



## City of Mary Esther

### Permit Guide For A New Residential Dwelling

Planning and Zoning Department

January 2015

**This document provides the basic information necessary to complete a Building Permit Application for a single-family dwelling 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](http://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 and other related codes ([www.floridabuilding.org](http://www.floridabuilding.org)). The construction plans must bear an original signature, be dated, and certified with a raised or digitally printed seal of a 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 original, certified, signed, and sealed by a Florida-registered design professional (engineer or architect.).
4. \_\_\_\_ Two copies of a certified survey or site plan showing all easements, utilities, buildings, structures, encroachments and building setbacks.
5. \_\_\_\_ Proof of water and sewer service. This can be obtained from the City of Mary Esther Water and Sewer Department.
6. \_\_\_\_ A stormwater plan certified by a Florida-registered engineer.

**NOTE: You will be required to submit 3 sets of 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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