

NOTICE

TO: All Contractors and Private Property Owners
FROM: George Knight, Chief Building Official
EFFECTIVE DATE: April 1, 2022
SUBJECT: Immediate-Release Permitting Procedure Changes

As we prepare to **COAST** into electronic permitting services and with upcoming staffing changes, all applications for immediate release (aka over-the-counter) permits, including electrical, plumbing, mechanical, and roofing shall be submitted to permits@jaxbchfl.net for processing.

Submittal Requirements

1. PDF format only. Maximum file size is 10MB.
2. Street Address/Application Type/Master Permit Number in the Subject Line, i.e.:
 - a. 1234 Main Street/Electrical Permit Application/Master Permit #83-1983
 - b. 5678 Main Street/Electrical Permit Application/No Master Permit

After Submitting an Application

Once the e-mailed application is received, you should receive an autoreply confirming receipt of your email. If no autoreply is received, please double check your spam folder and the e-mail address you sent it to. If you still have not received an auto-reply, please call contact the Planning and Development permit office at 904-247-6235.

Notice of Permit Approval/Issuance

1. When an application is approved and the permit is issued, the permit holder will be notified via e-mail of the permit number and all associated fees due.
2. Upon receiving the approval/issuance notice, the applicant can pick up the permit card at the Planning and Development Department office during normal business hours (8am to 4:30pm). You must provide the contractor's name and the permit number.

Payment of Fees

Payment can be made at the cashier's window by **cash, check or money order only**. A "PERMIT" becomes valid when certified paid and posted on the job-site.

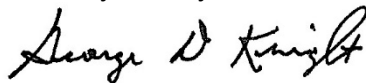
IMPORTANT NOTES

*Applications that are submitted in person at the front counter will be processed along with the e-mailed applications in the order in which they are received. No immediate release of permits will occur.

*In an effort to provide expedited service to the community we ask that you please refrain from calling or emailing to "check the status" of your application.

*Phone calls directed to voicemail and e-mails that are status checking messages will not be responded to.

Thank you for your consideration in this matter.



George Knight
Chief Building Official
City of Jacksonville Beach

City of
Jacksonville Beach
City Hall
11 North Third Street
Jacksonville Beach
FL 32250
Phone: 904.247.6236
Fax: 904.247.6107
Building@jaxbchfl.net
www.jacksonvillebeach.org

