

# BUILDING DEPARTMENT

The City's Building Department deals with building matters including the issuance of **permits**, **inspection** of completed work, and the issuance of certificates of occupancy for new construction. The Department also handles **records** for structures within the City, including permitting records and plans of original structures, additions, and alterations.

## Permits

Digital Plan Review is now being accepted for any plans that do not need to obtain approval from the St. Johns County Fire Marshal's Office. To submit plans online, email [onlinepermitting \[at\] cityofsab.org](mailto:onlinepermitting@cityofsab.org) . Submittals shall be broken down into separate attachments based on what they are. (For example: the site plan should be one attachment and labeled "Site Plan", and energy sheets should be a separate attachment labeled as "Energy Sheets".) If the submittal documents are larger than 25 MB, they will have to be sent in multiple emails.

Permit applications can be found to the right under "Building Forms, Permits, and Applications."

Please email all permit applications to [onlinepermitting \[at\] cityofsab.org](mailto:onlinepermitting@cityofsab.org)

## Inspections

Inspections can be requested by logging into our online portal here:

<https://broker.edmundsassoc.com/CPSS/?municipalId=SAUGFL>. You may also request an inspection by calling the office at 904-471-8758 or emailing [onlinepermitting \[at\] cityofsab.org](mailto:onlinepermitting@cityofsab.org)

## Records

Permits issued after April 15, 2019 may be viewed by the general public by clicking on the Construction Permit Self Service button below, then click on the "Guest Access" phrase and

finally select the Permit Info button to input search criteria.

## **Solid Waste Franchise**

All businesses conducting private collection and disposal of commercial, construction and demolition debris within the City limits of St. Augustine Beach may do so only by franchise agreement and application. The solid waste franchise agreement and solid waste franchise application can be found on the City's website by clicking the "Resources" button at the top right-hand corner of the home page, then click "Forms & Applications" under "City Documents."

Please contact the Building Department at (904) 471-8758 for questions or more information or via email at: [onlinepermitting \[at\] cityofsab.org](mailto:onlinepermitting@cityofsab.org)

[Construction Permit Self Service](#)

[Permit Invoices](#)

[Fee Schedule](#)

[House Bills/Executive Orders](#)

[Elevation Certificates](#)

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[Building Department Statistics](#)

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