

Please use the list provided below as a reference when uploading required documentation for a permit application that requires a review by Growth Management. Requirements are based on the project's scope and details of work, not ALL documents may be required.

Note: If you must rename a file that contains a digital signature, please right-click on the file while viewing in a folder, and select "Rename", do NOT "Save as" and rename as this will jeopardize the verified signature. Also, if you must re-submit a document, please use the original file name the file was uploaded with initially. If the document is a revision, type "Revision" into the "Description" field on the uploads page of the permit portal.

PLEASE FOLLOW THE EXACT FILE NAMING CONVENTION PROVIDED FOR THE FOLLOWING DOCUMENTS:

Site Plan: Must include the dimensions of the lot and building. Also, show all trees and indicate which trees are to be removed or make a note "No Trees Will Be Removed".

File name: SP-SPDwgs

Demolition Owner Request for Utility Disconnect Form: The Utility Account Holder must request services to be retracted for demolition. Utility Services at (850)891-8925 may be contacted or the owner may complete [this form](#).

File name: AS-UtilityDisconnect

Owner's Affidavit: Must be signed and notarized. If you are submitting your application materials electronically then this should be electronically notarized. [Owner's Affidavit Form](#)

File name: AS-OwnersAff

Lien Law Acknowledgment Form: This is required only if the owner is the builder. [Lien Law Acknowledgement Form](#).

File name: AS-LienLaw

Owner Builder Disclosure Affidavit: This is required only if the owner is the builder. [Owner Builder Disclosure Affidavit](#).

File name: AS-OBDiscl

Notice of Commencement: Required if the cost of the demolition or move is over \$2,500. Not required for initial submittal but is required prior to the permit being ISSUED. [Notice of Commencement Form](#)

File name: AS-Notice of Commencement

Contractor Record of Acknowledgement: This is required. [Contractor Record of Acknowledgement Form](#)

File name: AS-ContrRcdAck

Original Document Notary Public Affidavit: [Notary Affidavit Form](#)

File name: AS-NotaryAff