



HOME OF PELICAN ISLAND
BUILDING DEPARTMENT
FIRE PREVENTION OFFICE

1225 MAIN STREET • SEBASTIAN, FLORIDA 32958
TELEPHONE: (772) 589-5537 FAX (772) 589-2566

COMMERCIAL AND SUB-DIVISION SITE PREPARATION POLICIES AND PROCEDURES

This packet was assembled to inform the applicant of City policies and procedures that are in effect for all commercial sites and subdivisions to ensure code compliance, workplace safety and accessibility. Any questions to these policies and procedures can be directed to: Wayne Eseltine, Building Official / Fire Marshal at 772-388-8235

- As a condition to the Commercial Land Clearing permit, and issuance of future building permits, the Building Department requires all underground utilities that are in the roadways to be installed, including fire hydrants that are required per the Fire Prevention Office. After the utilities are installed, roads need to be designed and constructed up to the point where there is a solid road base or asphalt surface that physically supports and allows for emergency vehicle access to the satisfaction of the Fire Prevention Office. Before any Building permits are issued, the site will require inspections and approvals by the Building Department and Fire Prevention Office for minimum code compliance. Inspections will be scheduled through the Building Department.
- All buildings shall be constructed in accordance with the approved grading plan for the site. Finish floor elevations for residential type structures shall meet the elevations provided on the approved grading plan, which shall be a minimum of 18 in. above the crown of the road per City Code of Ordinances. Finish floor elevations will be given a tolerance of **+0.10 ft.** only, from the elevations shown on the approved grading plan upon submittal of form board survey for review.
- If street identification becomes a problem during the course of construction, this department will require the developer or contractor to provide suitable temporary or permanent street signage to facilitate the inspection process.



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TREE PROTECTION REGULATIONS

- Prior to development or construction activity, the developer shall erect suitable brightly colored tree protection barricades, a minimum of 4 ft. tall, around trees to be preserved and shall remain in place until the construction activities are completed. The area within the tree protection barricade shall remain free of all building materials, dirt or other construction debris, vehicles and development activities. Barricade shall be erected at a minimum distance from the base of the trees to be preserved according to the following standards:
 - a) For trees 10 in. or less DBH. Tree protection barricades shall be placed a minimum distance of 5 ft. from the base of each tree to be protected.
 - b) For historic trees and trees greater than 10 in. DBH. Protective barricades shall be placed at a minimum distance of 10 ft. from the base of each tree to be protected plus an additional 1 ft. for each additional inch DBH greater than 10 in.
- Changes to grade or construction of impervious surface or utilities within the required protective barricade shall be permitted subject to the following guidelines:
 1. Changes in grade or construction within protected zone must be approved by the City Manager or his designee prior to the beginning of construction. Plans must be submitted which illustrate in detail protective measures necessary to protect the trees.
 2. Impervious surfaces shall maintain minimum clearance from the bases of all trees to be protected. Trees 15 in. DBH or less shall have a minimum clearance of 6 ft. Trees over 15 in. DBH up to 20 in. DBH shall have a minimum clearance of 9 ft. Historic and trees over 20 in. DBH shall have a minimum clearance of 12 ft.
 3. All roots outside the protective barricade to be removed during construction shall be severed clean.
 4. All pruning of historic and specimen trees shall be done by a qualified tree service during construction.

Note:

The site must be clearly identified and accessible for the inspector to verify the accuracy of the tree survey and calculations. Applicant shall post a copy of the permit at the site prior to commencement of grubbing, tree removal or land clearing. Permitted activities may only be undertaken between the hours of 8 a.m. and 5 p.m. Monday through Friday, and not during holidays in which City Hall is closed.



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GENERAL BUILDING REGULATIONS BY CITY ORDINANCE

1. Applicant must first submit and have an approved Land Clearing application before the Building permit application is submitted.
2. **Floor Elevations: Section 26-1**
The minimum floor elevation of all residential PUD'S in the City shall be no less than 18 in. above the crown of the abutting improved street, and no more than **+0.1 feet** from the approved grading plan. Residential construction located in a Special Flood Hazard Area shall be no less than the **BFE + 1 ft. and/or 3 ft.** above the crown of the road of the abutting improved street. Properties not located in a SFHA; the FFE can vary no more than **+/- 0.25 feet** from the approved proposed finish floor elevation.
3. **Blockage or unreasonable obstruction of natural flow of water prohibited: Section 26-2**
It shall be unlawful to block or unreasonably obstruct the natural flow of water or drainage of water by any means, including construction, excavation, or fill of land. Silt barriers are required along the perimeter during any land clearing or placement of fill on site. Any structure, driveway, pipe, excavation or fill of land in violation of this section is subject to a fine of \$500 if the obstruction is not removed within the times specified by City ordinance.
4. **Location of portable sanitary facilities: Section 26-3**
It shall be a condition of every building permit that any temporary sanitary facilities, such as portable toilets, be located at the construction site but shall not be placed within a public right-of-way in a manner that impedes the normal flow of traffic or obstructs sidewalks, or within 10 ft. of a waterway.
5. **Trash receptacle required at site: Section 26-4**
It shall be a condition of every building permit that enclosed containers be located at the construction site sufficient for the storage and collection of loose debris, paper, building waste or other trash produced by those working on the site. In no event shall said trash receptacles be located with the right-of-way or drainage improvements. The contractor shall remove construction materials or other debris cast or scattered upon any adjacent public or private property as a result of construction activities not later than the end of each workday.
6. **Hours of construction limitation: Section 26-6**
Construction activities within the city limits shall only be allowed during the hours of **7 a.m. to 7 p.m., Monday through Friday, and 8 a.m. to 5 p.m. on Saturday and Sunday.**
7. **Display of building numbers: Section 26-7**
All buildings shall have the assigned address number displayed in a manner such that is visible from the public or private street on which the building fronts.
8. **Please allow 24 hours for the issuance of a certificate of occupancy.**
When calling to request a CO, please make sure all fees have been paid, all inspections have been completed and all required documentation has been submitted in order for the building department to successfully process the CO.



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CONTACT INFORMATION

Please contact the following persons for information concerning Building Permit requirements, status, inspections and scheduling:

- **Wayne Eseltine – Building Official / Fire Marshal:** All matters concerning the Building Department and Fire Prevention Office
Phone: 772-388-8235
E-mail: weseltine@cityofsebastian.org
- **Linda Lohsl or Darin Lagesse – Permit Technicians:** For general information and questions, including permit status, fees, Certificate of Occupancy, Business Tax Receipts, etc.
 - Phone: 772-388-8234 or 772-388-8219
 - E-Mail: llohsl@cityofsebastian.org
- **Dan Hainey – Plans Examiner:** For all plan review questions – For larger plan reviews, please allow for an approximate 10-20 day review time.
 - Phone: 772-388-8250
 - E-Mail: dhainey@cityofsebastian.org
- **Andy Yackso – Chief Building Inspector:** For inspection related questions
 - Phone: 772-388-8210
 - E-mail: ayackso@cityofsebastian.org
- **Sam Smith – Building Inspector:** For structural inspection related questions
Phone: 772-388-8253
E-mail: ssmith@cityofsebastian.org
- **For scheduling inspections:** please call between 8 a.m. and 4 p.m., Monday through Friday at 772-5537. Or schedule on-line at MyGovernmentOnline.org
- Visit the **Building Department website** at cityofsebastian.org, for more information about obtaining a building permit, code requirements, contractor licensing, required forms and guidelines.
- Create an account at MyGovernmentOnline.org to view permit status, schedule inspections on-line, obtain inspection results, upload documents to your permit and receive important notifications regarding your permit.
- **Please allow a minimum of 24 hours to process your Certificate of Occupancy**