

**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

DIVISION OF INSPECTIONS

3095 Crawfordville Highway Crawfordville, FL 32327

Office: 850-926-7636

Fax: 850-926-8086

HOUSE MOVING

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
Building Department Application	Owner or Contractor to Fill Out
Septic Tank Permit or Sewer Concurrency Letter	Environmental Health (850)926-0401 Utility Department (850)926-7616
Soil Boring	If pipe clay is found, must provide engineered foundation plans, 2 sets signed and sealed
2 Sets of Engineered Foundation Plans	Must be signed and sealed by Licensed Engineer or Architect.
Sub Contactor's List	This form must be filled out and signed, but all sub-permits need to be pulled separate.
Pictures of All Four Sides of House	
Flood Zone Pre-Elevation & Final Elevation on FEMA Form 81-31 January 2009	Professional Land Surveyor (PLS) (Required if in Flood Zones A, A#, or V)
V-Anchoring Certificate	All V-Zones. Must be sealed by Licensed Engineer.
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.
Impact Fee Exemption	You can only qualify for this if you are replacing or removing an existing structure. Do not remove the home without it being inspected by the Building Department.
Homeowner's Affidavit	If Homeowner is doing any work, this must be signed and notarized.
Letter from Engineer	To insure Safety of house to be moved.

If application does not include all of the above documents, and all lines filled in on the Development Permit Application, you will not be able to submit this paperwork for a "Building Permit".