

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

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

**SINGLE FAMILY DWELLING**

Must Have Copy of Recorded Deed	Clerk of Court
Approved Site Plan	Show size & orientation (North Arrow) & all existing & proposed structures on the lot in the relation to property lines.
Development Permit Application (DPA)	Planning & Zoning (850)926-3695
Septic Tank Permit Sewer Concurrency Letter	Environmental Health (850) 926-2558 Utility Department (850)926-7616
Soil Boring	Needed if adding concrete slab; <i>(If pipe clay is found, or a high water table, must provide engineered foundation plans, 2 sets, signed &amp; sealed.)</i>
Sub Contractors List	If using subs, this form must be filled out and signed
Energy Forms (E.P.I) & Manual J 2 Wind Load Analysis	A/C Contractor or Design Specialist Must be signed & sealed by a Florida licensed Architect or Engineer
2 Sets of Plans	Plans must be Architect or Engineer stamped.
2 Truss Layouts	From Truss Manufacture: <b><u>MUST SHOW UPLIFTS AND REACTIONS</u></b>
Product Approval Sheet Fl Statute 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 2011	Professional Land Surveyor (PLS) Required if in Flood Zone A,A# or V)
V Anchoring Certificate	Needs to be signed & sealed by Florida Engineer
Notice of Commencement	As of July 1, 2006 the N.O.C is no longer required at the time of pick up, However, <b>NO</b> 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.
Home owners affidavit	Signed by homeowner if permit is issued to homeowner.
Impact Fee Exemption	You can only qualify for this if you are replacing a dwelling with another dwelling

*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."*