



REPEAT OF AN EXISTING RESIDENTIAL PERMIT PROCEDURE One- and Two-Family, and Townhouses

The “Repeat of an Existing Residential Permit” procedure is intended for use by builders who expect to construct identical One- or Two-family dwellings or Townhomes on a repetitive basis. A building can be “repeated” until the Florida Building Code is updated. This procedure allows the builder to submit a building permit package without duplicating all of the required documents, such as the architectural drawings, structural drawings, or truss drawings. The “Repeat of an Existing Residential Permit” package must be submitted electronically. For more information on Electronic Plan Submission, please see our website at www.coj.net/bi.

The “Repeat of an Existing Residential Permit” must have the identical footprint, roofline, dimensions, floor plan, height, elevations and exterior finishes. The “Repeat of an Existing Residential Permit” shall not have options that are not identical to the Building Permit that is being duplicated.

The “Repeat of an Existing Residential Permit” package must include:

- Completed permit application,
- A site plan or survey,
- Site specific energy forms,
- Product Approval Information Sheets,
- Septic tank permit (if applicable),
- JEA Letter of Service Availability (not required for new subdivisions),
- A Pre/Post Development drainage plan (if required), and
- The “Repeat of an Existing Residential Permit” Information Review Form.

In addition to the building being identical as described above, the repeat structure must be in the same or lower Exposure category as the duplicated structure.

The Builder submitting the “Repeat of an Existing Residential Permit,” must be the same Builder who submitted the permit for the duplicated structure.

Likewise, the Engineer of Record signing and sealing the “Repeat of an Existing Residential Permit” Information Review Form for the repeated structure must be the same Engineer of Record of the duplicated structure.

If you have any further questions regarding this process, please contact Sandy Rosenblatt at 904-255-8515 or SRosen@coj.net.



City of Jacksonville – Planning and Development
Building Inspection Division

REPEAT OF AN EXISTING RESIDENTIAL PERMIT INFORMATION REVIEW FORM

Company _____
Contractor/
Qualifier _____

Duplicated Building
Permit Number _____

New (Repeated) Building
Permit Number _____

Project Name _____

Project Name _____

Project Address _____

Project Address _____

Building
Name/Type
Designation _____

Building
Name/Type
Designation _____

Model Type
City
Development
Number _____

Model Type
City
Development
Number _____

Site Clearing
Permit Number _____

Site Clearing
Permit Number _____

Florida Building
Code Edition _____

Florida Building
Code Edition _____

Wind Speed
Exposure
Category _____

Wind Speed
Exposure
Category _____

Risk Category
Occupancy
Classification _____

Risk Category
Occupancy
Classification _____

Occupancy Load
Construction
Type _____

Occupancy Load
Construction
Type _____

By signing and sealing this document, I certify that the duplicated Permit drawings may be used for construction of the new (repeat) building indicated above and meets all applicable and current building codes. *(Architect/Engineer of Record shall sign and seal)*