

**PUTNAM COUNTY
PLANNING & DEVELOPMENT SERVICES**

P.O. BOX 1486
Palatka, FL 32178-1486
FAX (386) 329-1213
Email: pzb@putnam-fl.com



Planning : (386) 329-0491
Zoning: (386) 329-0316
Building: (386) 329-0307
Codes Enforcement: (386) 329-0317

In Florida Toll Free: 1-800-432-0364

DATE ENTERED

TRACKING FORM

Tracking Number: _____ Date: _____
 Property Owner's Name: _____ Phone: _____
 Contractor's Name: _____ Phone: _____
 Agent: _____ Phone: _____

Departments required:

Planning	Building Department
Zoning	Plans Exam
Fire Marshal	Inspection
Public Works	Building Official
Health Department	DRC

Initiated by:

Job Changes	Zoning
Owner	Inspector
Contractor	Plans Examiner
Planning	Building Official
Fire Marshal	Public Works
Health Department	

Description:

Fee: _____	<input type="checkbox"/> Approved	<input type="checkbox"/> Denied (See Attached)	Staff Initials: _____	Date: _____
Applicant Notified: <input type="checkbox"/> In Person <input type="checkbox"/> By Phone <input type="checkbox"/> Left Message <input type="checkbox"/> Other _____				
Staff Initials:	Date:	Time:	am	pm
1 st Attempt:	2 nd Attempt:	3 rd Attempt:		