

PERMIT REQUIREMENTS — QUICK GUIDE

For Local Churches | Florida Conference of Seventh-day Adventists

When in doubt, ask first. This guide covers the most common scenarios, but permit requirements can vary by county or municipality. Always confirm with your local building department or the Property Development Department before proceeding with any project not listed here.

No Permit Needed Generally safe to proceed.

-  Interior painting & wall patching
-  Routine maintenance & cleaning
-  Replacing door knobs & hardware
-  Replacing faucets & fixtures (like-for-like)
-  Replacing interior doors (same size/type)
-  Light bulb replacement
-  Replacing single light fixtures (like-for-like)
If replacing multiple or all fixtures in a specific area a permit may be required
-  Carpet/Flooring replacement
-  Replacing pews or chairs **Fire Marshal may inspect**
-  Most like-for-like interior replacement of equal size & function

IMPORTANT REMINDERS Before You Begin Any Project

- ▶ Confirm the approval level required for your project budget and scope. Conference committee approvals may be required.
- ▶ Always obtain the permit before work starts. Retroactive permits can be costly and may require demolition of completed work.
- ▶ Replacing pews or chairs may not require a building permit but could trigger a Fire Marshal inspection to verify occupant capacity — plan accordingly.
- ▶ Tree cutting and parking lot work vary significantly by county. Some municipalities require environmental review — always verify locally.
- ▶ When replacing any item, "like-for-like" means the same size, type, location, and function. Any change in any of those factors may require a permit.
- ▶ When in doubt, contact the Florida Conference Property Development Department before proceeding.



Seventh-day Adventist Church
FLORIDA CONFERENCE



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Permit Required

 Stop — contact your local building dept.

-  Electrical work (wiring, panels, outlets)
-  Plumbing work (pipe replacement, additions)
-  HVAC installation or replacement
-  Roof replacement or significant repair
-  Window replacement or new openings
-  Exterior/outdoor door replacement
-  Parking lot restriping (line painting)
County rules vary
-  Parking lot asphalt & paving work
-  Any new construction or additions
-  Tree trimming or removal
County rules vary
-  Septic system work
-  Any exterior/outside construction

QUICK REQUIREMENT CHECKLIST

- ☐ Contact Property Development if unsure about permit requirements.
- ☐ Verify whether Conference approval is required based on project scope and budget.
- ☐ Confirm requirements with the local building department.
- ☐ Obtain all required permits before work begins.

REMINDER: Local church leaders and pastors are not authorized to sign "permits",
"notice of commencements", and /or any other "legal document".