

**DRIVEWAY CONNECTION PERMIT  
ISSUED BY PUBLIC WORKS  
863-763-9790**

**BEFORE SUBMITTING YOUR BUILDING PERMIT**

Before submitting your plans to the Building Department, you **MUST** complete the following: (the building department can **NOT** answer technical questions for your driveway connection).

**Notice to Owner & Contractor**

A. Submit plans and complete form. Payment is due upon submittal.

Indicate where you desire to install driveway connection.

The center of the proposed driveway connection will be marked on   /  /  .

Mark the center of proposed driveway connection with one of the following: **(Must be noted for permit to be Processed)**

- ( ) A stake marking the center line of proposed driveway connection.
- ( ) A bright color center line symbol painted on the edge of pavement

B. Installation of driveway connection must be installed in accordance with directions and specification as provided by the Public Works Department.

C. When completed, call Public Works Department for an installation inspection of your driveway connection; if it is unacceptable, you will be required to correct any deficiencies and call for another inspection.

D. Upon final inspection, Public Works Department will check for any damage to the roadway, shoulder, and/or swale. If damage has occurred, the applicant is responsible to correct in accordance to the Public Works Department requirements.

**NOTICE**

1) Vehicles must access your property only across the approved driveway connection. Any and all damages (no matter who caused the damage) will be the responsibility of the applicant of the building permit to correct in accordance with Public Works Department requirements.

2) Driveway connection permits will be required for every project requiring issuance of a building permit. EXCEPTION: fences. Depending on the project, the Public Works Department, may only have to review your plans and sign off on the driveway permit. Depending on the project, a temporary driveway connection may be required, the same procedure as stated above will be followed, except that the temporary driveway will have to be removed prior to a final inspection.

ALL PLANS AND/OR DRAWINGS MUST INCLUDE DIMENSIONS

Prop. Owner: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax# \_\_\_\_\_

Parcel ID# \_\_\_\_\_ Parcel Address \_\_\_\_\_

Contractor Name: \_\_\_\_\_ Phone# \_\_\_\_\_ Fax # \_\_\_\_\_

Permanent Driveway Connection       Temporary Driveway Connection

Installation Inspection Pending: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department

Final Inspection Approved: \_\_\_\_\_ Date: \_\_\_\_\_  
Public Works Department

**Notice to Owner & Contractor:** The Certificate of Occupancy will be withheld until all specifications on the driveway/culvert connection are inspected and meet standards.