

*[Note: The City of Marathon is noticing all permit applicants of upcoming changes to the state building code and city's permitting guidelines come Jan. 1, 2024. The state has revised the 2020 building code and all permit submittals must conform to Florida Building Code 2023 guidelines. In addition, the City has made changes to its permitting process to simplify the close out process. **Please see the full scope of the changes below.** "Any time there is a change in the process, it is a challenge to get the message out," said City of Marathon Building Inspector Gerard Roussin. "However, City staff is ready to assist. Please call us with any questions." To reach the Building Department, please call 305-743-0033.]*



TO: PERMIT APPLICANTS  
FROM: CITY OF MARATHON, BUILDING DEPARTMENT  
DATE: DECEMBER 20, 2023  
SUBJECT: New Effective Date for Florida Building Code and Permitting Guidelines in the City of Marathon

Commencing January 1, 2024, the City of Marathon will adopt the new Florida Building Code Eighth Edition, supplanting all previously approved Building Codes. For the intake approval of new permit applications, it is imperative that all submissions bear the FBC23 stamp.

The permit application's Scope of Work must be comprehensive, detailing all proposed work included in the submitted plans for thorough review and approval by the building department or designated private provider.

Specifically, all new construction, pools, tiki huts, or accessory structures necessitate a foundation survey (a sealed site plan) illustrating the precise location of work, adhering strictly to the required setbacks. Hand-drawn documents will not be accepted for this purpose. This does not apply to permits that do not involve structures.

In the event of any revisions, the submission must include a completed Revision Application and, if necessary, engineered plans for the proposed changes. No revised work shall commence until obtaining approval for the revision from the City building department or the designated Private Provider. Furthermore, if a private provider is involved in the plans review, the revision must bear the compliance stamp from the private provider.

Permits that necessitate submission to Florida Commerce (formerly DEO) for approval mandate a temporary cessation of work during this approval period. Please note that the City requires a 5-day hold for the filing of an appeal, while Florida Commerce may take up to 45 days for approval. If the revision is subject to Florida Commerce review, work may only continue, on the original approved scope only. No work may be done under the scope of the revision until after Florida Commerce approval.

All work conducted under any permit must strictly adhere to the stamped approved set of plans in coordination with the City of Marathon Building Department. Certain projects may require an As-Built Survey to obtain a Certificate of Occupancy or to finalize completion of a permit.

Certificate of Occupancy will be issued after all final inspections have been approved (ALONG WITH COC LOGBOOK FROM PRIVATE PROVIDERS CONTAINING ALL INSPECTIONS ORGANIZED BY TRADE), correct and approved Elevation Certificate, Blower Door Test, and other forms as needed.

Your adherence and compliance with these guidelines are greatly appreciated and ensures the smooth and timely processing of permits and adherence to the updated building code standards.

Thank you for your attention to these matters.

Gerard Roussin  
Building Official  
City of Marathon