



Development Services
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e-Connection

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TO: All Santa Rosa County Contractors
FROM: Rhonda Royals, Building Official
SUBJECT: Residential Site Permits
DATE: January 14, 2015

Residential Site Permits-

This past October, a notice was sent out announcing the hiring of a Code Compliance Site Inspector and the forthcoming issuance of a separate site permit for certain residential projects in Santa Rosa County. On January 1, 2015, staff began issuing site permits for all new construction projects on residential lots. These projects include, but are not limited to, one and two family dwellings, swimming pools, accessory structures and mobile homes.

This permit is being issued at no cost to the permit holder and there are no additional forms to be filled out since the permit will be issued at the time an application is submitted for building plan review.

After the site permit has been issued, a pre-site inspection will automatically be generated by this department. The inspector will review the proposed grading plan submitted by the builder along with utilizing county approved grading plans, topographic data and known storm water problem areas to determine if an on-site pre-inspection is warranted at that time. If an on-site pre-inspection is performed, the builder will be contacted if the inspector determines there are or may be potential issues with the grading of the lot.

In addition to the pre-site inspection, the permit holder will need to request two inspections during the course of project development:

- Miscellaneous Inspection- should be requested with first inspection (i.e., footing for stem wall foundations or rough plumbing for monolithic slabs)
- Final Inspection- should be requested once the final grade is complete.

Note: We only anticipate needing to conduct a final site inspection on a pool or an accessory structure; however, if you have concerns with the drainage please schedule a miscellaneous site inspection.

In closing, please remember to install and maintain erosion control measures so as to prevent sediment or debris from leaving the parcel being developed.