



# SANTA ROSA COUNTY DEVELOPMENT SERVICES

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

## Electronic Plan Submittal Requirements

### **Q: Where do I apply for a permit?**

A: Permit applications can be submitted electronically via the [MGO Connect customer portal](#). All users must create a user account. All contractors and private providers must register their license with our jurisdiction even if they've previously created an account and registered with another jurisdiction.

### **Q: What file types are acceptable?**

A: All plans must be in portable document format(pdf). The pdf files must be originals from the design professional, designer, or engineer. Zip files, jpeg files, photos, or scanned copies of wet seal plans will not be accepted.

### **Q: How should file uploads be named?**

A: When uploading files that are digitally signed and sealed, it's best not to rename the file since that could affect the integrity of the signatures. Please use the description field for each upload to include the submittal sequence and the discipline i.e., 1<sup>st</sup> Submittal Architectural Plans, 2<sup>nd</sup> Submittal Mechanical Plans, etc.

### **Q: What are the requirements for design professional signatures on electronic documents:**

A: All plans designed by a licensed design professional must be digitally signed and sealed in accordance with [Florida Administrative Code 61G15-23.004](#) "Procedures for Digitally Signing and Sealing Electronically Transmitted Plans". Plans must allow document mark up, file combining, and processing so staff can add review comments, approval stamps, and combine all plans for one complete file.

### **Q: Can pdf files be combined as a single document?**

A: All disciplines should be uploaded as separate files. Individual PDF files for the site plan, as well as architectural, structural, life safety, electrical, mechanical, plumbing, and gas drawings are required.

### **Q: How long does plan review take?**

Plan review timelines depend on the scope of work and the size of the job. The table below represents our plan review goals for different commercial submittals. The number of days represent business days.

Commercial Plan Review Goals		
Project Size	New Submittal	Resubmittal
<b>Major</b> (Over 50,000 sq ft - large retail)	30 to 45 days	15 to 20 days
<b>Moderate</b> (5,000 to 50,000)	20 to 30 days	10 to 15 days
<b>Minor</b> (Less than 5,000 includes pools & site utility)	10 to 15 days	5 to 7 days
(Review goals are based on business days)		

**Q: Will I be notified when the plan review is complete?**

A: Upon completion of the first plan review, the applicant will either receive a comment letter with discrepancies that need to be addressed or an invoice for permit fees. Once permit fees are paid, the permit will be automatically issued and released to your online account as well as the approved plans. Please be sure to have a copy of the permit and the approved plans on the jobsite for inspections.

**Q: How do I address plan review comments and submit revisions?**

A: Revised plans may be submitted after all identified discrepancies have been addressed by the applicant. Incomplete revision submittals will NOT be accepted. The comment letter must be uploaded noting the corrections made and where to find them on the revised plans. The uploaded revised plans must include clouding to show what was revised. Revisions should be submitted onto the project in MGO separated by discipline and named accordingly.

**Q: Are there other agencies who may be involved with permitting in your jurisdiction?**

A: Sometimes approvals are needed from various outside agencies such as the following:

**Planning & Zoning** – The City of Milton, the City of Gulf Breeze, and the Town of Jay must approve any development that affects the site i.e., new buildings, additions, parking lot changes, pools, etc. A copy of their approval is needed prior to permit issuance. If the property is not in one of those municipalities, an approved development order or zoning approval must be obtained from Santa Rosa County Planning & Zoning. For residential projects, this is completed through the building permit submittal. Commercial projects require a separate application through Planning & Zoning.

**Fire** – Outside fire department approval is required for certain locations. This includes projects in the Holley Navarre, Midway, City of Milton, and Pace fire districts. Please use the [fire district map](#) to determine which fire department has jurisdiction for the property being developed. In addition to outside reviews, some fire districts charge impact fees. We must receive an impact fee receipt prior to permit issuance. This includes development in the Pace, Holley-Navarre, Midway, Avalon, and Navarre Beach fire districts.

**Department of Health** – The Florida Department of Health reviews certain commercial projects including but not limited to pools, restaurants, daycares, and working kitchens. Their approval on those projects is required prior to permit issuance and sometimes prior to the CO. They also issue septic tank permits which are required prior to permitting, and they will conduct a final inspection of the tank installation which is needed prior to CO issuance.