



# SANTA ROSA COUNTY DEVELOPMENT SERVICES

6051 Old Bagdad Highway, Suite 202 | Milton, Florida 32583

## Summarized Check List for Submitting a Residential Permit Application

### General Information

**PARCEL NUMBER & STREET ADDRESS.** The **Parcel Number** (Tax ID Number) can be obtained from the Property Appraiser (850-983-1880) and an **Addressing Letter** can be received from Addressing (850-981-7000).

**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 at 6495 Caroline St. Milton, FL. 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. Florida Product Approval codes: They need the manufacturer, model and number with the point and number after the original number. For example Owens Corning, 3 tab Shingles, FL 10674.1

### 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- Stateline)
- 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, carbon monoxide detectors, and accessible bath (minimum of 29" net clear opening.).

- 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 (850-983-5275 or 850-934-4074), 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 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- 850-602-6313 Mr. Don Galbert (Must make an appointment)
- Holley/Navarre Fire District- 850-939-0755
- Midway Fire District- 850-934-4765

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

**SPECIAL FLOOD HAZARD AREA / FLOODPLAIN QUESTIONS** - 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 within a designated “Floodway” will provide an original signed and sealed “No Rise” Certification from a registered engineer and associated documentation prior to permit issuance. Please provide on plans (Flood Hazard Areas, Flood Zones, Design Flood Elevations, Lowest Floor Elevations, enclosures with venting if needed, equipment servicing the building, and flood damage resistant materials) this is a Florida Building Code- Building, Residential requirement 107.3.5. All materials below the required elevation shall be of flood resistant materials. All equipment servicing the building (electrical, mechanical, gas, plumbing, geothermal, etc) shall be elevated to or above the required elevation. For answers to your questions about Floodplain requirements and required documentation, please contact **Karen Thornhill, CFM** at 850-981-7029.

**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.

**EROSION AND SEDIMENTATION CONTROL DURING CONSTRUCTION** - Erosion control measures shall be maintained so as to prevent sediment or debris from leaving the development parcel. Any sediment or debris that leaves the development site shall be properly recovered by the building permit holder. Failure to comply with this requirement shall constitute a violation of this ordinance and shall be cause for suspension of a building permit or development order.

Additionally, in areas adjacent to a shoreline protection zone siltation and erosion control measures shall be applied to stabilize sands and other un-vegetated areas during and after development. For lots or parcels that are cleared, erosion control barriers shall be placed between the development site and the water body to prevent erosion and siltation. Such measures must be in the form of two rows of silt fencing with hay bales between, two rows of hay bales with silt fencing between, or filter sock. Alternatively, the developer may propose a method for controlling sediment that effectively prevents all sediment from entering the water body.



**SANTA ROSA COUNTY  
DEVELOPMENT SERVICES**

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**1. Proposed Improvement Location**

Physical Address:

City: Zip:

**2. Property Owner Information**

Name:

Address:

Address 2:

City:

State: Zip:

Phone #:

Email:

Subdivision:

Parcel ID #:

Gate access code:

**Method of Termite Treatment:**

- Soil Treatment
- Wood Treatment
- Bait System
- Other

Notify once plans receive zoning and flood approval to start clearing?  Yes  No

If yes, this will allow you to pay for your site permit (after zoning and flood review are approved) and then clear prior to the issuance of your building permit.

**3. Contractor Information**

If Owner/Builder (Please see Owner/Builder Disclosure)

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State: Zip:

Phone #:

Email:

**4. Description of Proposed Improvements**

New Single-Family Residence

New Single-Family Residence with Roof -FPA# \_\_\_\_\_

New Detached Garage with Roof-FPA# \_\_\_\_\_

New Accessory Structure

Remodel/Repair \_\_\_\_\_

Hurricane Shutters  Windows/ Doors

FL Product App # \_\_\_\_\_ FL Product App# \_\_\_\_\_

Manufacturer \_\_\_\_\_ Manufacturer \_\_\_\_\_

Model \_\_\_\_\_ Model \_\_\_\_\_

Other:

**5. Single Family Residence Information**

Is this a corner lot?  Yes  No

Number of Bedrooms

Number of Bathrooms

Road Impact Fee:  Pay in full  Pay in payments

Length

Width

Height

Name public water provider:

# of Stories:

**Total under roof Sq. Ft.:**

Fireplace:  Yes  No If yes:  Gas  Wood  Electric

**Estimated Cost of Construction Per Bldg:**

**6. Driveway Information**

Is the road:  County Paved  County Dirt  State  Private  City

Is the driveway:  New  Existing

What is the end of the driveway type:  Culvert  Swale  Curb & Gutter  Flat

Looking from the road toward your property, where is the driveway located?

**Front**  Right  Left  Center

**Side**  Right  Left  Center

**Circle Drive**

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.**

**IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.**

**2012 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.

**Time limitation 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.

**Condition of Permit:** As a condition to the issuance of this permit the **applicant** hereby promises in good faith that they will deliver **“Florida’s Construction Lien Law Protect Yourself and Your Investment”** fact sheet to the person who has the right, title and interest in the real property that is subject to this building permit.

**Erosion and Sedimentation Control During Construction:** Erosion control measures shall be maintained so as to prevent sediment or debris from leaving the development parcel. Any sediment or debris that leaves the development site shall be properly recovered by the building permit holder. Failure to comply with this requirement shall constitute a violation of this ordinance and shall be cause for suspension of a building permit or development order.

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**Land Clearing:** Clearing is not permitted until after approval and issuance of the building permit. If you choose to be notified once your plans successfully go through the zoning and flood review, we will notify you to pay for your Site Permit. You will then be permitted to start clearing.

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Agent/Contractor’s Signature

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Date

***Owner Builders please see the owner builder disclosure that is a separate form.***