
SMALL STRUCTURE PERMIT CHECKLIST

This checklist is provided to assist in submitting complete permit applications and plans, which will expedite the permit process. While the checklist is thorough, it is not exhaustive and does not apply to every permitted project type. **Contractors:** Please note that application for this type of permit must be made through CitizenServe on the [Putnam County Website](#) as well as the City of Palatka.

“SIMPLE” PERMIT APPLICATION

Complete all information on the Application in the spaces provided. If information requested does not apply to the construction being performed, insert “N/A” for “not applicable”. For further information or questions contact the Building & Zoning Department at (386)329-0100 or <mailto:building-zoning@palatka-fl.gov>

APPLICABLE SITE PLAN

One of the following may be used from which to create an acceptable site plan:

1. A copy of an existing survey, or
 2. An aerial photograph may be used with building and site dimensions IF the location is clearly visible. The Property Appraiser’s website is a source for aerials and lot dimensions (<https://pa.putnam-fl.com/>).
 3. A neatly hand-drawn or CAD site plan is acceptable.
Site Plan must include the following:
 - Street Address
 - Property dimensions with property lines
 - Abutting streets and names
 - Existing structures and dimensions
 - Easements
 - Proposed or existing structure locations with distances from property lines.
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CONSTRUCTION PLANS MUST INCLUDE THE FOLLOWING:

- Plans must show the size and location of all structures.
 - Materials used and construction details.
 - Location of the structure must show the distances between all other structures as needed to determine an accurate location.
 - For sheds and other manufactured structures, copy of manufacturer’s plan including anchoring details.
 - Permits required regardless of size.
 - If pool permit, layout drawing/site plan must include fence location and height.
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SOLAR PERMITS ONLY

- Separate Electrical Permits required with Putnam County.
- Homeowner’s insurance declaration page.
- Show relationship to property lines and indicate all utility service locations.
- Percentage of roof covered by PV panes must be indicated.