

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

**Demo Checklist for Aquifer Protection:** Must be completed/signed by contractor and uploaded with submittal documents. [Demolition Requirements Checklist](#)

**File name:** AS-AquiferChecklist

**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 \$5,000. [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