



**Walton County  
Planning and Development Services**

**842 State Highway 20 East Suite 110  
Freeport, FL 32439**

**Phone 850-267-1955 \* Facsimile 850-622-9133**

## Walton County Planning and Flood Review Checklist for Building Permit

**PLEASE SUBMIT YOUR APPLICATION USING THE ONLINE PORTAL**

<https://www2.citizenserve.com/waltonplanning>

Applicants unable to use the online portal **must** make an appointment to submit the application in our office.

Printed plans shall be 11x17

**PLEASE BE ADVISED THAT APPROVAL OF THE APPLICATION DOES NOT CONSTITUTE APPROVAL BY THE WALTON COUNTY BUILDING DEPARTMENT.**

**A BUILDING PERMIT IS ALSO REQUIRED.**

***The following items must be submitted in order to obtain Planning review:***

Payment must be made at the time of submittal. The following forms of payment are accepted:

Checks – made payable to Walton County

Credit Card w/processing fee(s)

**Cash not accepted**

- Proof of Ownership of Property (Deed)
- Architectural Review Board Letter (if applicable)
- Survey with all improvements (see minimum finished floor elevation requirements)
- State/Federal Permits (if applicable)
- Planning Review Fee (\$100.00)
- Clearing and/or Site Preparation Fee (\$25.00)
- Stormwater Design In-House Review Fee (\$540.00) (if applicable) Initial & 1<sup>st</sup> Resubmittal
- Stormwater Design Outsourced Review Fee (\$1,080.00) (if applicable) Initial & 1<sup>st</sup> Resubmittal
- Flood Review Fee (\$45.00) – **see 3rd page of checklist for additional submittal requirements**
- Identify if property is being developed for short-term rental.**
- Proportionate Fair Share PFSC** (DD-2015-03 “compliance requires the payment of the PFS prior to Development Order inspector approving the project” for commercial projects. “In cases of platted property, the PFSC payment must be made prior to recording of the plat”.)
- Site Plan** – The site plan must be an architectural site plan based on a certified survey (with measurements called out). It must show:
  - Dimensions of property, proposed and existing structures with any setback encroachments dimensioned

- Footprint of all improvements.
  - Street Name
  - Setbacks
  - Easements
  - Parking Spaces (on-site spaces at a minimum of 9' x 20' each)
  - Stormwater/Drainage/Grading/Impervious Surface Ratio (if applicable)
  - Landscape/Preservation Buffers (if applicable)
  - Scenic Corridor Buffers (if applicable)
  - (CPZ) Coastal Protection Zone (if applicable)
  - CPZ Seaward/Landward of CCCL (if applicable)
  - (CCCL) Coastal Control Construction Line (if applicable)
  - Shoreline Protection/Environmental Buffers (MHWL/OHWL is required to be shown) (if applicable)
  - (CDLPZ) Coastal Dune Lake Protection Zone (if applicable)
    - Identify Preservation areas (minimum 50% of gross area within CDLPZ)
    - Include itemized Impervious Surface Ratio (ISR). Maximum of 40% of gross area within CDLPZ
  - Flood Zone delineation (if applicable)
  - FDEP/ACOE Wetlands delineation (if applicable)
- Building Elevations** – Architectural plans are required showing the following:
- Finished Floor Elevation – measurements must be made from existing natural grade
  - Measurements of all Roof overhangs/eaves, Cantilevered portions of the decking and balconies
  - Height of structure and all exterior stairs/steps
- Building Floor Plan** – Architectural plans are required showing the following:
- The floor plan must accurately describe/label all habitable spaces
  - Finished Floor Elevation – Measurements must be made from natural grade
- Foundation Plan** - Architectural or Engineering plans are required (see Stormwater Compliance).
- Roof Plan**- Architectural plans are required showing the overhang width. If the roof overhang is encroaching into the setback include a dimension of encroachment in relation to the setback.
- Minimum Finished Floor Elevation Requirement**: Applies to all county properties.
- The building minimum finished floor elevation must be **at least one foot (1') above** the average of the highest elevation of the road abutting the property.
    - A topographic survey showing road elevations and lot elevations will be required prior C/O.
- Stormwater Compliance**: Per Chapter 5 of the Land Development Code, development, or redevelopment of lots south of the Choctawhatchee Bay will require a stormwater plan except those projects meeting the requirements listed on Walton County Land Development Code, Section 5.06.01 (A). <https://www.co.walton.fl.us/DocumentCenter/View/42150/Chapter-5-Design-and-Development-Standards-Revised-July-27-2023>
- All projects submitting a stormwater design must comply with Walton County Land Development Code, Section 5.06.00.
  - All projects in a subdivision with a County approved Master Stormwater Plan must provide a Master Stormwater Letter of Compliance. This form can be downloaded from: [https://www5.citizenserve.com/Portal/PortalController?Action=showSubmittalPage&type=Development&original\\_iid=0&original\\_contactID=0](https://www5.citizenserve.com/Portal/PortalController?Action=showSubmittalPage&type=Development&original_iid=0&original_contactID=0)

Additional information and requirements are found on Walton County Land Development Code and Walton County Stormwater Management for Single-Family Residential Lots, Low Impact Development Technical Manual.

- Environmental Compliance:** If the parcel is within the Wildlife Conservation Zone, a lighting plan must be submitted.
  - Completed and notarized wildlife lighting notification affidavit.
  - Provide a lighting plan detailing the location, quantity, and type of fixtures. This can be in the form of an electrical plan.
  - Provide the manufacture's specifications for each proposed exterior lighting fixture.
  - Provide a site profile document showing the elevations of the structure compared to the topography of the beach/dune between the structure and Gulf of Mexico.

A guidance document on how to develop a lighting plan can be found here:

<https://www.co.walton.fl.us/DocumentCenter/Home/View/9403>

- Choctawhatchee Beach Mice:** If the parcel lies south of Scenic Gulf Drive, South of U.S. 98 between Scenic Gulf Drive and County Road 30A, south of County Road 30A or south of U.S. 98 from County Road 30A to the Bay County line your project is located within areas that provide habitat to the Choctawhatchee Beach Mouse (CBM) an endangered species protected under the Endangered Species Act. Prior to initiating any clearing activities or commencement of any construction authorized under this permit, you will need to coordinate with the U.S. Fish and Wildlife Service (Kristi Yanchis 850-769-0552 ext. 45252 or Kristi\_Yanchis@fws.gov) to determine if this proposed activity will require permitting or if changes to the proposed development footprint will be necessary to provide protection to the CBM.

- Coastal Dune Lake Compliance:** If the proposed structure is located within 300 feet of a Coastal Dune Lake or Coastal Dune Lake Tributary it will be considered to be within the Coastal Dune Lake Protection Zone (CDLPZ). Within the CDLPZ the following will be required:
  - Impervious Surface Ratio calculation (maximum of 40%)
  - Site plan must clearly show limits of clearing and preservation (can be shown as hatching etc.)
  - All preservation areas must be protected by silt fencing.
  - A stormwater management plan, which includes appropriate Low Impact Development techniques, designed by an engineer must be included for all projects within the CDLPZ.
  - Refer to the Comprehensive Plan and Section 4.02.03 of the Land Development Code for further details.

### **Planning Inspection Information**

- The applicant may be required to provide the following to the Walton County Planning Department prior to inspection from the Building Department:
  - Foundation survey with setbacks and FFEs
  - Stormwater or Grading/Drainage letter with pictures

### **Flood Zone Submittal Requirements – to be included with all Planning items listed above**

- Structural foundation plan with engineered flood statement.
- Construction Drawings Elevation Certificate from surveyor or engineer.
  - **Note: An Elevation Certificate will be required prior to framing inspection and a stamped and signed final elevation certificate is required before issuance of a Certificate of Occupancy.**
- When building within a "V, VE or Coastal A" flood zone, a "V" flood zone certificate is required for all proposed structure(s).

## **Flood Zone Information**

The Walton County Flood plain ordinance 2021-31 and NFIP requires that buildings be constructed by methods that will minimize flood damage. The Technical Bulletins provide guidance concerning the building performance standards of The NFIP, which are contained in Title 44 of the U.S. Code of Federal Regulations at Section 60.3. The bulletins are intended for use primarily by State and local officials responsible for interpreting and enforcing NFIP regulations and by members of the development community, such as design professionals and builders.

- **A and AE Flood Zones**

- All storage, parking and access areas of construction below design flood elevation must be constructed with water resistant material.
- For A, AE and Coastal A Flood Zones all enclosed areas below the design flood elevation must include hydrostatic equalization vents.

- **V, VE and Coastal A Flood Zones**

- All storage, parking and access areas below the lowest horizontal structural member must be constructed with frangible construction methods in accordance with FEMA Technical Bulletin 5 *Free-of-Obstruction Requirements*, Technical Bulletin 9 *Design and Construction Guidance for Breakaway Walls* standards and Technical Bulletin 4 *Elevator Installation*. **These requirements must be accurately noted on plans.** When applicable, a non-conversion agreement will be required.

## **Flood Inspection Information**

- For structures within a flood zone, the applicant will be required to provide the following to the Walton County Planning Department prior to inspection from the Building Department:
  - Under construction Elevation Certificate (Upload to the portal with your application)
  - Finished construction Elevation Certificate (Drop off to Walton County Planning Department office). It must be a stamped Elevation Certificate and hand delivered to Walton County Planning Department.



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**Walton County Planning and Flood Review Application for  
Building Permit**

*Please complete this form and submit through the portal along with your application*

**PERMIT TYPE**

Check permit type being submitted for review from list below:

- |                                                                      |                                                                         |
|----------------------------------------------------------------------|-------------------------------------------------------------------------|
| <input type="checkbox"/> Single Family Home                          | <input type="checkbox"/> Residential Addition<br>Type of addition _____ |
| <input type="checkbox"/> Modular Home                                |                                                                         |
| <input type="checkbox"/> Accessory Dwelling/Apartment                | <input type="checkbox"/> Accessory Structure<br>Type of structure _____ |
| <input type="checkbox"/> Commercial Interior Remodel (Requires CLUC) |                                                                         |
| <input type="checkbox"/> Commercial (Requires D.O.)                  |                                                                         |
| <input type="checkbox"/> Other: _____                                |                                                                         |

**APPLICANT & SITE INFORMATION**

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

Applicant Name: \_\_\_\_\_

Telephone: \_\_\_\_\_ E-Mail: \_\_\_\_\_

Parcel ID Number: \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_ - \_\_\_\_

Flood Zone: Yes or No

Subdivision Name: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

Property Location: \_\_\_\_\_

**Compliance Affidavit:**

***This compliance affidavit is to verify compliance of the submitted plans for the above noted permit. I hereby certify, by signature below, that I have reviewed the applicable regulations associated with the proposed construction and have prepared these plans in conformance with the applicable sections of the Walton County Land Development Code and the Walton County Comprehensive Plan and that all statements and drawings, and other information submitted with this application is true and correct. I also understand that the submittal of incorrect information will result in the revocation of this permit and any worked performed will be at the risk of the applicant. I further understand that any changes which vary from the approved plans will result in the revocation of the permit and may result in a code compliant case.***

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

STATE OF \_\_\_\_\_

COUNTY OF \_\_\_\_\_

The foregoing instrument was acknowledged before me by:

Physical Presence

- OR -

Online Notarization

This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_,

By \_\_\_\_\_, as \_\_\_\_\_,

for \_\_\_\_\_.

(SEAL)

\_\_\_\_\_  
Signature of Notary Public – State of Florida

\_\_\_\_\_  
Name of Notary Typed, Printed or Stamped

Personally Known

Produced Identification

Type of Identification Produced:

\_\_\_\_\_