



HERNANDO COUNTY BUILDING DIVISION

PERMITTING ♦ CONTRACTOR LICENSING

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HERNANDO COUNTY BUILDING DIVISION

POLICY

AFFORDABLE HOUSING/HOUSING GRANT PERMITS

Updated: February 25, 2025

GENERAL PURPOSE

It is the intention of the Building Department to establish basic procedures and guidelines for the permitting process for affordable housing projects.

This procedure is specifically set up to expedite the permitting review process only, and does not waiver provide a waiver or exemption to permitting requirements such as licensing, zoning, code requirements, etc. Adhering to this procedure will allow for the timeframes set forth in F.S. 553.792 (1)(a)6 to be compiled with.

F.S. 553.792 (1) (a) 6. States that a local government must approve, approve with conditions, or deny a building permit application within 10 business days after receiving a complete and sufficient application, for an applicant for a single-family residential dwelling applied for by a contractor licensed in this state on behalf of a property owner who participates in a Community Development Block Grant-Disaster Recovery program administered by the Department of Commerce, unless the permit application fails to satisfy the Florida Building Code or the enforcing agency's laws or ordinances.

F.S. 553.792(1)(d) A local government shall maintain on its website a policy containing procedures and expectations for expedited processing of those building permits and development orders required by law to be expedited.

F.S. 420.9076 (4)(a) The processing of approvals of development orders or permits for affordable housing projects is expedited to a greater degree than other projects, as provided in s. 163.3177(6)(f)3.

TIMELINES

- **Residential Projects:** Initial review completed within 5 business days from receipt of a complete application. Re-submittal reviews completed within 3 business days from receipt of resubmittal/response.
- **Commercial Projects:** Initial review completed within 20 business days from receipt of a complete application. Re-submittal reviews completed within 5 business days from receipt of resubmittal/response.

GENERAL PROCESS

Contractor

- Submits completed Building permit application form indicating that project is “Affordable Housing”, “Housing Grant”, Community Development Block Grant Disaster Recovery (CDBG), or “State Housing Initiatives Partnership (SHIP).
- Submits documentation supporting project designation along with all other required plans and document.

Permit Coordinator

- Intake application and review for completeness to avoid delays in processing.
- Verify that the applicant has provided documentation identifying the project as an affordable house or housing grant project.
- Collect applicable application fee.
- Make a notation in the computer system (in the legal description area) that the project is “Affordable Housing”, “Housing Grant”, “Community Development Block Grant Disaster Recovery” (CDBG), or “State Housing Initiatives Partnership” (SHIP).
- If the project is a paper permit, mark the front of the application packet, in bold noticeable letters as type of grant project (CDBG, SHIP, etc.).
- Enter information in the review maintenance screen (BCCRM) with the appropriate deadlines and assign to applicable review groups.

Zoning Technician

- Application shall be given priority due to F.S. 553.792 deadlines that must be complied with.
- Review for compliance with all zoning and other applicable land use ordinances.
- If comments or deficiencies, enter comments in review maintenance screen (BCCRM) and notify applicant same day.

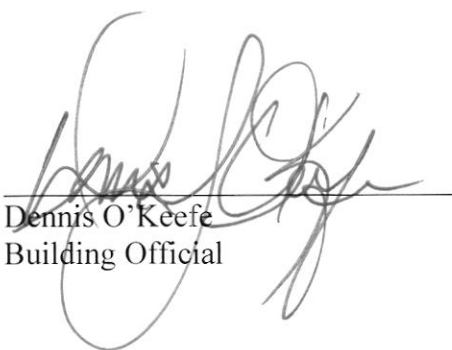
Plans Examiner

- Application shall be given priority due to F.S. 553.792 deadlines that must be complied with.
- Review for compliance with Florida Building Code and any other plan review requirements.
- If comments or deficiencies, enter comments in review maintenance screen (BCCRM) and notify applicant same day.

- If application is a paper permit and approved, return to Permit Coordinator same day.

Permit Coordinator

- When the permit application has been approved by all reviewers, the permit coordinator shall notify the contractor and/or permit contact persons immediately that the permit is ready for issuance and advise of any items that need to be submitted at the time of pick-up. Then permit coordinator shall enter the Permit Ready Date of the ST1 screen and note in the ANOTM that the contractor was notified and how they were notified (via email, phone, etc.).



Dennis O'Keefe
Building Official



Thomas Drummonds
Deputy Building Official