



11175 Cicero Dr.,  
Suite 135, Alpharetta, GA 30022  
1-800-374-7106

## **Middleburg Metal Building Permit Guide**

This metal building permit tips guide for Middleburg will help answer critical permit questions and provide recommendations to avoid delays or disruptions caused by zoning and HOA requirements.

### **Planning and Zoning for Middleburg, Florida**

Am I allowed to build a Metal Building in Middleburg, FL?

In order to determine if you can build a metal building in Middleburg, Florida, it's important to check with the planning and zoning department rules and requirements. These regulations outline what kinds of metal buildings are permitted, the structures intended use, and their placement on your property. They will include setback requirements, building height limits, and how the land is classified. Below are some planning and zoning resources in Clay County to get you started!

#### **Address:**

477 Houston St,  
Green Cove Springs, FL 34601

**Phone:** (904) 278-4705

### **Check with Your Home Owners Association (HOA)**

If your property falls within a Homeowners Association (HOA), investigate their rules before getting started. In many cases, HOAs set requirements that go beyond local regulations, covering things like approved materials, color choices, roof design, and even the size of the structure. It's a good idea to get their approval early on to avoid delays or issues once construction is underway.

### **Middleburg Metal Building Permit**

Middleburg is an unincorporated community in Clay County, so building permits are generally handled by Clay County Building Division.

**[Do you need a permit for a metal building in Middleburg, FL?](#)**

Yes. Permits are required for most structures unless you are certified Ag exempt. Permits are required for the following:

- Metal garages
- Workshops and storage buildings
- Commercial Metal Buildings

Very small, non-permanent structures may be exempt, but most metal buildings require approval.

### **When can I build without a permit?**

Only when the property is certified as AG exempt land, a building permit is not required. This is not to be confused with having a residential-Ag classification for zoning which will still usually require a permit. Approval is based on having a productive approved agricultural business. Some examples are having bee hives, raising cattle, planting ornamental plants for sale or other crops like hay.

Starting construction without a permit can result in:

- Fines
- Stop-work orders
- Possible removal of the structure

### **How can I become Agricultural Exempt?**

To get certified that you are in a productive agricultural activity or business on your property contact the main office at Clay County Property Appraiser- Westside Office. You will ask them for an agricultural classification, greenbelt application and the DR-482 Form.

**Phone:** (904) 269-6305

### **What documents are needed for a building permit in Middleburg?**

You typically need:

- Current Survey
- Site plan (shows building location on your property)

- Florida Stamped Engineered drawings
- Stormwater Management plan (typically only for larger projects)
- Drainage Plan
- Soil Density Report
- Foundation drawings and Anchoring Details
- Completed permit application

### **Where do you apply for a permit?**

All permits are submitted through the **Unincorporated Clay County Building Division**, either online or in person.

#### **Clay County Building Division:**

##### **Address:**

477 Houston St,  
Green Cove Springs, FL 32043

**Phone Number:** (904)-278-3730

##### **Office Hours:**

Monday–Friday  
8:00 AM – 5:00 PM

### **What is the process for obtaining a permit in Middleburg?**

1. Plan your building (size, type, location)
2. Confirm zoning and setbacks
3. Obtain engineered drawings
4. Submit permit application
5. Wait for approval
6. Build the structure
7. Complete required inspections

## What inspections are required?

Most tubular metal building projects require:

1. Form board/Foundation inspection
2. Final inspection

All inspections must be passed before the building is approved.

## **Middleburg Metal Building Tips:**

### **How long does it take to pull a permit in Middleburg**

A metal building project typically moves through several stages, including design, engineering, permitting, fabrication, and construction. The timeline can shift based on factors like, how customized the project is, how many revisions you make to your plans and the supplier's schedule. Typical lead times vary by county but can range from a few weeks to up to 5 months based on revisions and or changes.

### **How can I Expedite the Metal Building Permit Process in Middleburg, FL?**

Include all required documents and site plans, avoid revisions of engineered drawings, and surveys. Working with Eversafe metal buildings and our team of experienced professionals can help with the local process of permitting in Middleburg.

### **Local Building Department information for Middleburg**

It's a good idea to connect with the local building department early in the process to get a handle on their requirements, fees, and inspection steps. They can walk you through applicable codes, how to apply for permits, and what kind of timeline to expect. Having a direct contact there can also make it easier to get answers and keep things moving as your project progresses.

### **Drainage Management Plan**

A drainage plan is often required and in larger building projects a storm water management plan might be needed. This is used to make sure drainage is handled properly and to reduce the risk of flooding or runoff problems. It usually details how water will be managed both during construction and after the project is finished, and in many cases, it needs to be approved before permits can be issued.

### **Survey**

Make sure you have an up-to-date property survey before moving ahead. It shows your exact boundaries, any easements, and what's already on the site. That information helps ensure the building is positioned correctly and meets setback rules. Having an accurate

survey in place can also reduce the chance of disputes and make the permitting process go more smoothly.

### **Stamped Engineered Drawings**

In most areas, you'll need engineered drawings that carry a certified engineers stamp of approval before you can move forward with a metal building. A licensed engineer prepares and signs off on these plans to show the structure meets local code requirements and is designed to handle things like wind and load conditions. Getting these documents in place early can help speed up the permit approval process. Some counties or cities will accept a manufacturers generic drawings and they usually have a very short lead time otherwise site specific or "as-built" drawings may be required detailing specific door and window locations.