



# TOWN OF WELAKA

## ON THE ST. JOHNS RIVER

400 Fourth Ave  
Welaka, FL 32193  
Office 386.467.9800  
Fax 386.467.8863

### PERMITS ARE REQUIRED FOR:

Any person, firm or corporation or other business organization that is the owner or lessee of property who desires that work as described below be performed on owned or leased property, shall make provisions for an applicant, properly qualified under the laws and/or ordinances regulating the certification and licensing of contractors, and owner-builders, to file an application for and obtain the required permit from the Building Division prior to commencing work for the following:

1. **Buildings/Structures** – Construct, erect, enlarge, alter, move, remove, relocate, demolish or change the occupancy of any building, or portion thereof.
2. **Service Systems** – Install, enlarge, alter, repair, improve, remove, convert or replace any electrical, gas, mechanical, or plumbing system work or cause the same to be done.
3. **Roofing** – Install, replace, or resurface roofing, or make repairs.
4. **Windows & Doors** – Install or replace windows or doors including frames, jalousie, storm windows or stops, shutters, awnings, canopies, or similar items.
5. **Barriers & Signs** – Erect or replace fences, walls, signs, or sign structures.
6. **Antennas** – Install or replace masts, towers for television or radio receiving-transmitting antenna extending more than 10 ft. above the last anchorage, satellite dish antennas, flag poles, exterior lighting or similar items.
7. **Pools** – Install swimming pool, wading pool, or spa, above or below ground as specified in the Swimming Pool and Spa Code.
8. **Fuel Tanks** – Install or replace gasoline, fuel, oil, bottled gas, oxygen, nitrous oxide, or similar liquid or gaseous storage tanks, pumps, and related equipment, above or below ground in a capacity of more than 5 gallons.
9. **Surfaces** – Construct, replace or resurface asphalt or concrete driveways, parking areas, hardstands, or sidewalks.
10. **Marine Facilities** – Install or replace docking mooring facilities for private or commercial water craft, groins, seawalls, jetties, revetments, or similar structures and facilities related thereto.
11. **Fire Prevention / Suppression** – Install, replace, or relocate fire sprinkler, fire alarm, smoke detection, or similar fire prevention and protection systems and related equipment or appurtenances.
12. **Site Improvements** – Install, alter, repair or construct storm drainage, water and sewer systems, paved surfaces, land clearing, grubbing, excavation or landscaping.
13. **Exceptions:**  
**General** – Ordinary minor repairs, installation or replacement may be made with approval of the Building Official without a permit. Installation shall be done in accordance with the manufacturer's specification when not in conflict with this Code or the technical codes.



# TOWN OF WELAKA

ON THE ST. JOHNS RIVER

400 Fourth Ave  
Welaka, FL 32193  
Office 386.467.9800  
Fax 386.467.8863

---

## PERMIT REQUIREMENTS CONTINUE

**Building** – Building permits may not be required for replacement or repair work having value of less than \$1,000.00 and /or affecting or involving less than 25% of the items or systems to be replaced or repaired, providing such work will not effect the structural integrity, fire rating, exit access or egress requirements. In the case of roofing repairs a permit may not be required for work having a value of less than \$500.00.

**Electrical, Gas & Plumbing** – In a 1 & 2 family dwelling a permit is not required for the following:

1. Repair, installation or replacement of common household fixtures (excluding water heaters) to existing energy supply lines and outlets. Existing energy supply lines shall not be altered or extended.
2. Repair or replacement of common household electrical switches and outlets on the load side of the electrical source.

**Mechanical** – Permits shall not be required for the following mechanical work:

1. Any portable heating appliance;
2. Any portable ventilation equipment;
3. Any portable cooling unit;
4. Any steam, hot or chilled water piping within any heating or cooling equipment regulated by this Code;
5. Replacement of any part which does not alter its approval or make it unsafe;
6. Any portable evaporative cooler;
7. Any self – contained refrigeration system containing 10 lbs. or less of refrigerant and actuated by motors of 1 horsepower or less.

Exemptions from the permit requirements of this code shall not be deemed to grant authorization for any work to be done in any manner in violation of the provisions of this Code or the technical codes or any other laws or ordinances of the applicable governing authority.