



## MEMORANDUM

**DATE:** August 14, 2014

**TO:** Building Community of Walton County, Florida

**FROM:** Wayne Dyess, AICP

**RE:** Policy for submittal of information to Planning and Development Services regarding Building Permit application review

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### **Walton County Planning and Development Services Division Application Review Submittal Policy for Building Permits**

In an effort to meet the growing demand on services and provide the best customer service, the Planning and Development Services Department will be implementing several changes to their building permit review procedures. These new procedures will expedite the construction process by streamlining the review which will lead to shorter review times. **This new review process will begin on Wednesday, September 10, 2014.**

The new review process for permits will occur in two stages.

#### **Stage 1:**

The Planning and Development Services Department will conduct the direct intake of applications and submittals for only the Planning portion of the building permit review. Only the information required to determine compliance with the Land Development Code is required at this stage. The information and applicable fees required with the submittal are identified on the Walton County Planning and Flood Review application checklist. **An incomplete submittal package will not be accepted.**

Once a complete submittal package has been received by the department, applications will be reviewed in the order in which they have been received. Any deficiencies in the information provided will be identified and applicants will be notified. A resubmittal may be required to correct deficiencies in the original submittal. Once all required information has been received, reviewed and approved, the applicant will be notified and approved documents can be picked up from the Planning Department prior to submitting to the Building Department. All Planning Reviews fee are \$65 (which includes clearing and grading permit), and if applicable, Flood Reviews are an additional

\$45. All fees will be collected at the time of submittal. The Planning approval will be valid for a total of forty five (45) days from date of approval.

**Stage 2:**

Review will begin with the Building Department which will conduct their intake and review as normal. An application and stamped plans approved by the Planning and Development Services Department must accompany the submittal to the Building Department.

This new submittal policy is aimed at promoting efficiency by eliminating redundancies and idle permit review times.

We appreciate the public's patience and understanding as we continue to improve the services provided by the Walton County Planning and Development Services Department.



Wayne Dyess, AICP

Director

Walton County Planning and Development Services Division