



## Process and Procedure

### Building Plan Review

*(New build, Addition, Rebuild, Build-out, etc.)*

#### Plan Review Submittal

1. Submit one complete hardcopy set of signed and sealed project plans, one PDF copy of project plans *(via email)* and a completed Application *(via email or hard copy)* for Plan Review to:

**Address:**

Midway Fire District  
1322 College Parkway  
Gulf Breeze, FL 32563

**Email:**

Planreview.submittal@midwayfire.com

#### Plan Review Fees

2. Pay Plan Review Fee and Impact Fee *(if applicable)* by check per fee schedules listed below. *(fees may be mailed or dropped off at location above. Review will not begin until fees have been paid. Email must be provided for receipt)*

**Plan Review Fee:**

a. **Building**

\$200.00 for first 5,000 sq. ft.  
+ \$0.01 per each additional sq. ft.

**Impact Fees:**

a. **Building**

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.

#### Inspections/Testing

3. Final C.O. (Certificate of Occupancy) inspection must be called for upon completion of project *(All other project inspections must be completed prior to final)*. Any follow up inspections will be \$25 each due prior to inspection.
4. All plans and inspections will be reviewed and tested per FFPC 7th edition and NFPA 2020

#### General

5. Hardcopy of project plans must be picked up by applicant within 30 days upon completion of plan review and must be on site until completion of project
6. If plan review is approved, report will be sent to the applicant and to the Santa Rosa County Building Department. If not approved, report will be sent to the applicant