

CITY OF DEFUNIAK SPRINGS

COMMERCIAL PROJECTS

Documents required prior to issuance of development permits

1. **Construction Plans – Four (4) sets required**

- _____ Building
- _____ Electrical
- _____ Mechanical
- _____ Plumbing
- _____ Life Safety

2. **Detailed Site Plan**

- _____ Legal description and survey of property
- _____ Distance from building to parcel boundaries
- _____ Identify existing structures
- _____ Locate and identify (i.e. name and size) trees which are (3) inches in diameter and larger measured at a height of thirty-six (36) inches above the ground. Indicate which trees are to be removed, retained, etc.
- _____ Changes in elevations, grades and contours
- _____ Storm water retention areas
- _____ Parking areas
- _____ Landscape arrangement & Irrigation Plan
- _____ Buffer Zones
- _____ Driveway connections
- _____ Dumpster Location

LOCATION OF UTILITY CONNECTIONS

- _____ Water
- _____ Sewer
- _____ Gas
- _____ Electric

3. **Signs** _____ Submit drawings for all signs stating type, size, and location

4. **Contract** _____ Copy of signed contract by owner and builder

5. **Environmental Impact Assessment*** _____

6. **Permits Required**

- _____ Stormwater permit from Department of Environmental Protection.
- _____ Wastewater permit from Department of Environmental Protection*
- _____ Potable water permit from Department of Environmental Protection*
- _____ Energy efficiency compliance form
- _____ Plans and permit for driveway connections
- _____ Traffic concurrency plan*
- _____ Notice of commencement

7. **Fees**

A. **Impact Fees**

- _____ Water _____ Police
- _____ Sewer _____ Fire

B. **Tap Fees**

- _____ Water _____ Sewer
- _____ Gas

C. **Proportionate Fair Share** _____

D. **Transportation Concurrency Review** _____

7. **Documents required prior to issuance of certificate of occupancy**

- _____ P.E. Verification of wastewater system installation*
- _____ P.E. Verification of stormwater retention facility.
- _____ P.E. Verification of potable water system installation*
- _____ Final certificate of completion from architect

8. **Documents required prior to connection of potable water to project**

- _____ Department of Environmental Protection permit clearance.

* If applicable