

Building Permit Application Checklist

****If you are making application in the following cities you will need a Development Order before applying. Cities: Panama City, Parker, and/or Springfield.**

1. _____ DRIVEWAY/DITCH PERMIT APPLICATION IF REQUIRED
2. _____ SITE PLAN
3. _____ **1 ELECTRONIC COPY** OF COMPLETE SET OF PLANS
 - a. Site Plan
 - b. Foundation Plan
 - c. Floor Plan
 - d. Elevations
 - e. Wall section foundation through the roof
 - f. All drawn to scale
4. _____ COMPLETE BUILDING PERMIT APPLICATION
5. _____ ENERGY FORMS
6. _____ **RECORDED** NOTICE OF COMMENCEMENT
7. _____ FLOOD ELEVATION CERTIFICATE IF NEEDED
8. _____ ALL APPLICABLE FEE PAID AND BUILDING PERMIT FEE

*****IF YOU ARE A HOMEOWNER PULLING A PERMIT YOU MUST FILL OUT A HOMEOWNERS DISCLOSURE STATEMENT**

****All submissions may be made electronically, however in order to obtain a permit, a physical copy must be submitted at the time of pickup.**