

Application # \_\_\_\_\_

Date: \_\_\_\_\_

Permit Clerk: \_\_\_\_\_

**WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR BUILDING PERMITS**  
NORTH WALTON 892-8160, SOUTH WALTON 267-2084

Applicant /Clerk \_\_\_\_\_ *Notice: This form must be attached to all Building Plan Submittals.*

- \_\_\_\_\_ 1. **Parcel Number** – Call Property Appraiser at 892-8123.
- \_\_\_\_\_ 2. **Proof of Ownership of Property.** (Must be a recorded deed from the Clerk of Courts)
- \_\_\_\_\_ 3. **Septic Tank Permit or Water and Sewer Availability Letter from Utility Co.** – Health Dept: 892-8021, South Walton Utilities: 837-2988, Regional Utilities: 231-5114, Inlet Bch: 231-4498, or Freeport City Hall: 835-2822.
- \_\_\_\_\_ 4. **Planning Approved Site Plan and Review Sheet.**
- \_\_\_\_\_ 5. **Elevation Certificate (Flood Zone Only)** – Three required: Must be original signed and seal copies.
  - (1) Proposed at permitting,
  - (2) Under construction at foundation
  - (3) As built for final
- \_\_\_\_\_ 6. **Plans for One or Two Family Dwellings and their accessory structures, and other buildings:**
  - **No Plans** – If construction is less than 100 sq. ft. and not coastal.
  - **Two Sets of Plans**- If the construction is **not** located in the coastal construction zone (1) hard copy signed & sealed and (1) electronic copy on CD in PDF Format with attached signed & sealed letter.
  - **Two Sets of Plans**-If the construction **is** located in the coastal construction zone - (1) hard copy stamped & sealed by a Florida Registered Architect or Engineer and (1) electronic copy on CD in PDF Format with attached stamped & sealed letter. Both types of plans must include the Walton County Wind Load Statement.

**If property is located within a flood zone. A flood zone statement is required on plans.**
- \_\_\_\_\_ 7. **Wildlife Lighting Approval from Environmental** required if within 750 ft. of coast (892-8108).  
Note: A Wildlife installation affidavit will be required prior to C/O
- \_\_\_\_\_ 8. **Fire Impact Fee Receipt** – South Walton area call 267-1298 and Liberty area (Thriftway Market) 892-2932
- \_\_\_\_\_ 9. **Energy Form** – If planning on heating & cooling the building with a central unit, contact power company or an individual source. **Note: Energy Form Must Be Signed.**
- \_\_\_\_\_ 10. **Product Approval Specification Sheet** – You may acquire approval numbers from the Vendor / Supplier or from [www.floridabuilding.org](http://www.floridabuilding.org). **Note: This form must be signed.**

**Commercial Projects or Multi-Family Units of 3 or more and their accessory structures:**

- \_\_\_\_\_ 1. **Development Order from Planning Department with Approved Site Plan** (267-1955)
- \_\_\_\_\_ 2. **Follow Steps 1 – 10 Above.** Note: All commercial projects require 2 sets of building plans- (1) hard copy (1) electronic copy -CD
- \_\_\_\_\_ 3. **Commercial remodel requires CLUC from Planning Department** (267-1955)
- \_\_\_\_\_ 4. **Letter of approval from Sammy Sanchez at the South Walton Fire District for all interior buildout, sprinkler, hood suppression and fire alarm permitting.** (South of Bay only)

**Setback Requirements from Structure to Property Line:** Front = 20 ft., Back = 15 ft., Sides = 7.5 ft.

**Setback Requirements from Structure to the Following:** Creek = 50 ft., Wetlands = 25 ft., Bay = 50 ft., River = 50 ft., Coastal Lake = 100 ft.  
(Exception: For Single Family Dwellings – Lots of Record prior to Nov. 07, 1996, that are less than 200 ft. deep may have 25 ft. or 25% of lot depth, whichever is greater.)

**When paying for Permits, the Contractor must pay with CASH, CHECK or Credit Card. Personal Checks and Credit Cards from COURIERS will not be accepted.**

**If the Property Owner is purchasing permits as an individual, then they must pay CASH, PERSONAL CHECK, or Credit Card.**