

Access the Online Portal

Contact Us Main Line:

850-891-7001, option 2

- Plans Examiner
- Inspection Requests
- Code Enforcement
- Permit Information

Fax:

Applicant Services: 850-891-7029 Inspection Services: 850-891-0948 Plans Review: 850-891-7099

Email Or Chat





4. PLANS
REVIEW
Environmental
Building
Zoning

Plans Reviewer
contacts
applicant if
any problems
Zoning

S. PLANS
APPROVED
(includes environmental & driveway permits)

Applicant Services Requests estimate **Applicant Services** applicant 6. ANY completes of any water/sewer pays 7. APPLICANT WATER/SEWER checklist fees from UUPI invoice **INVOICED FOR FEES PERMIT/UTILITY CALCULATED FEES BY UUPI**

online and associate the sub permit with the main permit

PLANS &
PERMIT READY
TO PRINT

online and associate the sub permit with the main permit

P
SUB P

Subcontractors submit

9. TRADES
PULL
SUB PERMITS
(plumbing,
electric...)

sub permits & inspections ongoing

10.
CONTRACTOR
REQUESTS
INSPECTIONS
ONLINE

any deficiencies or remaining issues resolved

11. ALL
INSPECTIONS
PASSED

12.
CERTIFICATE
OF OCCUPANCY
OR COMPLETION
ISSUED

13.
CERTIFICATE
ONLINE FOR
PRINT/
DOWNLOAD

New Construction or Addition -> Certificate of Occupancy
Remodel (with no change -> Certificate of Completion
of occupancy)



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setup up an online portal account if you don't applicant already have one 1. SUBMIT pays 2. STAFF 3. APPLICANT **Applicant Services APPLICATION** invoice **INVOICED FOR VERIFIES** contacts applicant **ONLINE** to resubmit. **APPLICATION & APPLICATION IS** (includes sub if needed 1/2 PERMIT FEE **COMPLETE** permit plans*)

4. **COMMERCIAL PLANS REVIEW* Environmental**

Building Zoning

Plans Reviewer contacts applicant if any problems

5. PLANS APPROVED (EMP & Site Plan

must be approved first)

6. STAFF **CALCULATES** WATER/SEWER **FEES**

Applicant Services completes checklist

7. APPLICANT **INVOICED FOR REMAINING** FEES (permit &

applicant pays invoice

utility)

8. APPROVED **PLANS & PERMIT READY TO PRINT**

New Construction or Addition -> Certificate of Occupancy

of occupancy)

Remodel (with no change -> Certificate of Completion

Subcontractors submit online and associate the sub permit with the main permit

9. TRADES **PULL SUB PERMITS** (plumbing, electric...)

sub permits & inspections ongoing

10. **CONTRACTOR REQUESTS INSPECTIONS ONLINE**

any deficiencies or remaining issues resolved

11. ALL **INSPECTIONS PASSED**

12. **CERTIFICATE OF OCCUPANCY OR COMPLETION ISSUED**

13. **CERTIFICATE ONLINE FOR** PRINT/ **DOWNLOAD**

*Sub permit plans must also be approved along with the general building plan. These require approval by various departments and include mechanical, electrical, plumbing, gas, aquifer protection, cross-connection, fire, power engineering, solid waste, and TD meter.

EMP = Environmental Management Permit