WALTON COUNTY BUILDING DEPARTMENT CHECKLIST FOR MODULAR HOMES BUILT OUTSIDE THE STATE OF FLORIDA

DEFUNIAK SPRINGS 892-8160, FREEPORT 267-2084

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

_____ _____ 1. **Building Application** completed with other marked and modular home noted and estimated cost is actual cost of home and foundation

_____ _____ 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 or Freeport City Hall (850) 835-2822

_____ _____ 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**
- Two (2) sets of house plans = (1) hard copy and (1) electronic copy on CD in PDF Format.
- Two (2) sets of Engineered foundation and strapping= (1) hard copy and (1) electronic copy on CD in PDF Format.

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

_____ _____ 7. Letter from Registered Florida Engineer stating the home is built to meet the Florida Building Code

_____ _____ 8. **Fire Impact Fee Receipt** – South Walton area call (850) 267-1298, Liberty area for appointment call (850) 892-5833 or mail nfo@libertyfiredistrictfl.gov and Argyle Area request application by emailing argylefd99@gmail.com or (850) 892-4702

_____ _____ 9. **Energy Form** – required if home does not have built in HVAC
Note: Energy Form Must Be Hand or Digitally Signed.

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.)

Should you have any questions concerning setbacks please consult the Planning Department.

Online portal Civic Access (tylerhost.net) and forms are available under Building Division at www.co.walton.fl.us

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: 01/31/25