WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR BUILDING PERMITS

DEFUNIAK SPRINGS 892-8160, FREEPORT 267-2084

Applicant /Tech ***Notice: This form must be attached to all Building Plan Submittals.***

_____ _____ 1. **Building Application**

_____ _____ 2. **Parcel Number** – Call Property Appraiser at 892-8123

_____ _____ 3. **Proof of Ownership of Property**. (Must be a recorded deed from the Clerk of Courts)

_____ _____ 4. **Septic Tank Permit or Water and Sewer Availability Letter from Utility Co.** – DEP online http://OSTDS.floridadep.gov or email: OSP-Help@FloridaDEP.gov , DFS City Hall (850) 892-8500, South Walton Utilities: (850) 837-2988, Regional Utilities (850) 231-5114, Inlet Beach: (850) 231-4498, Freeport City Hall (850) 835-2822 or Walton County Engineering Department (Mossy Head Sewer Area) (850) 892-8108.

_____ _____ 5. **Planning Approved Site Plan with Review Sheet and/or Letter**
Planning Contacts: County (850) 267-1955, DeFuniak Springs City Limits (850) 892-8537, Freeport City Limits (850) 835-2340, Paxton City Limits (850) 834-2489

_____ _____ 6. **Plans for One or Two-Family Dwellings and their accessory structures, and other buildings**:
- No Plans – If construction is less than 100 sq. ft. and not coastal.
- Plans- If the construction is **not** located in the coastal construction zone (1) hard copy signed & sealed and (1) electronic copy on CD in PDF Format with attached sign & sealed letter.
- Plans-If the construction **is** located within the coastal construction zone - (1) hard copy stamped & sealed by a Florida Registered Architect or Engineer and (1) electronic copy on CD in PDF Format with attached stamped & sealed letter. Both types of plans must include the Walton County Wind Load Statement.

If property is located within a flood zone. A flood zone statement is required on plans.

_____ _____ 7. **Fire Impact Fee Receipt** – South Walton area call (850) 267-1298, Liberty area for appointment call (850) 892-5833 or email info@libertyfiredistrictfl.gov and Argyle Area request application by emailing argylefd99@gmail.com or (850) 892-4702

_____ _____ 8. **Energy Form** – If planning on heating & cooling the building with a central unit, contact power company or an individual source. **Note: Energy Form Must Be Hand or Digitally Signed**.

_____ _____ 9. **Product Approval Specification Sheet** – You may acquire approval numbers from the Vendor / Supplier or from www.floridabuilding.org. **Note: This form must be signed**.

Commercial Projects or Multi-Family Units of 3 or more and their accessory structures:

_____ _____ 1. **Development Order from the Planning Department with Approved Site Plan and Review Sheet**
Planning Contacts: County (850) 267-1955, DeFuniak Springs City Limits (850) 892-8537, Freeport City Limits (850) 835-2340, Paxton City Limits (850) 834-2489

_____ _____ 2. **Follow Steps 1 – 8 Above**. Note: All commercial projects require 2 sets of building plans= (1) hard copy (1) electronic copy -CD

_____ _____ 3**. Commercial remodel requires CLUC from Planning Department**
Planning Contacts: County (850) 267-1955, Freeport City Limits (850) 835-2340

_____ _____ 4. **Fire Life Safety Plan Review from the South Walton Fire District for all interior buildout, sprinkler, hood suppression and fire alarm permitting.** (South of Bay only)

Setback Requirements from Structure to Property Line: Front = 20 ft., Back = 15 ft., Sides = 7.5 ft.

Setback Requirements from Structure to the Following: Creek = 50 ft., Wetlands = 25 ft., Bay = 50 ft., River = 50 ft., Coastal Lake = 100 ft. (Exception: For Single Family Dwellings – Lots of Record prior to Nov. 07, 1996, that are less than 200 ft. deep may have 25 ft. or 25% of lot depth, whichever is greater.)

Online portal Civic Access (tylerhost.net) and forms are available under Building Division at www.mywaltonfl.gov

Plan Review Deposit of $29.00 will be required upon submittal, this can be paid by cash, check or credit card. Personal Checks from COURIERS will not be accepted.

Revised: 07/23/25