

**DEPARTMENT OF PLANNING &
COMMUNITY DEVELOPMENT
DIVISION OF INSPECTIONS**

3095 Crawfordville Highway Crawfordville, FL 32327
Office: 850-926-7636 Fax: 850-926-8086

COMMERCIAL CHECKLIST

Must Have Copy of Recorded Deed	Clerk of Court
Approved Site Plan	Show size and orientation (North Arrow) and all existing and proposed structures on the lot in the relation to property lines.
Development Permit Application (DPA)	Planning & Zoning (850)926-3695
Septic Tank Permit or Sewer Concurrency Letter	Environmental Health (850)926-2558 Utility Department (850)926-7616
Soil Boring Report	Needed if using concrete slab and names can be found in this packet. (If pipe clay found, must provide engineered foundation plans, 2 sets signed and sealed)
A.C.C.A (N) or other approved sizing forms & energy forms	A/C Contractor or Design Specialist
<p style="text-align: center;"><u>2 Complete sets of:</u></p> 2 Sets of Plans 2 Wind Load Analysis 2 Truss Layouts	Plans must be <u>Architect</u> or <u>Engineer</u> stamped From Truss Manufacture: <u>MUST SHOW UPLIFTS AND REAXTIONS</u>
Product Approval Sheet FL Statue 553.842 & FL Administrative Code 9B-72	This form must be completed for products requiring a FL Product Approval Number and Signed.
Flood Zone Pre-Elevation & Final Elevation on FEMA Form 81-31 January 2009	Certified Surveyor (Required if in flood zones A, A#, or V.)
Sub Contractors List	If using subs, this form must be filled out and signed.
Notice of Commencement	As of July 1, 2006 the N.O.C. is no longer required at the time of pick up, However NO inspections will be given until we have an <u>original blue or red stamped copy</u> on file in our office from the clerk of court.
Anchoring Certificate	V-Zones
Flood Proofing Letter	A-Zones