



Check-Off List for Residential Permit

Escambia County, Florida

Residential Building Permit Number: _____

Permit Type: _____

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