



## Check-Off List for Commercial Permit

Escambia County, Florida

Commercial Building Permit Number: \_\_\_\_\_

Permit Type: \_\_\_\_\_

	COMPLETE	PENDING	N/A
1A. Plans submitted for DRC approval with Planning and Zoning			
1B. Simultaneous Submission Letter			
1C. DRC Approval			
2. Development Order			
3. Santa Rosa Island Authority approval (if applicable)			
4. Completed Building Application Card			
5. Completed Plans Review Application			
6. Notice of Commencement Application Form			
7. Notice to Owner for Notice of Commencement Application			
8. Recorded Notice of Commencement			
9. Site Plan/Floor Plan (to scale if on septic tank)			
10. Health Department Application			
11. Sewer Tap Receipt or Final Acceptance Letter			
12. Two (2) Sets of Signed and Sealed Construction Drawings			
13. Benchmark Survey (Flood Zone)			
14. Windload Certification			
15. Two (2) Sets of Energy Calculations			
16. Contractor Licensing Status			
17. Roofing Permit			
18. Application Fees Paid			
19. All Fees Paid			

Prepared By: \_\_\_\_\_

Date: \_\_\_\_\_

**NOTE:** Plans Review personnel will call you when your plans have been approved and are ready for permitting.

Septic tank application approval or sewer tap receipt must be provided prior to the issuance of building permits.

Additional permits are required for any additional work such as electrical, plumbing, gas, mechanical, etc.

Copy To: Customer

Office (attached to plans)