



SANTA ROSA COUNTY DEVELOPMENT SERVICES

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SUMMARIZED CHECK LIST FOR SUBMITTING *Commercial* BUILDING PLANS

1. **BUILDING PERMIT APPLICATION.** A current Commercial Building Permit Application form is to be completed and submitted for all construction projects. Please use the appropriate form.
2. **PLOT PLAN.** Two complete sets of surveys, plot plans or site plans are required for all construction projects to include new construction, additions, and renovations. The survey or 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.
3. **PARCEL NUMBER & STREET ADDRESS.** The **Parcel Number (Tax ID number)** from the Property Appraiser (981-1880) and an **Addressing Letter** from the Addressing Coordinator (981-7154) are required.
4. **SEPTIC TANK PERMIT OR SEWER TAP RECEIPT & WATER TAP OR WATER MANAGEMENT PERMIT** A copy of the Septic Tank Permit, the Existing Septic Tank Approval from Environmental Health (983-5275), or the paid Sewer Tap receipt from the utility company is required. A Water Tap receipt or a Water Management Permit from the utility company is required.
5. **ZONING / ENGINEERING APPROVAL.** All commercial projects must provide this department the Zoning and Engineering Development approval.
6. **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.
7. **PLANS.** All commercial projects in the County require two complete sets of plans and construction details. Commercial projects must be certified (original raised seal) by a Florida State Certified Architect or Engineer or as required by Florida law.
 - Projects located on Navarre Beach and in FEMA designated **FLOOD ZONE "V"** the plans must be designed and sealed by a Florida State Certified Architect or Engineer.
 - Sealed pre-engineered truss plans and pre-engineered metal building shop drawings are required for permitting.
 - Sub-contractor plans must be signed by a licensed contractor or design professional.
8. **ENERGY FORMS.** Two sets of completed Florida Energy Efficiency Forms (Energy Sheets) certified by a State of Florida Architect or Engineer are required. Three in Navarre and Midway.
9. **DEP APPROVAL.** Prior approval from the Department of Environmental Protection (DEP) is required when the project is located on the south side of Gulf Boulevard on Navarre Beach. DEP approval is also required if the project is located in DEP regulated wet land areas.
10. **DOT APPROVAL.** Prior approval from the State of Florida Department of Transportation (DOT) is required if the project is located on a State Highway or a major arterial road.

11. 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 Building Inspection Department for your convenience. The form is to be completed, notarized, and recorded with the Clerk of Court located at the Court House. 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.

12. SPECIAL FLOOD HAZARD AREA. The Santa Rosa County floodplain management requirements defined in the Land Development Code is 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 Under Construction Elevation Certificate before the framing inspection and a Finished Construction Elevation Certificate before the final inspection.
- All new construction located on Navarre Beach and on FEMA designated "V-Zone" property will provide an original certified Elevation Certificate, Anchor Piling Certificate, and Break-Away Wall Certificate before the framing inspection.
- All new construction located on FEMA designated "Floodway" property will provide an original certified No-Rise Certificate before a permit may be issued.

13. TERMITE TREATMENT. Written verification of the method of Termite Treatment to be used is required before a permit will be issued on all type of construction. (Example: both wood and metal construction.)

14. FIRE DISTRICT- Impact Fee Receipt is required for the following fire districts Midway, Navarre, Avalon Fire Department. Contact information is

- Avalon Fire District- 602-6313 Don Galbert (Must make an appointment)
- Holley/Navarre Fire District- 939-0755
- Midway Fire District- 932-4771



**SANTA ROSA COUNTY
DEVELOPMENT SERVICES**

**Commercial & Multi-Family Residential Units
Permit Application**

(Apartments, Condos, Strip Malls, etc.)

*****One application must be completed for EACH BUILDING. Failure to complete the necessary applications could result in a delay in the permitting process.*****

1. Proposed Improvement Location (please include unit #)

Physical Address:

City: _____ St: _____ Zip: _____

Subdivision:

Name of Business:

Parcel ID #:

_____ - _____ - _____ - _____ - _____ - _____

SEC TWN RANGE SUB BLOCK LOT

Driving Directions:

Notes:

2. Property Owner Information

Name:

Address:

Address 2:

City:

State: _____ Zip: _____

Phone #:

Fax #:

Email address:

Fee Simple Title Holder's Name & Address:

3. Contractor Information

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

Applicant:

Contractor State Registration #:

Company Name:

Mailing Address:

City:

State: _____ Zip: _____

Phone #: () -

Fax #: () -

Email address:

4. Description of Proposed Improvements

New Commercial Structure

New DCA Modular Building

Change of Occupancy (Provide Prior Occupancy Type)

Type:

Alteration/Remodel/Repair

Please attach a completed Scope of Work

Addition Commercial Structure

Hurricane Shutters Windows/ Doors

FL Product Approval #

Other:

5. Project Information

# of Bedrooms:	# of Bathrooms:	# of Units:	# of Buildings on site:
# of Stories:	Length:	Width:	Height:
Sq. Ft. per unit:	Total Sq. Ft.:	Structure type:	

Estimated Cost of Construction: _____ **Intended Use of Building:** _____

Occupancy Classification: Assembly Business Mercantile Storage Other (Please Specify Below)

Mark ALL subs that are intended: Electrical Mechanical Plumbing Gas Utility Site Fire Alarm Fire Sprinkler

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 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.

Agent/Contractor’s Signature

Date

Contact Information

Name of Person Submitting Plans		Telephone:
Contact Person		Telephone:
Company Name		Fax:

Occupant/Tenant's Name		Telephone:
		Fax:
Site Address	Number Street City State Zip Code	
Email:		

Owner's Name		Telephone:
		Fax:
Address	Number Street City State Zip Code	
Email:		

Architect's Name		Telephone:
		Fax:
Address	Number Street City State Zip Code	
Email:		

Engineer's Name		Telephone:
		Fax:
Address	Number Street City State Zip Code	
Email:		

Contractor or Superintendent's Name		Telephone:
		Fax:
Site Address	Number Street City State Zip Code	
Email:		