



# Columbia County Gateway to Florida

72459  
FOR PLANNING USE ONLY

Application # STUP 250711  
Application Fee 450.00  
Receipt No. 771590  
Filing Date 7-30-2025  
Completeness Date 9-11-2025

## Special Temporary Use Permit Application



### A. PROJECT INFORMATION

1. Project Name: LOPEZ
2. Address of Subject Property: 615 SW WINGATE ST
3. Parcel ID Number(s): 03515-000
4. Future Land Use Map Designation: AG
5. Zoning Designation: AG 3
6. Acreage: 3.0
7. Existing Use of Property: RES
8. Proposed Use of Property: RES
9. Proposed Temporary Use Requested: 5yr Mtg Sister ALEJANDRA IZAGUIRRE

### B. APPLICANT INFORMATION

1. Applicant Status ☐ Owner (title holder) ☐ Agent
2. Name of Applicant(s): Monica marcell Lopez Title: owner  
Company name (if applicable): \_\_\_\_\_  
Mailing Address: 284 NW Ridgewood Ave  
City: Lake City State: Florida Zip: 32055  
Telephone: (386) 697-6567 Fax: ( ) Email: monimarcell126@gmail.com

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

3. If the applicant is agent for the property owner\*.

Property Owner Name (title holder): \_\_\_\_\_  
Mailing Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_  
Telephone: ( ) Fax: ( ) Email: \_\_\_\_\_

PLEASE NOTE: Florida has a very broad public records law. Most written communications to or from government officials regarding government business is subject to public records requests. Your e-mail address and communications may be subject to public disclosure.

\*Must provide an executed Property Owner Affidavit Form authorizing the agent to act on behalf of the property owner.

### C. ADDITIONAL INFORMATION

1. Is there any additional contract for the sale of, or options to purchase, the subject property? If yes, list the names of all parties involved: \_\_\_\_\_ If yes, is the contract/option contingent or absolute:    ☐ Contingent    ☐ Absolute
2. Has a previous application been made on all or part of the subject property:  
Future Land Use Map Amendment:    ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Future Land Use Map Amendment Application No. CPA \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning): ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Site Specific Amendment to the Official Zoning Atlas (Rezoning) Application No. Z \_\_\_\_\_  
Variance: ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Variance Application No. V \_\_\_\_\_  
Special Exception:    ☐ Yes \_\_\_\_\_    ☐ No \_\_\_\_\_  
Special Exception Application No. SE \_\_\_\_\_

### CI. ATTACHMENT/SUBMITTAL REQUIREMENTS

Certain uses are of short duration and do not create excessive incompatibility during the course of the use. Therefore, the Land Development Regulation Administrator is authorized to issue temporary use permits for the following activities, after a showing that any nuisance or hazardous feature involved is suitably separated from adjacent uses; excessive vehicular traffic will not be generated on minor residential streets; and a vehicular parking problem will not be created:

1. In any zoning district: special events operated by non-profit, eleemosynary organizations.
2. In any zoning district: Christmas tree sales lots operated by non-profit, eleemosynary organizations.
3. In any zoning district: other uses which are similar to (1) and (2) above and which are of a temporary nature where the period of use will not extend beyond thirty (30) days.
4. In any zoning district: mobile homes or travel trailers used for temporary purposes by any agency of municipal, County, State, or Federal government; provided such uses shall not be or include a residential use.
5. In any zoning district: applications for placement of any mobile home or travel trailer used as a residence, temporary office, security shelter, or shelter for materials of goods incident to construction on or development of the premises upon which the mobile home or travel trailer is located, shall require that a residential building permit application and signed septic site plan approval and release be submitted concurrently with the temporary use permit application. Maximum electrical capacity for such temporary uses shall not exceed 100 amps. Such uses shall be strictly limited to the time construction or development is actively underway. In no event shall the use continue more than twelve (12) months unless extended by the Board of County Commissioners upon finding by the Board that construction has been underway and is continuing.

6. In agricultural, commercial, and industrial districts: temporary religious or revival activities in tents.

7. In agricultural districts: In addition to the principal residential dwelling, two (2) additional mobile homes may be used as an accessory residence, provided that such mobile homes are occupied by persons related by the grandparent, parent, step-parent, adopted parent, sibling, child, stepchild, adopted child or grandchild of the family occupying the principal residential use. Such mobile homes are exempt from lot area requirements. A temporary use permit for such mobile homes may be granted for a time period up to five (5) years. The permit is valid for occupancy of the specified family member as indicated on Family Relationship Affidavit and Agreement which shall be recorded in the Clerk of the Courts by the applicant.

The Family Relationship Affidavit and Agreement shall include but not be limited to:

- a. Specify the family member to reside in the additional mobile home;
- b. Length of time permit is valid;
- c. Site location of mobile home on property and compliance with all other conditions not conflicting with this section for permitting as set forth in these land development regulations. Mobile homes shall not be located within required yard setback areas and shall not be located within twenty (20) feet of any other building;
- d. Responsibility for non ad-valorem assessments;
- e. Inspection with right of entry onto the property by the County to verify compliance with this section. The Land Development Regulation Administrator, and other authorized representatives are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Section and;
- f. Shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
- g. Recreational vehicles (RV's) as defined by these land development regulations are not allowed under this provision (see Section 14.10.2#10).
- h. Requirements upon expiration of permit. Unless extended as herein provided, once a permit expires the mobile home shall be removed from the property within six (6) months of the date of expiration.

The property owner may apply for one or more extensions for up to two (2) years by submitting a new application, appropriate fees and family relationship residence affidavit agreement to be approved by the Land Development Regulations administrator.

Previously approved temporary use permits would be eligible for extensions as amended in this section.

8. In shopping centers within Commercial Intensive districts only: mobile recycling collection units. These units shall operate only between the hours of 7:30 a.m. and 8:30 p.m. and shall be subject to the review of the Land Development Regulation Administrator. Application for permits shall include written confirmation of the permission of the shopping center owner and a site plan which includes distances from buildings, roads, and property lines. No permit shall be valid for more than thirty (30) days within a twelve (12) month period, and the mobile unit must not remain on site more than seven (7) consecutive days. Once the unit is moved off-site, it must be off-site for six (6) consecutive days.
9. In any zoning district: A temporary business, as defined within these Land Development Regulations. At least sixty (60) days prior to the commencement date of the temporary permit, the applicant shall submit an application to the County, which shall include the following information.
  - a. The name and permanent address or headquarters of the person applying for the permit;
  - b. If the applicant is not an individual, the names and addresses of the business;
  - c. The names and addresses of the person or persons which will be in direct charge of conducting the temporary business;
  - d. The dates and time within which the temporary business will be operated;
  - e. The legal description and street address where the temporary business will be located;
  - f. The name of the owner or owners of the property upon which the temporary business will be located;
  - g. A written agreement containing the permission from the owner of the property for its use for a temporary business must be attached to and made a part of the application for the permit;

- h. A site plan showing display areas, plans for access and egress of vehicular traffic, any moveable interim structures, tents, sign and banner location and legal description of the property must accompany the application for the temporary use permit; and
- i. A public liability insurance policy, written by a company authorized to do business in the State of Florida, insuring the applicant for the temporary permit against any and all claims and demands made by persons for injuries or damages received by reason of or arising out of operating the temporary business. The insurance policy shall provide for coverage of not less than one million dollars (\$1,000,000.00) for damages incurred or claims by more than one person for bodily injury and not less than two million dollars (\$2,000,000.00) for damages incurred or claims by more than one person for bodily injury and fifty thousand dollars (\$50,000.00) for damages to property for one person and one hundred thousand dollars (\$100,000.00) for damages to property claimed by more than one person. The original or duplicate of such policy, fully executed by the insurer, shall be attached to the application for the temporary permit, together with adequate evidence that the premiums have been paid.

The sales permitted for a temporary business, as defined with these land development regulations, including, but not limited to, promotional sales such as characterized by the so-called "sidewalk "sale", "vehicle sale", or "tent sale", shall not exceed three (3) consecutive calendar days.

There must be located upon the site upon which the temporary business shall be conducted public toilet facilities which comply with the State of Florida code, potable drinking water for the public, approved containers for disposing of waste and garbage and adequate light to illuminate the site at night time to avoid theft and vandalism.

If the application is for the sale of automobiles or vehicles, the applicant shall provide with the application a copy of a valid Florida Department of Motor Vehicle Dealers license and Department of Motor Vehicle permit to conduct an "offsite" sale. If any new vehicles are to be displayed on the site, a copy of the factory authorization to do so will be required to be filed with the application.

No activities, such as rides, entertainment, food, or beverage services shall be permitted on the site in conjunction with the operation of the temporary business.

Not more than one (1) sign shall be located within or upon the property for which the temporary permits is issued, and shall not exceed sixteen (16) square feet in surface area. No additional signs, flags, banners, balloons or other forms of visual advertising shall be permitted. The official name of the applicant and its permanent location and street address, together with its permanent telephone number, must be

posted on the site of the property for which the temporary permit is issued and shall be clearly visible to the public.

Any applicant granted a temporary permit under these provisions shall also comply with and abide by all other applicable federal, State of Florida, and County laws, rules and regulations.

Only one (1) tent, not to exceed three hundred fifty (350) square feet in size shall be permitted to be placed on the site of the temporary business and such tent, if any, shall be properly and adequately anchored and secured to the ground or to the floor of the tent.

No person or entity shall be issued more than one (1) temporary permit during each calendar year.

The temporary permit requested by an applicant shall be issued or denied within sixty (60) days following the date of the application therefore is filed with the Land Development Regulation Administrator.

10. In agriculture and environmentally sensitive area districts: a single recreational vehicle as described on permit for living, sleeping, or housekeeping purposes for one-hundred eighty (180) consecutive days from date that permit is issued, subject to the following conditions:
  - a. Demonstrate a permanent residence in another location.
  - b. Meet setback requirements.
  - c. Shall be hooked up to or have access to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
  - d. Maximum electrical capacity for such temporary uses shall not exceed 100 amps.
  - e. Upon expiration of the permit the recreational vehicle shall not remain on property parked or stored and shall be removed from the property for 180 consecutive days.
  - f. Temporary RV permits are renewable only after one (1) year from issuance date of any prior temporary permit.

Temporary RV permits existing at the effective date of this amendment may be renewed for one (1) additional temporary permit in compliance with the land development regulations, as amended. Recreational vehicles as permitted in this section are not to include RV parks.

Appropriate conditions and safeguards may include, but are not limited to, reasonable time limits within which the action for which temporary use permit is requested shall be begun or completed, or both. Violation of such conditions and safeguards, when made a part of the terms under which the special permit is granted, shall be deemed a violation of these land development regulations and punishable as provided in Article 15 of these land development regulations.

**Additional Requirements for a complete application:**

1. Legal Description with Tax Parcel Number.
2. Proof of Ownership (i.e. deed).
3. Agent Authorization Form (signed and notarized).
4. Proof of Payment of Taxes (can be obtained online via the Columbia County Tax Collector's Office).
5. Fee. The application fee for a Special Temporary Use Permit Application is based upon the Temporary Use requested. No application shall be accepted or processed until the required application fee has been paid.
  - a. For Items (1) through (6) above, the application fee is \$100.00
  - b. For Item (7) above, the application fee is \$450.00 or \$200.00 for a two year renewal
  - c. For Item (8) above, the application fee is \$250.00
  - d. For Item (9) above, the application fee is \$500.00 for temporary sales of motor vehicles or \$250.00 for non-seasonal good or general merchandise
  - e. For Item(10) above, the application fee is \$200

**For submittal requirements, please see the Columbia County Building and Zoning Development Application Submittal Guidelines.**

I hereby certify that all of the above statements and statements contained in any documents or plans submitted herewith are true and accurate to the best of my knowledge and belief.

Monica Lopez

Applicant/Agent Name (Type or Print)



Applicant/Agent Signature

7-29-25

Date

# CERTIFICACIÓN DE ACTA DE NACIMIENTO

El infrascrito Registrador Civil Municipal CERTIFICA que en el Archivo de nacimientos que se tiene en esta oficina; se encuentra el acta de nacimiento número: 

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
| 0 | 8 | 0 | 1 | - | 1 | 9 | 8 | 6 | - | 0 | 7 | 9 | 9 | 3 |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

 ubicada en el folio **057** del libro **552** del Año **1986** y que pertenece a:

a) IZAGUIRRE b) MARTINEZ  
*Primer apellido* *Segundo apellido*  
c) ALEJANDRA ERCILIA Sexo F ☒ M ☐  
*Nombre*

y cuya información es la siguiente:

1.) Lugar, fecha y orden de nacimiento

a) DISTRITO CENTRAL b) FRANCISCO MORAZAN c) HONDURAS  
*Municipio* *Departamento* *País*  
d) DIECISIETE e) MAYO f) 1986  
*Día* *Mes* *Año*

2.) Número de identidad, apellidos, nombre y nacionalidad del padre:

N. Identidad : -----

a) IZAGUIRRE b) RODRIGUEZ  
*Primer apellido* *Segundo apellido*  
c) MARIO EDMUNDO d) HONDUREÑA  
*Nombre* *Nacionalidad*

3.) Número de identidad, apellidos, nombre y nacionalidad de la madre:

N. Identidad : -----

a) MARTINEZ b) ARCHAGA  
*Primer apellido* *Segundo apellido*  
c) ALBA MARINA d) HONDUREÑA  
*Nombre* *Nacionalidad*

4.) Notas marginales autorizadas

NINGUNA

Extendida en DISTRITO CENTRAL FRANCISCO MORAZAN  
*Municipio* *Departamento*  
a los VEINTITRÉS días del mes de ABRIL  
del DOS MIL VEINTICINCO

*Edmundo*



SINPRDPDB10(4075433741)  
0801198018034/127.0.0.6 /CLOUD-RNP

FIRMA Y SELLO DEL REGISTRADOR CIVIL

# CERTIFICACIÓN DE ACTA DE NACIMIENTO

El infrascrito Registrador Civil Municipal CERTIFICA que en el Archivo de nacimientos que se tiene en esta oficina; se encuentra el acta de nacimiento número: 

|   |   |   |   |   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|
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|---|---|---|---|---|---|---|---|---|---|---|---|---|---|---|

 ubicada en el folio **043** del libro **816** del Año **1988** y que pertenece a:

a) IZAGUIRRE b) MARTINEZ  
Primer apellido Segundo apellido  
c) MONICA MARCELL Sexo F ☒ M ☐  
Nombre

y cuya información es la siguiente:

1.) Lugar, fecha y orden de nacimiento

a) DISTRITO CENTRAL b) FRANCISCO MORAZAN c) HONDURAS  
Municipio Departamento País  
d) VEINTINUEVE e) DICIEMBRE f) 1987  
Día Mes Año

2.) Número de identidad, apellidos, nombre y nacionalidad del padre:

N. Identidad : -----

a) IZAGUIRRE b) RODRIGUEZ  
Primer apellido Segundo apellido  
c) MARIO EDMUNDO d) HONDUREÑA  
Nombre Nacionalidad

3.) Número de identidad, apellidos, nombre y nacionalidad de la madre:

N. Identidad : -----

a) MARTINEZ b) ARCHAGA  
Primer apellido Segundo apellido  
c) ALBA MARINA d) HONDUREÑA  
Nombre Nacionalidad

4.) Notas marginales autorizadas

NINGUNA

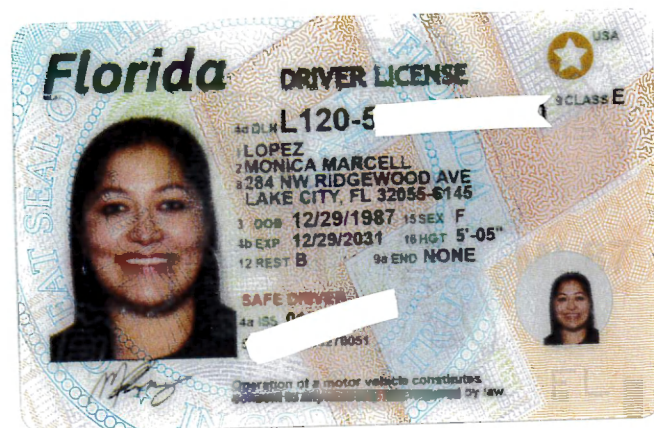
Extendida en DISTRITO CENTRAL FRANCISCO MORAZAN  
Municipio Departamento  
a los TRES días del mes de JULIO  
del DOS MIL VEINTICINCO

*Edmundo*



SINPRDPD10(4075433741)  
0801198018034/127.0.0.6 /CLOUD-RNP

FIRMA Y SELLO DEL REGISTRADOR CIVIL



# COLUMBIA COUNTY

## Property Appraiser

**Parcel 10-5S-16-03515-000** <https://search.ccpafl.com/parcel/03515000165S10>

615 SW WINGATE ST

### Owners

LOPEZ MONICA  
LOPEZ JAVIER ZUNIGA  
284 NW RIDGEWOOD AVE  
LAKE CITY, FL 32055

### Legal Description

LOTS 11, 12 & 13 SUMMERS SURVEY.

WD 1538-209,211

**Use:** 0100: SINGLE FAMILY

**Subdivision:** SUMMERS SU



STATE OF FLORIDA  
COUNTY OF COLUMBIA

SPECIAL TEMPORARY USE  
LANDOWNER AFFIDAVIT

This is to certify that I, (We) Monica M. Lopez  
(Property Owners Name or State Corporation Name (include Corp Officer) as it appears on Property Appraiser)  
as the owner of the below described property:

Property Tax Parcel ID number 10-55-16-03515-000

Subdivision (Name, Lot Block, Phase) \_\_\_\_\_

Give my permission for Alejandra C. Laguerre Martinez to place the following on  
this property. (Family Members Name)

Relationship to Lessee Sister  
(Name of parent, grandparent, step-parent, adopted parent, sibling, child, step-child, adopted child, or grandchild)

☒ This is to allow a 2<sup>nd</sup> ☒ 3<sup>rd</sup> ☐ (select one) Mobile Home on the above listed property for a family member through Columbia County's Special Temporary Use Provision. I understand that this is good for 5 years initially and renewable every 2 years thereafter.

☐ This is to allow a 6 month RV ☐ 12 month RV ☐ (select one) on the above listed property through Columbia County's Special Temporary Use Provision.

I (We) understand that the named person(s) above will be allowed to receive a move-on permit for the parcel number I (we) have listed above and this could result in an assessment for solid waste and fire protection services levied on this property.

Monica M. Lopez \_\_\_\_\_  
Printed Name of Signor Signature Date

\_\_\_\_\_  
Printed Name of Signor Signature Date

Sworn to and subscribed before me this 29 day of July, 2025 by

☒ physical presence or \_\_\_\_\_ online notarization and this (these) person(s) are personally known to me \_\_\_\_\_ or produced ID FL DL.

KAREN AIKEN-SMOOT \_\_\_\_\_  
Printed Name of Notary Signature

Notary Stamp



Created 12/2023

AFFIDAVIT AND AGREEMENT OF SPECIAL  
TEMPORARY USE FOR IMMEDIATE  
FAMILY MEMBERS FOR  
PRIMARY RESIDENCE

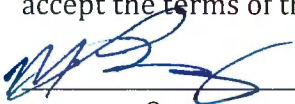
STATE OF FLORIDA  
COUNTY OF COLUMBIA

BEFORE ME the undersigned Notary Public personally appeared, Monica m Lopez, the Owner of the parcel which is being used to place an additional dwelling (mobile home) as a primary residence for a family member of the Owner, Alexandra Izaguirre, the Family Member of the Owner, and who intends to place a mobile home as the family member's primary residence as a temporarily use. The Family Member is related to the Owner as SISTER, and both individuals being first duly sworn according to law, depose and say:

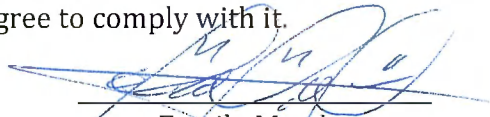
1. Family member is defined as parent, grandparent, step-parent, adopted parent, sibling, child, step-child, adopted child or grandchild.
2. Both the Owner and the Family Member have personal knowledge of all matters set forth in this Affidavit and Agreement.
3. The Owner holds fee simple title to certain real property situated in Columbia County, and more particularly described by reference with the Columbia County Property Appraiser Tax Parcel No. 03515-000.
4. No person or entity other than the Owner claims or is presently entitled to the right of possession or is in possession of the property, and there are no tenancies, leases or other occupancies that affect the Property.
5. This Affidavit and Agreement is made for the specific purpose of inducing Columbia County to issue a Special Temporary Use Permit for a Family Member on the parcel per the Columbia County Land Development Regulations. This Special Temporary Use Permit is valid for 5 year(s) as of date of issuance of the mobile home move-on permit, then the Family Member shall comply with the Columbia County Land Development Regulations as amended.
6. This Special Temporary Use Permit on Parcel No. 03515-000 is a "one time only" provision and becomes null and void if used by any other family member or person other than the named Family Member listed above. The Special Temporary Use Permit is to allow the named Family Member above to place a mobile home on the property for his primary residence only. In addition, if the Family Member listed above moves away, the mobile home shall be removed from the property within 60 days of the Family Member departure or the mobile home is found to be in violation of the Columbia County Land Development Regulations.
7. The site location of mobile home on property and compliance with all other conditions not conflicting with this section for permitting as set forth in these land development regulations. Mobile homes shall not be located within required yard setback areas and shall not be located within twenty (20) feet of any other building.
8. The parent parcel owner shall be responsible for non ad-valorem assessments.

9. Inspection with right of entry onto the property, but not into the mobile home by the County to verify compliance with this section shall be permitted by owner and family member. The Land Development Regulation Administrator, and other authorized representatives are hereby authorized to make such inspections and take such actions as may be required to enforce the provisions of this Section.
10. The mobile home shall be hooked up to appropriate electrical service, potable well and sanitary sewer facilities (bathroom and septic tank) that have been installed pursuant to permits issued by the Health Department and County Building and Zoning Department, where required.
11. Recreational vehicles (RV's) as defined by these land development regulations are not allowed under this provision (see Section 14.10.2#10).
12. Upon expiration of permit, the mobile home shall be removed from the property within six (6) months of the date of expiration, unless extended as herein provided by Section 14.10.2 (#7).
13. This Affidavit and Agreement is made and given by Affiants with full knowledge that the facts contained herein are accurate and complete, and with full knowledge that the penalties under Florida law for perjury include conviction of a felony of the third degree.

We Hereby Certify that the facts represented by us in this Affidavit are true and correct and we accept the terms of the Agreement and agree to comply with it.

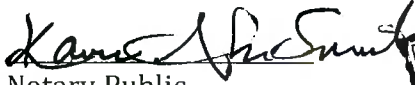
  
Owner

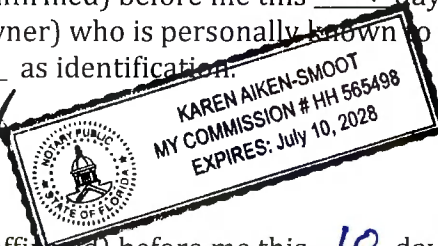
Monica Lopez  
Typed or Printed Name

  
Family Member

Alejandro Izaguirre  
Typed or Printed Name

Subscribed and sworn to (or affirmed) before me this 29 day of July, 2025, by MONICA LOPEZ (Owner) who is personally known to me or has produced FL DL as identification.

  
Notary Public



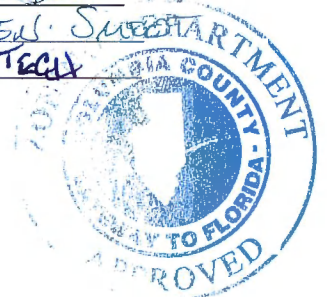
Subscribed and sworn to (or affirmed) before me this 10 day of OCT, 2025, by ALEJANDRA M IZAGUIRRE (Family Member) who is personally known to me or has produced USA PERM RES as identification.

  
Notary Public



COLUMBIA COUNTY, FLORIDA

By:   
Name: KAREN AIKEN-SMOOT  
Title: PLANNING TECH



UNITED STATES OF AMERICA  
**PERMANENT RESIDENT**



Surname  
**IZAGUIRRE MARTINEZ**

Given Name  
**ALEJANDRA E**

USCIS#  
**061-944-644**

Category  
**F11**

Country of Birth  
**Honduras**

Date of Birth  
**17 MAY 1986**

Sex  
**F**

Card Expires:  
**01/03/33**

Resident Since:  
**10/06/11**





# Building and Zoning Department

## Special Temporary Use Application

# Invoice

## 72459

### Applicant Information

LOPEZ MONICA, LOPEZ  
JAVIER ZUNIGA  
615 SW WINGATE ST

### Invoice Date

07/30/2025

### Permit #

STU250711

### Amount Due

**\$450.00**

### Job Location

Parcel: 10-5S-16-03515-000  
Owner: LOPEZ MONICA, LOPEZ JAVIER ZUNIGA,  
Address: 615 SW WINGATE ST

### Contractor Information

### Invoice History

| Date        | Description                                                                          | Amount          |
|-------------|--------------------------------------------------------------------------------------|-----------------|
| 07/30/2025  | Fee: Special Temporary Use Permit (7) Addition to the principal residential dwelling | \$450.00        |
| Amount Due: |                                                                                      | <b>\$450.00</b> |

### Contact Us

Phone:  
(386) 758-1008

Customer Service Hours:  
Monday-Friday  
From 8:00 A.M. to 4:30 P.M.

Email:  
bldginfo@columbiacountyfla.com

Website:  
<http://www.columbiacountyfla.com/BuildingandZoning.asp>

Address:  
Building and Zoning Ste. B-21  
135 NE Hernando Ave.  
Lake City, FL 32055

[Credit card payments can be made online here \(fees apply\)](#)

***Fee balances are not immediately updated using online Credit Card. If you have paid permit fees using the online application site or by another method such as check or cash, please allow time for your payment to be processed.***

### Inspection Office Hours

Monday - Friday  
From 8:00 AM to 10:00 AM  
and  
From 1:30 PM to 3:00 PM

### Regular Inspection Schedules

All areas North of County Road 242  
From 10:00 AM to Noon

All areas South of County Road 242  
From 3:00 PM to 5:00 PM

### Inspection Requests

Online: (Preferred Method)  
[www.columbiacountyfla.com/InspectionRequest.asp](http://www.columbiacountyfla.com/InspectionRequest.asp)

Voice Mail: 386-719-2023 or Phone: 386-758-1008

All Driveway Inspections: 386-758-1019

Septic Release Inspections: 386-758-1058

### IMPORTANT NOTICE:

Any inspection requested after 4:30 pm, no matter the method, will be received the next business day and will be scheduled by the earliest time slot.

**All Inspections require 24 hours notice.**

Emergencies will be inspected as soon as possible.