

Process and Procedures for Building Construction (New, Addition, Rebuild, Interior Build-out, etc.)

Notice to Fire & Life Safety Permit Applicants:

For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:

All applicants must completely fill out and sign a Commercial Building Permit application.

- A)** Submit two (2) complete sets of signed and sealed plans including, but not limited to: elevations, floor plans, electrical, mechanical, utility, details, fire sprinkler, etc. One set will be returned to you when approved. All commercial and multi-family occupancies 3,500 sq. ft. or larger must be installed with an NFPA 13 compliant sprinkler system per local ordinance. All new commercial construction and additions will require a Knox box be installed (order form available at MFD) per local resolution.
- B)** Pay plans review fee of \$200.00 for first 5,000 sq. ft. and \$0.01 per each additional sq. ft. based on gross under-roof square footage, not foot print (per fee schedule).
- C)** On a separate check, pay impact fees (per impact fee schedule) at the Midway Fire District accounting office: 1322 College Pkwy., Gulf Breeze, FL, 32563.
 - a. Residential \$247.00 per unit
 - b. Commercial \$ 0.33 per sq. ft.
 - c. Industrial/Warehouse \$ 0.03 per sq. ft.
 - d. Institutional \$ 0.98 per sq. ft.
- D)** Plans will not be accepted until steps A, B, & C are completed.
- E)** If approved, comments letter will be sent to the Santa Rosa County Building Department. Your copy of approved plans and letter may be picked up at FPB offices.
- F)** If not approved, comments letter may be emailed or faxed to you. You will need to resubmit two (2) sets of plans with corrections if indicated.
- G)** Your copy of MFD FPB approved plans must be on site during construction.

The following inspections must be called for throughout the building progress:

Above plans review fee includes **one** rough-in and **one** final inspection.
All additional inspections are \$25.00 **each** due prior to inspection.

- 1)** Firewall rough-in (if applicable; must be completely exposed during inspection),
- 2)** Pre-power C.O. (prior to county issuance of power; SRC will not release power without this inspection),
- 3)** Final C.O. (includes inspection of all electrical items; all other applicable inspections, i.e., fire alarm, fire main, sprinkler system, hood suppression, etc., must have been already completed prior to scheduling Final C.O. inspection)