



Freeport Planning & Zoning Department
Planning & Zoning/Building Permit Review/Code Enforcement/Annexation
Grants Coordination/Floodplain Management/Rural Enterprise Zone
112 HIGHWAY 20 W * PLANNING AND ZONING OFFICE

16040 BUSINESS 331 * FREEPORT, FLORIDA 32439

Date: May 24, 2023

To: Whom It May Concern

From: Planning Technician

Re: Freeport Building Permit Review Procedure

To submit a building permit to Walton County for property within the City of Freeport, you must first obtain a review letter from the Freeport Planning Department. Please submit **only** the following items for this review, any other documents will be discarded.

1. One copy of completed and notarized (Walton County) building permit application or mobile home application.
2. Parcel Number and legal description of the property, including Lot, Block, Subdivision Name, and Development Phase, if applicable
3. Proof of Ownership
4. Boundary survey including legal description, FEMA flood zones, wetlands, buffers, easements, existing structures, first floor elevation (per plat), elevation of crown of road in front of property, location of water connection and lateral, sewer connection and lateral, and hydrant locations **within the Road Right-of Way.**
5. Copy of Topographic/Tree Survey with protected trees listed*
6. Copy of Development Order for site.
7. Clear driving directions to the site from City Hall and page-size copy of subdivision plat with lot location identified, if lot is within a subdivision.
8. One copy of site plan showing dimensions of lot and setbacks on all sides of structure(s) from property lines and drive-way measurements including width at right of way (**no larger than 11x17**). **Location of Driveway must be indicated.**
9. One copy of dimensioned floor plans, including side elevations showing Top of Roof height and Mean Roof height (**no larger than 11x17, reduced size ok if legible**)
10. Copy of water/sewer availability letter from Water Dept. in City Hall.
11. Letter on contractor letterhead **signed and dated by project contractor** stating that the house and drive and/or non-residential structures as shown will not interfere with the existing sewer/waterlines or the sewer/water connections and will not create a need to relocate said lines and/or connections.
12. Copy of Architecture Review Board letter of approval**
13. Completed and approved Clearing Permit if trees are to be removed from site.
14. Elevation Certificate if building will be within a flood zone.
15. Review fee of \$25.00 payable to City of Freeport (per City Ord. 07-03) per permit application in the form of check or cash.

**All documents must be single sided documents, please DO NOT staple any documents.
Only approved review letter will be returned to submitter.**

Applications should be dropped off at the front desk and will be reviewed on a first come/first serve basis.

*A separate Clearing Permit is required if any tree clearing is occurring on the property.

**Applicable to: Hammock Bay, Canopies, Ashton Park, Verandas, Lafayette Creek Landing, and Cross Creek Estates, Grand Oaks Estates, Hammock Oaks Estates, Magnolia at The Bluffs.