



Santa Rosa County Development Services Commercial Development Flow Process

GET STARTED

STEP 1	STEP 2	STEP 3
<p>Investigation</p> <p>Familiarize yourself with our development review process and requirements. Visit the County's website, www.santarosa.fl.gov, for applications, regulations and other relevant information.</p> <p>You may visit the Development Services Center at: 6051 Old Bagdad Hwy Suite 202, Milton, FL 32583</p> <p>Goal: Make sure your proposed project is feasible and familiarize yourself with the development review process.</p>	<p>Pre-Application Meeting</p> <p>Call 850-981-7000 to schedule a pre-application meeting for your project. The purpose of a pre-application meeting is to allow you to present your ideas to the staff that will review your project and help you to understand all that will be required.</p> <p>A staff member will be assigned to your project. The staff member will be your direct contact and will assist you until project completion.</p> <p>Goal: Discuss the specifics of your project with the staff that will review it. Understand the requirements and process for your project.</p>	<p>Other Necessary Approvals</p> <p>Your project may require other Federal, State, and local agency approvals to proceed. Your project may also require County level public hearing approvals (i.e. rezoning, variances, architectural approval, etc.). County staff has contact information available and will guide you to the appropriate agencies.</p> <p>Goal: Ensure that all necessary permits and approvals are obtained for your project in a timely manner.</p>

STEP 4	STEP 5	STEP 6	STEP 7
<p>Submit Site Plan Application</p> <p>The site plan application outlines all the submittal requirements. Submit a completed application with plans, approvals from outside agencies (if necessary or available), and other required documentation. Fees are collected at the time of submittal.</p> <p>Goal: Ensure that all required plans, information and materials are submitted with the application.</p>	<p>Staff Review</p> <p>County staff will review your submission and either approve the project or issue comments that specify needed revisions or additional information. Staff review will be completed within 10 business days for any submission.</p> <p>Make Revisions</p> <p>You or your consultant(s) will address the staff comments and resubmit for review. It is helpful to include a "Response to Comments" letter detailing how the staff comments were addressed. Resubmittals are targeted for review in 5 business days.</p> <p>Goal: Address staff comments quickly facilitate a faster review process.</p>	<p>Development Order Issued</p> <p>Once the submission is deemed compliant with all applicable regulations, staff will issue a Development Order (DO).</p> <p>Site development can begin at this time. If underground utilities are proposed, a site utility permit and inspections are necessary. Contact Karen Vann at 850-981-7059 for information.</p>	<p>Staff Review</p> <p>Staff will review your submission for compliance with the Florida Building Code and either approve the project or issue comments for needed revisions. Most Staff reviews will be completed within 10 business days; however, depending upon the complexity of the project more time may be required.</p> <p>Make Revisions</p> <p>You or your consultant(s) will address the staff comments and resubmit for review. Resubmittals are targeted for review in 5 business days.</p>
DEVELOPMENT ORDER			
<p>BUILDING PERMIT</p> <p>You may submit your plans for building review anytime during or after the site plan process. Submit a completed application with two sets of plans and a plan review fee.</p> <p>Outside agency approvals are not required at the plan review stage, however they will be needed prior to permitting.</p> <p>At the time of submittal you will be provided a blank Notice of Commencement (NOC). If the owner is present we will assist with the completion of the form and notarize their signature. The NOC must be recorded with the Santa Rosa County Clerk of Courts prior to the first building inspection.</p>			
Submit for Building Review			

STEP 8	STEP 9	STEP 10
<p>Permits Issued</p> <p>Once the submission is deemed compliant with all applicable regulations, staff will issue a Building Permit. Upon payment of permit fees the contractor is allowed to pick up approved plans. Building construction can now begin. When your first permit is issued and as the job nears completion you will be given a list of specific requirements to obtain a certificate of occupancy for your project.</p>	<p>Inspections</p> <p>Schedule all required inspections as job progresses.</p> <p>As determined at the beginning of your project you may need to obtain final inspections for:</p> <ul style="list-style-type: none"> Engineering Planning & Zoning Life Safety All Building Permits Other outside agencies 	<p>Time to Occupy</p> <p>The County will issue Certificate of Occupancy or a Certificate of Completion you must pass all final inspections.</p>
COMPLETION		