

**NEW CONSTRUCTION COMMERCIAL PERMIT INSTRUCTIONS**  
**WASHINGTON COUNTY BUILDING DEPARTMENT**  
**freed@washingtontl.com - Telephone 850.638.6195**

1. Complete and submit the 9-1-1 Address Application to the 9-1-1 addressing office (850-638-6325). **A fee of \$25.00 will be charged.** Final inspection and authorization for power will not be given until this number is properly posted.
2. Complete an Application for Land Use and attach a copy of the recorded deed and submit to the Building Department. Check for deed restrictions. The override county laws and ordinances. It is the applicant's responsibility to ensure that all restrictions are followed. They are sometimes recorded on the property deed but are usually recorded separately at the Washington County Courthouse (850-638-6285)
3. If development is within the city limits of Chipley, contact the City of Chipley for a Development Order (850-638-6350). If within the Vernon city limits, a letter from the town clerk stating that sewer and water are available must be attached to the Land Use Application. A letter of approval is required from the Town of Wausau for any new development within the Wausau city limits. Some subdivisions have Architectural Review Committees that require approval of the placement of a dwelling.
4. Contact your power company to set up an account.
5. For new construction on **county-maintained roads**, apply for a **Driveway Permit** from the Public Works Department. **A minimum fee of \$25.00 will be charged for all new driveway connections.** Usually, it will only take a telephone call to obtain this permit (Call 850-638-6280). For construction on **state-maintained highways**, call the Florida Department of Transportation (850-482-9546). The driveway permit must be obtained before any electrical power is authorized at the construction site.
6. Septic tanks must be applied for at the Washington County Environmental Health Department (Phone 638-6240). The approved Land Use Application must be submitted to the Health Department with the Septic Tank Application. Current tanks must have a reuse permit. Click on Septic Tank Procedure.
7. Two complete sets of plans drawn to scale, including the site plan, must be submitted. For a copy of the New Construction Plan checklist click the following link: New Construction Checklist. A set will remain on file in the Building Department. One will be stamped and returned for the builder/owner to place on the job site.
8. All commercial plans are required to be engineered or architecturally designed **and** signed and must have the engineer or architect's raised sealed on the plans.
9. Commercial work with a valuation of over \$75,000 will require a contractor. The Building Department will determine this valuation.
10. A Storm Water permit from Department of Environmental Protection must be submitted (850-872-4375).
11. A Fire Safety Inspection from the local fire marshal whom is licensed to do fire safety inspections.
12. A Termite Pre-Treatment Certificate from a licensed exterminator.
13. A copy of the contractor's license, proof of General Liability, Workers' Compensation Insurance, and a county competency card must be submitted.
14. A copy of the contract between the contractor and the property owner is required. (Rehab jobs only)
15. All electric, plumbing, mechanical, and roofing sub-contractors are required to purchase their individual permits.
16. All documents must be left for review by the Building Department for at least 24 hours. All documents must be submitted at the same time. Partial submittals of plans will not be accepted.
17. A Notice of Commencement must be recorded at the Washington County Courthouse before receiving the second inspection and a certified copy furnished to the Building Department. A copy of this notice is required to be posted at the job site.
18. For final inspection instructions click on New Construction Residential and Commercial Permit Inspection List. All inspections must be at least 24 hours in advance to be scheduled.