



# WASHINGTON COUNTY BUILDING DEPARTMENT

1331 South Boulevard, Suite 900

Chipley, Florida 32428

Phone (850) 638-6195

Fax (850) 638-6304

## PERMIT INSTRUCTIONS FOR MOVING AND RELOCATING HOUSES

Complete an [Application Land Use](#) and attach a copy of the recorded deed and submit to the Building Department. Check for deed restrictions. They override county laws and ordinances. It is the applicant's responsibility to ensure that all restrictions are followed. They are sometimes recorded on the property deed but are usually recorded separately at the Washington County courthouse (Phone 850-638-6285).

If development is within the city limits of Chipley, contact the City of Chipley for a Development Order (850-638-6350). If within the Vernon city limits, a letter from the town clerk stating that sewer and water are available must be attached to the Land Use Application. A Letter of approval is required from the Town of Wausau for any new development within the Wausau city limits. Some subdivisions have Architectural Review Committees that require approval of the placement of a dwelling.

Contact your power company to set up an account.

For new construction on county-maintained roads, apply for a [Driveway Permit](#) from the Public Works Department. A minimum fee of \$25.00 will be charged for all driveway permits. Usually, it will only take a telephone call to obtain this permit (850- 638-6280). For construction on state-maintained highways, call the Florida Department of Transportation (850-482-9546). The driveway permit must be obtained before any electrical power is authorized at the construction site.

Septic tanks must be applied for at the Washington County Environmental Health Department (Phone 638-6240) The approved Land Use Application must be submitted to the Health Department with the Septic Tank Application. Current tanks must have a reuse permit.

Two (2) complete sets of foundation plans with architect's/engineer's seal. One (1) survey with the surveyor's seal, include a site plan. One set will remain on file in the Building Department.

A copy of the Contractor's license, proof of General Liability, Workers' Compensation Insurance must be submitted. A (\$60.00) electrical permit will also be required.

A Notice of Commencement must be recorded at the Washington County Courthouse. A certified copy furnished to the Building Department.