



Driveway Connection Permit and Application

Franklin County Road Department
376 State Road 65 • Eastpoint, FL 32328
Phone: 850-670-8640 • Fax: 850-670-8938
driveways@fairpoint.net

Application Number _____ Date _____

Assigned By: _____

Submit your application for a driveway connection permit to the Franklin County Road Department.

The Department is open 7:00 am to 5:00 pm, Monday-Thursday, except holidays.

TO BE COMPLETED BY APPLICANT

Property Address: _____
Physical Street Address City

Parcel ID Number: _____

Property Owner Name: _____ Phone: _____

Email: _____ Other Contact: _____

Contractor Name: _____ Phone: _____

Email: _____ Other Contact: _____

Signature: _____ Printed Name: _____ Date: _____

Mark where you would like your driveway. You must indicate one of the following:

- A marker on the back slope of the ditch at both ends of where the culvert/driveway is to be installed.
- A bright color center-line symbol is painted on the edge of the street pavement.
- The driveway is to be centered on the garage door opening. Must be visible.

The address must be visible where you would like your driveway. You must indicate one of the following:

- A mailbox with the address on it.
- The address is painted with road paint on the road in front of location.
- Sign on the property with the address plainly written.

I am requesting.

The Franklin County Road Department to install the driveway/culvert.

For a contractor or I to install a driveway/culvert.

Requested width of driveway _____ feet. (Must be at least 30 feet)

I am requesting a permanent driveway connection temporary driveway connection.

If a culvert is required I am requesting Polyethylene (HDPE), or Concrete (RCP).

Culvert and Driveway Specifications

A County inspector will visit your property and review the requested location of your driveway.

Where a culvert is required, it shall have a minimum length of 30 feet, have 4:1 or 2:1 mitered end, and to be a minimum of 15 inches in diameter unless otherwise specified by the County.

INITIAL INSPECTION

Culvert Required (Y/N): _____ shall be _____ feet long by _____ inches diameter.

() This driveway must have a culvert installed before the Building Permit Certificate of Occupancy.

() This driveway is not on a County-maintained Road. See FDOT, Homeowners Association, or others if needed.

() This driveway does not need a culvert and can proceed with the Building Permit Certificate of Occupancy.

Additional Notes: _____

Road Department Inspector Signature

Initial Inspection Date

FINAL INSPECTION

() This driveway is complete and may proceed with the Building Permit Certificate of Occupancy.

() This driveway does not comply, and no Building Permit Certificate of Occupancy shall be issued.

Additional Notes: _____

Road Department Inspector Signature

Final Inspection Date

Call the Franklin County Road Department at (850) 670-8640 to inspect your driveway when work has been completed. If it is unacceptable, you will have to correct any deficiencies and call for another inspection. When the driveway connection is approved, the Road Department will sign this permit as approved and forward the permit to the Building Department. If any building permits were obtained, schedule Building Department inspections as indicated on the inspection card.

Prior to a final inspection or issuance of a Certificate of Occupancy by the Building Department, the Road Department will perform a final inspection to ensure that no damage to the roadway, shoulder, swale, or driveway connection has occurred. If any damage has occurred, the driveway connection must be corrected before release of the CO or final Building inspection.

NOTICE

Vehicles must access your property only across the approved driveway connection. Any and all damages, no matter who caused the damage, will be the responsibility of the applicant of the building permit and must be corrected in accordance with Public Works requirements.

Driveway connection permits are required for every project requiring a building permit. Franklin County Ordinance Chapter 5.5-1.

Temporary driveway connections must be removed or replaced with a permanent driveway connection before final inspections from the Road Department and Building Department.