

Holmes County Building Department
107 E Virginia Ave, Bonifay, FL 32425
Phone: 850-547-1110 Fax: 850-547-4134

COMMERCIAL CONSTRUCTION REQUIREMENTS
NEW HOUSES & ADDITIONS
TO OBTAIN BUILDING PERMITS

THE FOLLOWING ARE GUIDELINES SET FORTH BY THE STATE OF FLORIDA AND/OR THE HOLMES COUNTY BOARD OF COUNTY COMMISSIONERS FOR POLICIES AND PROCEDURES PRIOR TO OBTAINING PERMITS FOR CONSTRUCTION

1. LAND DEVELOPMENT APPROVAL (IN THE BUILDING DEPARTMENT) 850.547.1110
2. 911 ADDRESS WITH VERIFICATION 911 OFFICE 850.547.1112
3. SEPTIC TANK PERMIT (TAKE COPY OF PLANS) HEALTH DEPT. 850.547.8500 EXT. 2
4. DRIVEWAY PERMIT
COUNTY ROADS: HOLMES COUNTY COMMISSIONERS 850.547.1119
STATE ROADS: HWY 79, 90, 81, 2 FLORIDA DEPT. OF TRANSPORTATION 850.836.5790
5. LEGAL DESCRIPTION OF PROPERTY/DEED PROPERTY APPRAISER OFFICE 850.547.1113
WEB SITE WWW.QPUBLIC.NET
6. TWO (2) SETS OF PLANS WHICH MUST INCLUDE:
-SITE, STRUCTURAL, ELECTRICAL, PLUMBING, MECHANICAL, AND GAS (IF APPLICABLE).
7. FIRE RESISTANT CONSTRUCTION, FIRE SUPPRESSION
-LIFE SAFETY SYSTEMS PLANS -LICENSED FIRE INSPECTOR 850-547-4898
8. **ANY** CONSTRUCTION ON PROPERTY LOCATED IN A FLOOD ZONE REQUIRES AN **ELEVATION CERTIFICATE** FROM A LICENSED SURVEYOR.
9. IF CONSTRUCTING WITHIN CITY LIMITS OF BONIFAY, PONCE DE LEON, ESTO, NOMA, OR WESTVILLE, A LETTER IS REQUIRED FROM THEM FOR CITY COMPLIANCE. PLEASE CALL... **BONIFAY** 850-547-4238, **ESTO** 850-263-6521, **NOMA** 850-263-3449, **PONCE DE LEON** 850-836-4361, **WESTVILLE** 850-548-5858
10. NOTICE OF COMMENCEMENT IS REQUIRED FOR **ANY** CONSTRUCTION VALUED OVER \$2,500.00.
11. CONSTRUCTION REQUIREMENTS ARE FROM THE **CURRENT FLORIDA BUILDING CODES**.
12. ELECTRICAL REQUIREMENTS ARE FROM THE **NATIONAL ELECTRICAL CODE**.

INSPECTIONS: NO INSPECTIONS WILL BE MADE PRIOR TO THE ISSUANCE OF A BUILDING PERMIT. A 24 HOUR NOTICE IS REQUIRED PRIOR TO EACH INSPECTION. PERMIT BECOMES VOID IF NO INSPECTION IS CALLED FOR WITHIN SIX MONTHS. ANY CONSTRUCTION COMMENCED PRIOR TO BEING PERMITTED WILL BE SUBJECT TO DOUBLE FEES. (FLORIDA BUILDING CODE)

SET-BACK GUIDELINES: COUNTY ORD. #88-02 REQUIRES ALL CONSTRUCTION IN HOLMES COUNTY:
MINIMUM OF AT LEAST 15 FEET FROM THE FRONT & REAR PROPERTY LINES.
MINIMUM OF AT LEAST 10 FEET FROM EITHER SIDE OF THE PROPERTY LINES.
THIS INCLUDES SEPTIC TANKS, ALL ADDITIONS, AND STORAGE BUILDINGS.

****NOTE- SEE OTHER SIDE FOR ADDITIONAL INFORMATION****

www.holmescountyfl.org