



City of Mary Esther
Permit Guide for Residential Additions

Planning and Zoning Department

January 2015

This document provides the basic information necessary to complete a Building Permit Application for a single-family addition not within a special flood hazard area.

1. Planning and Zoning. This element involves the regulations and standards associated with the site rather than the actual construction of the addition. This includes such things as land use, lot size, building setbacks, building height, etc. These features must be shown on a *site plan*. Planning and zoning regulations can be found in the City of Mary Esther Code of Ordinances and Land Development Code, which are both available on-line at the City's website www.cityofmaryesther.com or you may obtain them from the City of Mary Esther Planning and Zoning Department.

2. Construction Plans. This element involves the actual structural specifications required to construct an addition. This includes the foundation plan, walls, roof, electrical, plumbing, heating/cooling, etc., which are specified in the Florida Building Code (www.floridabuilding.org) and other related codes. The construction plans must bear an original signature, be dated, and certified with a raised or digitally printed seal of an appropriate Florida- registered design professional (engineer or architect).

Submittal Requirements Checklist:

1. _____ Building Permit Application. The application must be fully completed, signed, and notarized.
2. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information. A printout from the Okaloosa County Property Appraiser's Office or website if preferred.
3. _____ Three sets of construction plans. These construction plans must be certified, signed, and sealed by a Florida-registered design professional (engineer or architect).
4. _____ Three copies of a certified survey or site plan.
5. _____ A stormwater plan or other approved document certified by a Florida-registered engineer.

NOTE: You will be required to submit a Certified Foundation Survey prepared by a Florida registered land surveyor prior to any vertical construction.

***Some circumstances may require additional information to be submitted prior to a development permit being issued.**

For further information, please contact our office:

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Mary Esther, FL 32569
850-243-3566 Ext. 16

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