

Chapter 6

BUILDING CONSTRUCTION AND MAINTENANCE REGULATIONS

ARTICLE I -- In General

Section 6.1	Short Title
Section 6.2	Intent and Authority
Section 6.3	Declaration of Required Codes
Section 6.4	Permits Required.
Section 6.5	Local Amendments to the Florida Building Code 2007
Section 6.6	Established Wind Speed Boundaries
Section 6.7	Building Permit Fees
Section 6.8	Violations and Penalties
Section 6.9	Severability
Section 6.10	Repeal of prior Ordinances and Conflicts
Section 6.11-6.20	Reserved

ARTICLE II -- Property Numbering

Section 6.21	Purpose
Section 6.22	Definitions
Section 6.23	Building, property numbering established; incorporation of maps
Section 6.24	Administration; assignment of numbers
Section 6.25	Posting of numbers
Section 6.26	Penalty
Section 6.27-6.30	Reserved

Appendix

Chapter 6 Appendix

Interlocal Agreement for 911 Addressing

***Editor's note:** Article I of this Chapter was amended in its entirety by Ordinance 10-02 adopted April 8, 2010, and all prior ordinances regarding building permit requirements in the City limits of Crescent were repealed by the adoption of this Ordinance.



ARTICLE I -- In General

Section 6.1 Short Title

This Ordinance shall be known and may be cited by the short title of “Crescent City’s Building Code Ordinance.”
(Ordinance 10-02, Section 1, 04-08-10)

Section 6.2 Intent and Authority

The adoption of this Ordinance is done to facilitate proper administration and enforcement of the construction and maintenance of structures, and all systems contained therein relating to public safety, health and general welfare within the corporate limits of the City of Crescent City through the formal adoption of the *Florida Building Code 2007*, as amended; and to facilitate the establishment of a local permitting and compliance program that is managed by licensed code officials trained in the implementation of the *Florida Building Code* within the corporate limits of the City of Crescent City.

This Ordinance shall apply to and be enforced within all areas inside the city limits of Crescent City, Florida by a licensed building official appointed by the City’s administrative supervisor in accordance with Section 3.06 of the City Charter.
(Ordinance 10-02, Sections 2 & 3, 04-08-10)

Section 6.3 Declaration of Required Codes

Crescent City is required by State law to use the following codes to facilitate proper administration and enforcement of the construction and maintenance of structures, and systems contained therein and relating to public safety, health and general welfare: (a) *2007 Florida Building Code*, which includes the *Building Code*, *Residential Building*, *Existing Building*, *Plumbing*, *Mechanical*, and *Fuel Gas Codes*; (b) *2008 National Electric Code*; and (c) the *2007 Florida Fire Prevention Code*. A copy of each code listed above shall be on file in City Hall at 3 North Summit Street in Crescent City.

In addition to the required code provisions above, pursuant to Chapters 125 and 162 of *Florida Statutes*, Crescent City adopts the 1994 edition of the *Standard Housing Code* as promulgated by the *Southern Building Code Congress International Inc.* Where conflict exists in the *2007 Florida Building Code* and the 1994 edition of the *Standard Housing Code*, the *Florida Building Code* shall take precedence.
(Ordinance 10-02, Section 4, 04-08-10)

Section 6.4 Permits Required

Except otherwise expressly provided for herein, the construction, alteration, movement, enlargement, replacement, repair, maintenance, removal and demolition of every building or structure or any appurtenances connected or attached to such buildings or structures shall be subject to the *Florida Building Code 2007* and shall require a building permit prior to commencing any such action. Zoning permits and development approvals required under the



Crescent City Land Development Code (City Ordinance 05-006, as amended), including any pre-approvals required prior to issuance of a building permit, are governed by the provisions of the *Land Development Code*. Nothing in this Ordinance, including the issuance of a building permit, shall be interpreted to preempt or supersede such requirements of the *Land Development Code* except as provided in Section 12 below.
(Ordinance 10-02, Section 5, 04-08-10)

Section 6.5 Local Amendments to the Florida Building Code 2007

(a) Section 102.2.5 of the *Florida Building Code* provides authority for local jurisdictions to allow owners and non-owners of a single-family residence one or more exemptions to the *Florida Building Code*. The following exemptions for single-family residential construction are hereby adopted as a local amendment to the *Florida Building Code 2007*:

- (1) **Accessory Buildings:** Permits shall not be required for construction, alteration, repair, removal, placement or demolition of the following residential accessory buildings: One story accessory storage buildings or structures, less than twelve [12] feet to the ridge in height, and less than 151 sq. ft. in area, which are free-standing and otherwise meet zoning requirements.
- (2) **Wood Decks:** Permits shall not be required for construction, alteration, repair, removal, placement or demolition of wood decks no greater than 150 square feet and less than 29 ½" above the finished grade and do not support a hot tub, spa or pool.
- (3) **Sidewalks:** Concrete or paver systems used for residential sidewalks, vehicles, parking, patios and other similar uses, and are not intended to support a building or structure that otherwise requires a permit.
- (4) **Roofs:** Non-structural repairs with a value of less than \$1,000 or less than twenty-five percent [25%] of the roof, whichever is less, for a residential roof in any 12-month period.
- (5) **Exterior Walls:** Non-structural repairs with a value of less than \$1,000 or less than twenty-five percent [25%] of exterior walls, whichever is less, on a residential exterior in any 12-month period.
- (6) **Interior Walls:** Non-structural repairs with a value of less than \$1,000 or less than twenty-five percent [25%] of a residential interior relating to ceiling and wall coverings (e.g. drywall, plaster, etc) in any 12-month period
- (7) **Electrical Fixtures:** Replacing residential light fixtures, ceiling fans, outlets, receptacles, or other similar devices with similar products of similar size



- (8) **Plumbing Fixtures:** Replacing residential plumbing fixtures, except tubs and showers, with similar products.
- (9) **Paint:** Interior and exterior painting.
- (10) **Fences:** Fences that are less than six [6] feet in height, except masonry or concrete walls.
- (11) **Appliance repair:** Repairing existing mechanical equipment or appliances.
- (12) **Stucco:** Stucco on masonry buildings.
- (13) **Screens:** Adding or replacing insect screening on an existing building or structure.
- (14) **Cabinetry:** Residential cabinetry and countertops
- (15) **Flooring:** Residential / Commercial floor coverings.
- (16) **Trim:** Residential / Commercial decorative trim work & non-structural architectural details.
- (17) **Demolition:** Demolition of detached residential accessory structures 1,000 sq. ft. or less.
- (18) **Other:** Ordinary repairs consistent with these requirements and minor in scope as approved by the Building Official. Ordinary minor repairs shall not include: addition to, alteration of, replacement or relocation of any *standpipe, water supply, sewer, drainage, drain leader, gas, soil, waste, vent or similar piping*; electrical wiring systems; mechanical equipment; cutting away of any wall, partition or portion thereof; the removal or cutting away of any structural beam or load-bearing support; or the removal or change of any required exit.

(b) Pursuant to Section 553.73(4)(b), *Florida Statutes*, local governments may adopt amendments to the technical provisions of the *Florida Building Code*. Crescent City does not have any technical provision amendments at this time.

(c) In addition to the standard fees established in Exhibit 1, an additional fee may be charged for each inspection or re-inspection caused by any of the following reasons:

- (1) Wrong address given on the permit or call for inspection.
- (2) Work not ready for inspection when requested inspection is made.



- (3) Required corrections not made within time specified or before next scheduled or requested inspection.
- (4) Failure to request required inspection(s)
- (5) Additional work done after inspection was made
- (6) Work done and covered so it cannot be properly inspected during the appropriate inspection
- (7) Inability to enter premises because of locked gates or doors, uncontrolled dogs, barriers, etc.

(Ordinance 10-02, Section 6, 04-08-10)

Section 6.6 Established Wind Speed Boundaries

Pursuant to Section 1609.1 of the *Florida Building Code*, buildings, structures and parts thereof shall be designed to withstand the minimum wind loads and wind speeds established by Figure 1609 of the *Florida Building Code*, as updated. The established wind speed in Crescent City pursuant to Figure 1609 as of the date of this Ordinance is 110 mph.
(Ordinance 10-02, Section 7, 04-08-10)

Section 6.7 Building Permit Fees

As provided for under Section 108, *Florida Building Code*; Section 553.80, *Florida Statutes*; and Section 2.17 of the *City Charter*, a fee for each permit on all buildings, structures, electrical, plumbing, mechanical and gas systems or alterations requiring a permit shall be paid as required at the time of filling application, in accordance with the following fee schedule:

CITY OF CRESCENT CITY BUILDING PERMIT FEE SCHEDULE

Value of construction for permits will be determined by the most recent publishing of the *International Code Council Building Safety Journal*, building valuation data, estimates per square foot, including the regional modifier, of all areas under roof according to the type of construction and use.

(a) Residential Building - One and Two Family

- | | |
|-------------------------|---|
| (1) New Dwelling | \$4.95 per thousand total valuation- \$100.00 minimum |
| (2) Remodel/Additions | \$7.10 per thousand total valuation- \$75.00 minimum |
| (3) Accessory Structure | \$6.90 per thousand total valuation- \$50.00 minimum |
| (4) Roof/Reroof | \$75.00 |
| (5) Plan Review* | \$.60 per thousand total valuation - \$60.00 minimum |



(b) **Commercial Building**

- (1) New Structure \$6.50 per thousand total valuation- \$100.00 minimum
- (2) Additions \$8.00 per thousand total valuation- \$75.00 minimum
- (3) Remodel \$8.00 per thousand total valuation- \$75.00 minimum
- (4) Accessory Structure \$7.75 per thousand total valuation- \$60.00 minimum
- (5) Roof/Reroof \$7.75 per thousand total valuation- \$100.00 minimum
- (6) Plan Review* \$1.50 per thousand total valuation- \$150.00 minimum
- (7) Other \$75.00 minimum

(c) **Mechanical & Miscellaneous**

- (1) Plumbing: New Structure, Additions & Alterations- \$60.00 plus \$.40 per thousand total valuation- \$60.00 minimum
- (2) HVAC: New Structure, Additions & Alterations- \$60.00 plus \$.40 per thousand total valuation- \$60.00 minimum
- (3) Electric: New Structure, Additions & Alterations- \$60.00 plus \$.40 per thousand total valuation - \$60.00 minimum
- (4) Gas: New Structure, Additions & Alterations- \$60.00 plus \$.80 per thousand total valuation- \$60.00 minimum
- (5) Mobile Home Set-up Fee: New Structure - \$175.00 includes building, electrical, mechanical and plumbing fees. (Does not include accessory structures, decks, car ports, etc.)
- (6) Signs:
 - (a) *Plan Review**: New or replacement with or without electric \$1.25 per thousand total valuation - \$50.00 minimum (***Text changes, Lexan face replacement and Wall mounted signs less than 32 s.f. - no plan review fee***)
 - (b) *Inspection*: \$6.25 per thousand total valuation- \$75.00 minimum
- (7) Demolition Fee: \$5.00 per \$1,000 of structure value- \$80.00 minimum
- (8) Re-inspection Fee: \$60.00



- (9) After-the-Fact Permits: Commencing any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits: **Double the normal fees.**
- (10) Double Fee required for all work started prior to permit issuance.
- (11) Failure to call for inspection- \$60.00
- (12) Permit Renewal- 50% of the permit fee based on current fee schedule, but not less than the minimum fee.

*All plan review fees are due at the time of plan submittal.

This fee schedule may be modified as deemed necessary by the City Commission by a resolution read and adopted at a regular public meeting of the Commission, subject to a 10-day notice published in a local newspaper of general circulation.

(Ordinance 10-02, Section 8, 04-08-10)

Editor's note: Fee schedule was an Exhibit to Ordinance 10-02 incorporated by reference therein.

Section 6.8 Violations and Penalties

Violations of this ordinance or the codes, amendments and appendices adopted herein shall be enforced as provided by Chapter 162 of the *Florida Statutes*, the *Florida Building Code*, or any other method provided by law. At a minimum, any person who commences any work on a building, structure, electrical, gas, mechanical or plumbing system before obtaining the building official's approval or the necessary permits shall be subject to a penalty of one hundred percent [100%] of the usual permit fee in addition to the required permit fees.

(Ordinance 10-02, Section 9, 04-08-10)

Section 6.9 Severability

It is declared to be the intent that if any section, subsection, sentence, clause, phrase, or any other portion of this Article is for any reason held invalid or unconstitutional, or inconsistent with law, by any court of competent jurisdiction, such provision shall be deemed a separate, distinct and independent provision, and such holding shall not affect the validity of the remaining portion thereof.

(Ordinance 10-02, Section 10, 04-08-10)

Section 6.10 Repeal of prior Ordinances and Conflicts

Ordinance 10-02 shall serve to repeal and replace Sections 10.1 through 10.8 of the City's 1958 Code and City Ordinance 02-005. If conflicts arise between this Ordinance or any other applicable Federal, State or City ordinances or laws, the more restrictive provision shall apply.

(Ordinance 10-02, Sections 11 & 12, 04-08-10)



ARTICLE II -- Property Numbering*

Section 6.21 Purpose

This Article is promulgated for the purpose of providing a uniform numbering system for the assignment of address numbers to buildings with access from officially-named public and private ways in the incorporated areas of the City, in the interest of the public health, safety and general welfare of the citizens, and/or other persons within the City.
(Ordinance 9604; 5-9-96)

Section 6.22 Definitions

For the purpose of this Article, the following terms, phrases, words and their derivations shall have the meaning given herein, unless the context clearly indicates otherwise:

Accessory building. A building which is clearly incidental or subordinate to, and customarily utilized in connection with, a principal building located on the same lot or tract.

Building front. That area of the building which faces the public or private way pursuant to which the building is numbered.

E-911 coordinator. Designated representative of the City Board of Commissioners.

Grid system. A series of designated north/south parallel lines intersecting a second set of east/west parallel lines within a one [1] square mile area (i.e., “section”), as indicated on the official “property numbering maps.”

Numbering system. A uniform method of assigning and coordinating the addresses of buildings and properties based on a designated grid system contained in the official “property numbering maps.”

Occupant. Any person, firm, entity partnership, trust, corporation, association or other organization who is occupying or leasing a building or other property for a period exceeding thirty [30] days.

Owner. Any and all persons, firms, entities, partnerships, trusts, corporations, associations or other organizations owning the fee title to, or having an undivided interest in, any building or property which is subject to the provisions of this Article.

Principal building. Any structure which is designed, built or used for the support, enclosure, shelter or protection of persons, animals, chattels or property of any kind for any residential, commercial or industrial purpose.

Private way. Any named thoroughfare used for vehicular traffic which is not included in the definition of “public way” and which is not maintained by the City. This term shall include, but is not limited to, roadways or driveways in apartment, condominium, commercial or industrial



complexes, which have been named and in which signs have been placed in accordance with City policy. F.S. § 316.077 (State Uniform Traffic Law).

Public way. That area of an officially-named public road or right-of-way, either paved or unpaved, which is intended for vehicular traffic, excluding service entrances or driveways. (Ordinance 9604, 5-9-96)

Section 6.23 Building, property numbering established; incorporation of maps

A uniform system of numbering buildings, as shown on the maps identified by the title “Property Numbering Maps,” and filed in the office of the city administration department, is hereby adopted for use in the incorporated areas of the City. These maps and all explanatory matter thereon and related thereto are hereby adopted, incorporated herein by reference, and made a part of this Article. (Ordinance 9604, 5-9-96)

Section 6.24 Administration; assignment of numbers

(a) The City Administrator shall be responsible for coordinating and maintaining the numbering system established by this Article. Said coordinator shall issue building numbers in conformity with the uniform numbering system established in Section 6.23. Should an existing building have, exhibit or be addressed by a number in conflict with the uniform numbering system, said City Administrator shall give notice to those owners and/or occupants whose building number is in conflict with the uniform numbering system. Said notice shall be delivered to the owner and/or occupant by: (i) certified mail, return receipt requested; (ii) by posting same in a conspicuous place on the building; or (iii) by hand-delivery. Said notice shall include notification of a change of address which shall contain the new building number(s) assigned to the building, in accordance with the provisions of newly-assigned building numbers on said building or property in accordance with Section 6.25.

(b) The City Administrator shall, upon request and without charge, assign a number to each unnumbered building located in the incorporated areas of the City if a building has not been assigned a number pursuant to the uniform numbering system.

(c) The City Administrator shall duly record and keep records of all numbers assigned under this section. (Ordinance 9604, 5-9-96)

Section 6.25 Posting of numbers

All buildings in the incorporated areas of the City shall have its assigned building number properly displayed, whether or not mail is delivered to such building or property. It shall be the duty of the owners and occupants of each building in the incorporated areas to post the assigned building number on the property in the following manner:

(a) The building address number shall be affixed to the front of the building, or to a separate structure in front of the building (such as a mailbox, post, wall, fence, etc.) in such a



manner so as to be clearly visible and legible from the public or private way on which the building fronts.

(b) Numerals shall be Arabic and shall not be less than three [3] inches in height and three and one-half [3.5] inches in width.

(c) The numerals shall be of a contrasting color with the immediate background of the building or structure on which such numerals are affixed.
(Ordinance 9604, 5-9-96)

Section 6.26 Penalty

Any person, firm, entity, partnership, trust, corporation, association or other organization failing to comply with the provisions of this Article within thirty [30] days of notification of an initial assignment of a building address number, or a change of address, shall be subject to a civil penalty set forth in Section 2-59 of this Code.
(Ordinance 9604, 5-9-96)

Section 6.27-6.30 Reserved

Editor's Note: On July 22, 2008, the City Commission and the Putnam County Board of County Commissioners entered into an Interlocal Agreement to allow Putnam County's E-911 Division to serve as the primary point of contact for the assignment of 911 addressing inside the City of Crescent City's incorporated area. The terms of that agreement are set forth in the Appendix to Chapter 6 of this Code of Ordinance.



Chapter 6 Appendix

Interlocal Agreement for 911 Addressing

THIS AGREEMENT is made and entered by and between the City of Crescent City, (hereinafter "City"), and Putnam County, Florida, a political subdivision of the State of Florida (hereinafter "County"), who agree as follows:

WHEREAS, pursuant to s163.01, Florida Statutes, local governmental units are permitted to enter into interlocal agreements to cooperatively and efficiently use their powers to provide public services that will advance the general health, safety and welfare of the citizens of Putnam County; and

WHEREAS, the County maintains an 911 system and 911 Automatic Location Database on behalf of the incorporated and unincorporated Putnam County; and

WHEREAS, the E911 Division, as part of the Putnam County GIS Office, oversees and coordinates the official addressing and street naming duties of the unincorporated County; and

WHEREAS, the parties hereto recognize and agree that it is desirable to enter into this Agreement for the mutual benefit of each party in enhancing the delivery of emergency services;

WHEREAS, this Agreement is for the benefit of the general public so that the possibility of delay in the delivery of emergency services due to incorrect or incomplete addresses can be reduced; and

NOW THEREFORE, it is agreed by and between the parties hereto that each party agrees to assist the other party pursuant to the following stipulations, provisions, and conditions:

Section 1. Purpose and intent of agreement

In order to better serve the citizens of Putnam County and avoid the possibility of a delay in the delivery of emergency services due to a lack in uniformity of addressing, the City and the County agree there is a need to establish one point of contact in the assignment of addresses and street names. As the E911 Division already maintains addressing information for unincorporated Putnam County, it is agreed to be the point of contact.

Section 2. Duties

(A) The City hereby agrees to submit the following information to the County E911 Division at 312 Oak St. 2nd Floor, Palatka, FL 32177 within 30 days of the effective date of this agreement: Any addressing databases or lists the City owns or has access to, such as utilities service or billing address databases, public works roadways lists or other such lists.

(B) The E911 Division staff will examine the proffered data for accuracy and completeness, and shall identify any problem addresses or inaccuracies.



(C) Upon approval by the City, the E911 Division will perform a readdressing of the incorporated area of the City when necessary. The addresses within City boundaries will be renumbered to include:

1. Renaming of private or public roadways within the City boundaries needed to ensure compliance with the Putnam County's Uniform Roadway Address System Ordinance;
2. Renumbering of all residences, businesses and other currently addressed structures within City boundaries to ensure compliance with the Putnam County's Uniform Roadway Address System Ordinance.

(D) The E911 Division will coordinate and oversee all tasks related to updating the E911 Automatic Location Database, the Master Street Address Guide, and all other necessary tasks required to maintain E911 emergency location system integrity.

(E) The E911 Division will distribute notices to all affected residents as to any new addresses, with instructions to post and begin using the new addresses.

(F) At such time that any readdressing within the City is deemed complete, the E911 Division will provide the following addressing support, at no cost to the City:

1. One initial set of Digital Spatial City Map Files for printing of maps by the City on an as-needed basis, with official street names and addresses noted thereon;
2. Process all addressing requests, concerns, questions and inquiries from City residents.
3. Ongoing addressing and street naming for new development;
4. Ongoing maintenance of mapping and addressing files on the E911 Divisions computer system(s).

(G) The City hereby agrees to submit to the E911 Division the following information and documentation in support of the ongoing tasks noted in Paragraph (F) above:

1. One copy of the City's municipal ordinance(s) involving annexation and de-annexation of property within ten (10) business days after the City's final, official adoption;
2. One copy of all proposed or preliminary plats, in electronic format when available, for the purpose of affixing official roadway names thereon;
3. One copy of all final, approved plats, in electronic format when available, for the purpose of affixing official addresses thereon;
4. One copy of any listing of official roadway closings or extensions within ten (10) business days after final, official approval.



(H) The E911 Division will work in cooperation with City Staff and any concerned subcontractors, as well as with the County Property Appraiser, County Public Works, and any other necessary offices, in implementing and maintaining the addressing system.

(I) The City and County hereby agree to mutually cooperate in maintaining the flow of communication necessary to properly and effectively institute the 911 emergency number system throughout the City.

Section 3. Financial support of parties

(A) The E911 Division will be responsible for personnel, notification, and equipment costs related to the Agreement.

(B) All liability for injury to personnel and for loss or damage of equipment shall be borne by the party employing such personnel and owning such equipment.

(C) All costs associated with the operation of equipment and supplies shall be the responsibility of the acting party unless otherwise agreed upon in writing, as between the parties.

Section 4. Liabilities and responsibilities of parties

(A) Nothing herein shall be construed as a waiver of sovereign immunity under section 768.28, Florida Statutes on the part of either party to this Agreement.

(B) No party hereto or its respective officers or employees shall assume any liability for the acts, omissions, or negligence of the other party or its respective officers or employees.

(C) Each party hereto will maintain their own liability insurance and worker's compensation for their employees.

(D) All of the privileges and immunities from liability, exemptions from laws, ordinances, and rules, and all pensions and relief, disability, worker's compensation, and other benefits which apply to the activity of officers or employees of a party when performing their respective functions within the territorial limits for their respective agencies shall also apply to the same degree and extent to the performance of such functions and duties extraterritorially when accomplished pursuant to this Agreement.

Section 5. Resolution of disputes

In the event of a dispute or disagreement with regard to the terms of the Agreement that goes unresolved as between the respective addressing authorities, each party agrees to bear its own attorneys fees and costs incurred in connection with any and all administrative or judicial proceedings that may occur.



Section 6. Term of agreement

The term of this Agreement shall begin on the date the last party signs and shall remain in effect until terminated by either party. Either party may terminate this Agreement by giving at least ninety (90) days written notice to the other party. Any notice or correspondence required under this Agreement shall be provided in writing to the other party's addressing authority at the following address:

Putnam County
County Administrator
514 St. Johns Avenue
Palatka, FL 32177

City Manager
City of Crescent City
3 N. Summit Street
Crescent City, FL 32112

This agreement may be modified by either party provided the modification is done in writing and signed by both parties.

