

Building Department Contact Sheet:

SUBJECT	POINT PERSON	NEXT STEPS
AIRBNB's, RENTALS, ETC.	Code Enforcement	Call/Meeting
AIR CONDITIONING, ELECTRICAL, PLUMBING	Building Permit Clerk	Building Permit
BUILDING PERMIT	Building Permit Clerk	Building Permit
CODE VIOLATION	Code Enforcement	Call/Meeting
COMPLAINTS	Code Enforcement	Call/Meeting
CONCRETE/PAVEMENT	City Planner	P&Z Application
DECKS/PORCHES	City Planner	P&Z Application
DRIVEWAY	City Planner	P&Z Application
FENCE REPAIR or REPLACEMENT	Building Permit Clerk	Fence Permit Application
FILL – Landscaping, dirt, gravel etc.	Code Enforcement (Internal note: CE defer to Flood Plain Administrator if in flood zone.)	Fill Permit Application
FL BUILDING CODE Questions	Building Permit Clerk	Call/Meeting
FLOOD ZONE & ELEVATION	City Planner	Call/Meeting
FLOODING/DRAINAGE	City Manager	Call/Meeting
FOOD TRUCK	Code Enforcement-> City Planner	Business License/Food Truck Permit/Zoning
NEW DEVELOPMENT	City Planner	P&Z Application
NEW FENCE	Building Permit Clerk	P&Z Application
POOL	Building Permit Clerk	P&Z Application
REAL ESTATE Questions	City Planner	Call/Meeting
ROOFING	Building Permit Clerk	Roofing Permit
RV's	Code Enforcement	Call/Meeting
SHED	Building Permit Clerk	P&Z Application
SIDEWALK PERMIT	Code Enforcement	Sidewalk Application
SIGNS	Building Permit Clerk	P&Z Application
TREES	Code Enforcement	Tree Permit
ZONING	City Planner	P&Z Application

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Building Permits and Code Enforcement

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