



**Freeport Planning Division  
Department of Planning and Zoning**

P.O. BOX 339 \* FREEPORT CITY HALL \* 112 HIGHWAY 20 WEST \* FREEPORT, FLORIDA 32439

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**Date:** August 26, 2008

**To:** Whom It May Concern

**From:** Latilda Henninger AICP, City Planner

**Re:** Freeport Building Permit Review Procedure

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In order to submit a building permit to Walton County for property within the City of Freeport, you must first obtain a review letter from the Freeport Planning Department. The following items are necessary for that review and will remain on file with the Planning Department:

1. One copy of building permit application
2. Parcel Number and legal description of the property, including Lot, Block, Subdivision Name, and Development Phase, if applicable
3. Copy of Development Order for site.
4. Clear driving directions to the site from City Hall
5. One copy of site plan showing dimensions of lot and setbacks on all sides of structure(s) from property lines
6. One copy of dimensioned floor plans/side elevations
7. Copy of water/sewer availability letter from Freeport City Clerk
8. Letter on contractor letterhead signed and dated by project contractor stating that the house and drive or non-residential structures as shown will not interfere with the existing sewer/waterlines or the sewer/water connections and will not create a need to relocate said lines and/or connections.
9. Copy of Architecture Review Board letter of approval\*
10. Review fee of \$25.00 payable to City of Freeport (per City Ord. 07-03) per permit application.

All items submitted will remain on file with the City. Applications dropped off will be reviewed on a first come/first serve basis as time permits. It is recommended that the applicant make an appointment with the City Planner for a more expedient review. Call 850-835-2340 for appointments.

**\*Applicable to: Hammock Bay, Canopies, Ashton Park, Owl's Head, LaGrange Landing**