



Freeport Planning & Zoning Department
Planning & Zoning/Building Permit Review/Code Enforcement/Annexation
Grants Coordination/Floodplain Management/Rural Enterprise Zone
P.O. BOX 339 * PLANNING AND ZONING OFFICE
16040 BUSINESS 331 * FREEPORT, FLORIDA 32439

Building Process for the City of Freeport

- Apply for building permit review (See building permit checklist)
 - Submit complete review packet to Planning and Zoning, submit only documents required by the City of Freeport. **All excess documents will be discarded.**
 - Packet will be reviewed for completeness and once all documentation is received, the review will begin. **Please allow 7-10 business days for review once all documentation is received.**
 - When our review is completed, a copy of our approval and receipt will be emailed to the contractor/requestor so that they can submit it to Walton County Building Department along with their required documents.

- After foundation is poured but before building goes vertical, a foundation survey must be submitted to the Planning and Zoning. The survey must include:
 - Setbacks
 - Buffers and Easements
 - Flood Zone
 - Elevation Certificate if required
 - Right of Way and FF Elevations
 - Survey will be reviewed for completeness and once complete survey is received; the review will begin. **Please allow 7-10 business days for review once complete survey is received.**
 - When our review is completed, a copy of our approval will be emailed to Walton County Building Department and the contractor.

- When building is completed and all landscaping and sidewalks are installed, submit a final survey as well as a stormwater compliance letter from the designing engineer for the specific lot to Planning and Zoning. The survey must include:
 - Setbacks
 - Buffers and Easements
 - Flood Zone
 - Elevation Certificate if required
 - Right of Way and FF Elevations
 - Water and Sewer laterals from home to clean out
 - When survey is received an inspection will be requested.
 - Once the worksite passes inspection the review will begin. **Please allow 7-10 business days for review once complete survey is received.**
 - When our review is completed, a copy of our approval will be emailed to Walton County Building Department and the contractor.
 - **Please be advised that no one can occupy the house/structure until after the C/O has been issued by Walton County.**