



Contact Us

**24-Hour
Inspection Line:**
(850) 981-7050

Main:
(850) 981-7000

Email
developmentservices
@santarosa.fl.gov

Fax Number:
(850) 623-1208

Temporary Certificates of Occupancy: Working to Keep Businesses Moving Forward

As projects draw near completion, the developer's ultimate goal is to obtain the Certificate of Occupancy, or CO, which allows the developer or tenant to permanently occupy the building. The Santa Rosa County Development Services project management team is very much a part of the process and works very closely with the development's team leaders by assisting in coordination of the building and site inspections, while simultaneously communicating with outside agencies, such as utilities, municipalities, fire departments and FDOT. Strategic planning and communication are essential in making sure all parties come together within a certain period of time to deliver the CO. However, there are occasions in which Temporary Certificates of Occupancy, or TCO, are warranted.



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What is a TCO?

The law allows the building official to grant early or temporary occupancy under certain circumstances to the permit holder with the understanding that any outstanding items be completed within a pre-determined time period, which is usually up to 30 days. TCO's are not uncommon and are regularly requested by retailers for stocking or medical facilities seeking licensure from the Agency of Healthcare Administration prior to completion of the entire project. Before a TCO can be issued, all inspections will need to have occurred with no major deficiencies remaining. Major deficiencies may include life safety, ADA compliance, storm water retention, and ingress and egress of the development. If only minor items remain, then the building permit holder may request a TCO and is typically required to include a written Notice of Intent acknowledging the deficiencies remaining are required to be corrected and re-inspected within the specific time allotted. Recently, two major projects were in need of TCO's with unusual circumstances. Through effective planning and communication, our team was able to provide these two projects with TCO's in an effort to help the business' needs.



Goldring Distribution Company

Goldring Distribution Company, located in the Santa Rosa County Industrial Park at 8245 Opportunity Drive in Milton, was scheduled to obtain a CO in late January or early February; however, rain delays during the summer hampered pre-construction site work for a few weeks. Since Goldring would be closing the Pensacola operations upon completion of the new Milton location, time was of the essence in business planning. Having foresight of potential problems, Goldring leaders approached the development services team in the

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Santa Rosa's Development Service Center was created to provide a collaborative and comprehensive approach to customer service. The DSC enables residents and property owners to accomplish all of their development related county business at one location, with the help of well trained and organized county employees.

How's our customer service? www.santarosa.fl.gov/customerservice/survey.html

early fall indicating a potential to need early occupancy of the warehouse portion of the main building to divert incoming inventory to avoid overstocking of the Pensacola warehouse. Constant contact remained between both parties and the TCO for the warehouse was issued Dec. 9, 2014. Goldring representatives appreciated the work of the development services team and indicated that the TCO enabled the company to avoid numerous economic impacts. Permanent CO was issued on Jan. 29 upon completion of the executive office area, vehicle maintenance building and minor landscaping of the site.

McDonald's

Likewise, the new McDonald's, located at 5004 Highway 90, Pace, was faced with similar circumstances. Modifications to the median at the intersection of Kyser Lane and Highway 90 were required by FDOT, changes that stipulated reconfiguration to county turn lanes across from the intersection at Pace Lane. A representative with McDonald's Corporation met with development services staff two weeks prior to the scheduled opening day to discuss remaining inspections and time-sensitive deadlines. Anticipated rain and cold temperatures over the next two weeks were the leading factors in planning the median reconstruction and extensive collaboration took place between McDonald's and the development services team to ensure inspections were progressing according to the timelines.



Unfortunately, issues emerged from the cold temperatures that prevented final sealant layers and striping to be applied to the median reconfiguration until overnight temperatures rose above 50 degrees Fahrenheit. The scheduled opening was targeted for Feb. 27, and the Division of Hotel and Restaurants inspection was pending until approval from development services was obtained. Knowing the temperatures would not permit the final work to occur prior to the deadlines, McDonald's requested a TCO in order to obtain Division of Hotel and Restaurants licensure and still open for operations. It was determined that all minimum safety measures were in place and a Notice of Intent obtained for minor outstanding items was received Feb. 26, allowing for issuance of a TCO prior to the arrival of the restaurant inspector. The representative expressed how much of a "pleasure it has been to work with the staff of Santa Rosa County."

Formosan Termite Awareness in the Panhandle

We are getting homeowners ready to roll out the unwelcome mat to Formosan termites in the panhandle! Homeowner education on this serious, invasive pest will be a team effort between the Florida Department of Agriculture and Consumer Services and UF/IFAS Extension spanning across three counties during the month of April. Formosan termites will begin swarming in May and we want to get homeowners ready.

Annually, Formosan termites cause \$1 billion of damage in the United States alone, and the Gulf Coast is a known hot spot for these invasive pests. Come learn about them and find out simple things you can do to protect your home. Also, bring your pest control contracts for review by FDACS experts and for help in understanding your coverage. Topics covered include:

- Formosan termite biology including simple ways to ID them
- Available Formosan termite pest control protection for you home
- Florida law and building code pertaining to termites
- What you can do-identify and fix the weaknesses in and around your home

Please come join us at one of the following meetings:

North Santa Rosa County

Tuesday, April 14 from 6-8 p.m. at the Santa Rosa County Extension Office located at 6263 Dogwood Dr. in Milton. Please contact Johanna Welch to register at Johanna.Welch@FreshFromFlorida.com or call (850) 363-5845

Okaloosa County Meeting

Wednesday, April 15 from 5:30-7:30 p.m. at the Niceville Community Center located at 204 Partin Dr. in Niceville. To register for this meeting, please contact Sheila Dunning at sdunning@ufl.edu.

We look forward to seeing you there!





The Santa Rosa County Land Development Code provides two ways for subdividing property. One is through the platting process and the other is by metes and bounds survey. This article provides information important for metes and bounds divisions.

All new lots are required to meet minimum lot size and road frontage requirements. These requirements are based on the property zoning district. Road frontage refers to county maintained and county accepted roads or private roads created through the platting process. Private driveways or easements may not be used for the purpose of creating metes and bounds lots.

The road frontage and lot size requirements for each district are as follows:

Zoning District	Road Frontage Minimum	Minimum Lot Size
AG Agriculture	70'	1 acre / 43,560 SQFT
RR1 Rural Residential	70'	0.5 acre / 21,780 SQFT
R1 Single Family Residential	70'	1/4 acre / 10,890 SQFT
R1M Mixed Residential Subdivision District	70'	1/4 acre / 10,890 SQFT
R1A Single Family Residential	50'	1/6 acre / 7,260 SQFT
R2 Medium Density Residential District	50'	1/10 acre / 4,000 SQFT
R2M Medium Density Mixed Residential District	50'	1/10 acre / 4,000 SQFT
R3 Medium High Density Residential District	50'	1/18 acre / 4,000 SQFT

In addition to the above lot size restrictions, there are other factors to consider. There are four occasions when a property division must go through planning and zoning approval via submittal of the Minor Subdivision application. In the below cases, special restrictions may apply that would result in additional examination to ensure regulations are met:

1. When property being divided is located on an access management roadway
2. When property being divided is located within a military or public airport zone
3. When the property being divided is located in a known storm water problem area and the new lots are less than one acre
4. When the property being divided is located in the Garcon Point Protection Area



Other factors to keep in mind include subdivision covenants and/or deed restrictions regarding divisions.

In some cases, there are exceptions to the minimum road frontage requirements. Some parcels may qualify for a parent parcel or family homestead division. Parent parcel allows you to create up to three lots total that do not meet the road frontage requirements. Family homestead allows you to create any number of lots that do not meet the minimum road frontage requirement if these parcels are given to immediate family members. This does not exempt parcels from the minimum lot size requirement, and specific criteria apply.

1. Lots in the AG2, or Agriculture 2, zoning district must be a minimum of 15 acres in size. Parcels that are 15 acres or larger are exempt from road frontage requirements all together.
2. In the AG district, a property owner may apply for family homestead or parent parcel to create lots that are at least one acre but less than 15 acres in size. Certain criteria apply.
3. If the property is zoned RR1, R1, R1M, or R1A, the property owner may apply for a special exception to allow such a division that would result in the creation of a parcel that does not meet the road frontage requirements. This division must still meet family homestead or parent parcel regulations.

In no case is it permitted to create lots without road frontage if the property is located within a recorded subdivision or within a multi-family zoning district which includes R2, R2M, and R3.

Once the division has been approved by planning and zoning, the final step is to visit the Santa Rosa County Property Appraiser's office. The staff there will process the actual separation and issue new parcel identification numbers.

Recently Approved Development Orders - Jan. 1 to March 31

- Family Centers, restaurant, 5070 Highway 90, Pace
- Culver's Restaurant, restaurant w/drive-thru, 8792 Navarre Pkwy., Navarre
- Santa Rosa Reclamation, industrial/FOG recycling, 5005 Sterling Way, Pace
- Bee Hive Homes of Gulf Breeze, assisted living facility, 4702 Gulf Breeze Pkwy., Gulf Breeze
- Island Style, parking lot expansion, 8715 Ortega Park Dr., Navarre
- Ahm Yisrael Messianic Synagogue, place of worship, 9255 Military Tr., Navarre
- Down to Earth Mud Racing, outdoor recreational, 8849 Rooster Run Dr., Navarre
- T & G's Hideaway Marina, marina & parking lot, 1900 Owsley Rd., Navarre
- South Santa Rosa Sheriff's Substation, parking lot expansion, 8597 High School Blvd., Navarre
- KFC, restaurant w/drive-thru, 4683 Highway 90, Pace



Recently Approved Certificates of Occupancy

- Victorian Manor Retirement, addition to assisted living facility, COC- \$150,000, 4685 Chumuckla Hwy., Pace
- Capstone Adaptive Learning, interior alterations, COC- \$40,000, 5326 Stewart St., Milton
- Peter Prince Airport, new five unit & ten unit hangar, COC- \$941,204, 5700 Aviation Dr., Hangar BBB & CCC, Milton
- Milton Aviation Office, new business office, COC- \$130,000, 5800 Aviation Dr., Bldg. D, Milton
- Ye Olde Brothers Brewery, new restaurant, COC- \$220,000, 4458 Highway 87 S, Navarre
- Coldwater Gardens, event center, COC-\$245,000, 10567 Coldwater Garden Cir., Milton
- Pediatric Associates PA, new medical office, COC- \$250,000, 4591 Santa Villa Dr., Pace
- Pack and Fax, new mercantile, COC- \$500,000, 1981 Highway 87 S, Navarre
- Daves Oyster Bar, new restaurant, COC- \$500,000, 4699 Gulf Breeze Pkwy., Gulf Breeze
- Goldring Gulf Distributing, new warehouse & office, COC- \$11,605,611, 8245 Opportunity Dr., Milton
- Pen Air Federal Credit Union, interior remodel, COC- \$50,000, 5070 Creary Dr., Milton
- Church of Jesus Christ of Latter Day Saints, interior remodel, COC- \$75,000, 2828 Harvest Rd., Jay
- Smith Business Complex, interior remodel, COC- \$200,000, 3927 Highway 4, Jay
- Andrews Institute Medical Park, interior remodel, COC- \$139,000, 1040 Gulf Breeze Pkwy., Gulf Breeze
- Santa Rosa County, interior remodel, COC- \$208,000, 6002 Berryhill Rd., Milton
- Samurai Japanese Steakhouse, interior remodel & addition, COC- \$500,000, 8780 Navarre Pkwy., Navarre



Tree Protection

The Santa Rosa County Land Development Code protects certain trees from unnecessary development impacts. The code lists those trees that are protected, provides for exemptions, identifies criteria for removal, and establishes a procedure to mitigate the impact of tree removal.

Exemptions

The following limited activities are exempt from the tree protection regulations:

- Lots or parcels of land on which a single family residential home exists or for which a permit for the construction of a single family residential home has been obtained.
- Agriculture or silviculture activity in an agriculture zoning district. This applies only to bona fide agriculture and silviculture, typically planted pines, activities and not to the clearing of undeveloped wooded lots for development purposes regardless of the zoning district.
- For residential subdivision development, tree protection requirements are limited to Heritage Trees and Champion Trees.

Fines for Violations

The removal of protected trees without a permit may result in a fine of \$450 for each one-fourth acre of land cleared.

Please contact Jen Tilden or Leslie Statler at 981-7000 if you have questions about tree protection.