

Application # _____

Date: _____

Building Technician: _____

WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR BUILDING PERMITS
DEFUNIAK SPRINGS 892-8160, FREEPORT 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, DFS City Hall: 892-8500, 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, Liberty area (Thriftway Market) 892-2932 and Argyle Area request application by emailing argylefd99@gmail.com or 892-4702
- _____ 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. **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. **Fire Life Safety Plan Review from 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.