)
If not on Sewer System - Septic Tank Permit required from County Health Dept.

RESIDENTIAL ADDITION/ALTERATIONS

4 SETS OF PLANS
SURVEY
RECORDED NOTICE OF COMMENCEMENT
COMPLETED PERMIT APPLICATION

(If owner/builder - **notarized** disclaimer to be attached to permit application)

EXHIBIT D

PERMIT REQUIREMENTS NEW CONSTRUCTION - COMMERCIAL

AS OF JANUARY 2007 - PLANS LARGER THAN 11 X 17 MUST BE SUBMITTED ON CD IN ADOBE PDF READ-ONLY FORMAT AS WELL AS ON PAPER. PLANS CAN NOT EXCEED 24 X 36.

#1 An address must be assigned **and signed off by County 911 Coordinators Office** on our permit application. (phone # (863) 402-6715)

#2 4 SETS OF PLANS:

Will be reviewed by Utilities Dept, Fire Dept, & Building Dept.

County, State, and/or Federal Permits which may be required:

SEPTIC TANK (Highlands County Health Dept.)

SWFWMD (Southwest Florida Water Mngmt. Dist.)

DOT (Dept. of Transportation)

HIGHLANDS COUNTY (If driveway is on County maintained road)

ANY OTHER COUNTY, STATE OR FEDERAL PERMITS AS REQUIRED

COPY OF WATER & SEWER APPLICATION AND PAYMENT OF SERVICES

SITE PLAN (If not part of plans)

SURVEY

FLOOD PLAIN APPLICATION

SUBS LIST

ENGINEERED TRUSS LAYOUT

ENERGY CALCULATIONS

RECORDED NOTICE OF COMMENCEMENT

COMMERCIAL ADDITION/ALTERATIONS

SAME REQUIREMENTS AS ABOVE (to be determined by nature of work being done)

ALL WORK ON COMMERCIAL CONSTRUCTION TO BE PERFORMED BY LICENSED CONTRACTOR!!!!