



# Santa Rosa County Development Services



**Beckie Cato, AICP**  
Planning and Zoning Director

**Tony Gomillion**  
Public Service Director

**John T. "Tim" Tolbert**  
Building and Fire Official

## SUMMARIZED CHECK LIST FOR SUBMITTING *Residential* APPLICATION

### General Information

**PARCEL NUMBER & STREET ADDRESS.** The Parcel Number (Tax ID Number) can be obtained from the Property Appraiser (983-1880) and an Addressing Letter can be received from the Addressing Coordinator (981-7150).

**CITY APPROVAL.** If the project is located within the city limits of Milton, Gulf Breeze or Jay, prior approval is required. The city documents and/or approval stamps are required to be submitted by the customer to this office when applying for a Building Permit.

**NOTICE OF COMMENCEMENT.** The recorded Notice of Commencement is required if the project's cost of construction is \$2,500 or more. Blank forms are located at the Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the County Administrative Center on Hwy 90. The recorded copy of the Notice of Commencement is to be submitted to the Building Inspections Department before any inspections will be made and a copy must be posted on the job site.

### Hurricane Shutters or Door/Window Installations

**FLORIDA PRODUCT APPROVAL.** Florida Product Approval or Santa Rosa County Product Approval Numbers must be submitted.

**INSTALLATION SPECIFICATIONS for shutters only.** Provide the brand and installation specifications (with vertical and/or horizontal mullion specifications, if applicable).

### New Construction Information

**PLOT PLAN.** Two copies of a plot plan or site plan are required for all construction projects to include new construction, additions, and renovations. The plot plan is to show the property dimensions, and the location of all proposed and existing structures to include the distance from the proposed construction to the property lines.

**RESIDENTIAL PLANS.** All residential projects require two complete sets of building plans and construction details to include the method of wind-load design. Plans must include the location of any electrical, mechanical and/or plumbing connections to the building. To obtain a Foundation Only permit before the plans have been approved, a third set is required.

- Slab Reinforcement. Identify on all sets of plans the type of reinforcement to be used for the concrete slab (i.e. fiber mesh, wire mesh, etc.) If the designer specifies wire mesh and a change to fiber mesh is desired then an approval from the designer will be required. For anything other than fiber mesh, provide the type of supports to be used.
  - **1804.2.2 FBC – Questionable Soil.** Where the bearing capacity of the soil is not definitely known or is in question, the building official may require load tests or other adequate proof as to the permissible safe bearing capacity at the particular location.
- Specify the manufacturer and shingle to be used (Example: GAF- Staleline)
- Provide the truss layout with reaction summary sheets.
- Identify on all sets of plans the bedroom egress with net clear opening (ground floor minimum of 5.0 sq. ft. and minimum 24" high and 20" wide opening; all others minimum of 5.7 sq. ft. and minimum 24" high and 20" wide opening), location of required smoke detectors, and accessible bath (minimum of 29" net clear opening.).

Santa Rosa County Public Service Complex  
6051 Old Bagdad Highway, Suite 202 Milton, Florida 32583

[www.santarosa.fl.gov](http://www.santarosa.fl.gov)

Office: (850) 981-7000

Inspections/Compliance Division Fax: (850) 623-1208 • Planning/Zoning Division Fax: (850) 983-9874

- Florida Product Approval or Local Product Approval Numbers must be submitted for all exterior components.
- **Two copies of all above information must be submitted on all sets of plans.**

**SEPTIC TANK PERMIT OR SEWER TAP RECEIPT** One copy of the septic tank permit, the existing septic tank approval from Environmental Health (983-5275 or 934-4074), or the paid sewer tap receipt from the utility company is required. You can check approvals at: <http://www.myflorida.com/environment/OSTDS/Permit/GetPermit.html>

**WATER TAP/ WATER MANAGEMENT PERMITS** - One copy of a Water Tap receipt or a Water Management permit is required to be submitted with your application.

**MIDWAY, HOLLEY NAVARRE, or AVALON FIRE DISTRICTS.** One copy of the Impact Fee Receipt is required for all structures in the above referenced fire districts.

- Avalon Fire District- 602-6313 Mr. Don Galbert (Must make an appointment) (Impact fees have been suspended for 2009.)
- Holley/Navarre Fire District- 939-0755
- Midway Fire District- 934-4765

**ENERGY FORMS.** Two sets of Energy Efficiency Forms. Obtainable from Gulf Power or Escambia River Electric.

**SPECIAL FLOOD HAZARD AREA.** The Santa Rosa County floodplain management requirements defined in the Land Development Code are designed to prevent new development from increasing the flood threat and to protect new and existing buildings from anticipated flood events.

All new construction located in a Special Flood Hazard Area will provide an original, certified Elevation Certificate before any rough inspections are done. The permit holder has 21 days from the date the lowest floor is established to provide an original certified "Under Construction" Elevation Certificate. Before the final inspection is performed and a Certificate of Occupancy is issued, a "Finished Construction" original, certified Elevation Certificate must be provided.

All new construction located on Navarre Beach and designated "V-Zone" properties will provide an original, certified Elevation Certificate, Anchor Piling Certificate, and Break-a-way Wall Certificate before any rough inspections are done. Before the final inspection is performed and a Certificate of Occupancy is issued, a "Finished Construction" original, certified Elevation Certificate must be provided.

All new construction located in designated "Floodway" property will provide an original certified "NO-RISE Certificate" before a permit may be issued.

**FLOODPLAIN QUESTIONS.** For answers to your questions about Floodplain requirements and required documentation, please contact **Karen Thomhill, CEM** at 981-7029.

**TERMITE TREATMENT LETTER** - Two copies of the letter from the Company who will be performing the Termite Treatment specifying the type, method and chemical to be used is required at the time of submission. Written verification of termite treatment method used must be provided to this department before a framing inspection will be performed and/or before a Certificate of Occupancy will be issued.



**Building Inspection Department  
Residential Building  
Permit Application**

<b>1. Proposed Improvement Location</b>	
<input type="checkbox"/> Same as owner's address	
Physical Address:	
City:	Zip:
Subdivision:	
Parcel ID #:	
<b>Driving Directions:</b>	

<b>2. Property Owner Information</b>	
Name:	
Address:	
Address 2:	
City:	State: Zip:
Phone #:	
Fee Simple Title Holder's Name & Address:	

<b>3. Contractor Information</b>	
<input type="checkbox"/> If Owner/Builder (Please see Owner/Builder Disclosure)	
Applicant:	
Contractor State Registration #:	
Company Name:	
Mailing Address:	
City:	State: Zip:
Phone #:	
Fax #:	

<b>4. Description of Proposed Improvements</b>	
<input type="checkbox"/> New Single Family Residence	
<input type="checkbox"/> New Single Family Residence with Roof -FPA# _____	
<input type="checkbox"/> New Single Family Residence with Detached Garage	
<input type="checkbox"/> New Accessory Structure	
<input type="checkbox"/> Remodel/Repair _____	
<input type="checkbox"/> Hurricane Shutters	<input type="checkbox"/> Windows/ Doors
FL Product Appr # _____	FL Product Appr # _____
Other:	

<b>5. Single Family Residence Information</b>			
Is this a corner lot? <input type="checkbox"/> Yes <input type="checkbox"/> No	Number of Bedrooms	Number of Bathrooms	
Road Impact Fee: <input type="checkbox"/> Pay in full <input type="checkbox"/> Pay in payments	Length	Width	Height
Name public water provider:	# of Stories:	Total Sq. Ft. Per Bldg:	
Fire place: <input type="checkbox"/> Yes <input type="checkbox"/> No If yes: <input type="checkbox"/> Gas <input type="checkbox"/> Wood <input type="checkbox"/> Electric	Estimated Cost of Construction Per Bldg:		
<b>6. Driveway Information</b>			
Is the road: <input type="checkbox"/> County Paved <input type="checkbox"/> County Dirt <input type="checkbox"/> State <input type="checkbox"/> Private <input type="checkbox"/> City			
Is the driveway: <input type="checkbox"/> New <input type="checkbox"/> Existing			
What is the end of the driveway type: <input type="checkbox"/> Culvert <input type="checkbox"/> Swale <input type="checkbox"/> Curb & Gutter <input type="checkbox"/> Flat			
Looking from the road toward your property, where is the driveway located?			
Front <input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Center Side <input type="checkbox"/> Right <input type="checkbox"/> Left <input type="checkbox"/> Center <input type="checkbox"/> Circle Drive			

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCE, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

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**2004 Florida Statutes, 713.135(6)** Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, etc.

**Time limitation of application:** An application for a permit for any proposed work shall be deemed to have been abandoned 180 days after the day of filing, unless such application has been pursued in good faith or a permit has been issued.; except that the building official is authorized to grant one or more extensions of time for additional periods not exceeding 90 days each. The extensions shall be requested in writing and justifiable cause demonstrated.

**Conditions of the Permit:** Every permit issued shall become invalid unless the work authorized by such permit is commenced within six (6) months after its issuance or if the work authorized by such permit is suspended or abandoned for a period of six (6) months after the time the work is commenced. Work shall be considered to be in active progress when the permit has received an **approved** inspection within 180 days.

\_\_\_\_\_  
Contractor Signature

State of \_\_\_\_\_

County of \_\_\_\_\_

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_

\_\_\_\_\_ who produced \_\_\_\_\_ as identification.

Seal

Notary Signature \_\_\_\_\_

Name (print) \_\_\_\_\_