

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

3095 Crawfordville Highway  
Office: 850-926-7636

Crawfordville, Florida 32327  
Fax: 850-926-8086

**POLE BARNS/SHEDS**

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
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
2 Wind Load Analysis	Must be signed & sealed by a Florida licensed Architect or Engineer
2 Sets of Plans	Plans must be Architect or Engineer stamped or you may use one of Wakulla County master plans on file.
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, if in V flood zone	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.

*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."*