

CITY OF PORT ST. JOE

DRIVEWAY/CULVERT PERMIT

Owner: _____
Address: _____
City/St.: _____, _____
Zip: _____
Phone: _____

Contractor: _____
Address: _____
City/St.: _____, _____
Zip: _____
Phone: _____

Project Address: _____

Residential - \$50.00 Commercial - \$75.00

NOTE:

The owner/developer shall provide, along with this permit, a legible site plan showing proposed driveway/culvert location with dimensions and material to be used. Attached is a drawing of the minimum standard for culvert installation to be used within the City of Port St. Joe. *(See back for example)*

The following is an overview for the owner/developer as to how the permit process for driveway/culvert installation is performed:

1. Upon submitting the permit application the Public Works office shall review the application to ensure all required documents are included and that no conflicts are present.
2. After review the permit shall be either approved or denied and the owner/developer will be contacted and given a time when City staff will be setting the grade stakes for the proposed project or reason(s) for denial.
3. Once the grade stakes are in place the owner/developer may begin work.
4. When the culvert has been installed and covered the owner/developer shall notify the Public Works office so that we may schedule an inspection prior to the installation of the driveway. (Failure to notify for inspection will result in an unaccepted project and may result in the owner/developer having to remove the culvert if improperly installed.)
5. After the culvert has been inspected and is approved by the City, the owner/developer may proceed with the installation of the driveway.
6. When the driveway has been constructed the owner will call the Public Works office for a Final Inspection of the project at (850) 229-8247.

By signing below the owner/developer understands the contents of this application and hereby accepts responsibility to perform the requirements contained herein.

Applicants Name (Please Print)

Applicants Signature

Date: _____