

CITY OF LYNN HAVEN
Building Department
Phone: (850) 265-2121 X 2135
inspections@cityoflynnhaven.com
buildingdepartment@cityoflynnhaven.com

You will find a checklist indicating what is required to pull a building permit. To ensure there is no delay in your permit application being processed, please use the checklist to confirm your submittal is complete, as incomplete application submittals will not be processed until all lacking documentation is provided.

Reminders: **Refer to Florida Building Code Section 107.3.5**

1. The Department of Development and Planning is responsible for planning and land development procedures with the city. Including formulation and administration of plans and regulation including, but not limited to, the following:

Coastal Management, Conservation, Environmental Protection, Growth Management, Historic Preservation, Housing, Land Use, Urban Design, and Utility Planning.

Commercial projects may need a Development Order, Certification of Concurrency, and Final Order from development/planning, and should be submitted with your building permit application packet.

Development and Planning can be reached at: Phone: 850-248-0506 or Email: develop_plan@cityoflynnhaven.com

2. Make sure you submit all your credentials and subcontractor's credentials with your application/submittals. Consisting of: DBPR License, General Liability/Workers Comp, Sunbiz Proof (Sunbiz.org), Tax Receipt (businessstax@cityoflynnhaven.com), Driver's License.
3. No more than one inspection will be provided without a Recorded Notice of Commencement. PRIVATE PROVIDER INSPECTIONS CANNOT BE ENTERED IN OUR SYSTEM WITHOUT THE RECORDED NOTICE OF COMMENCEMENT.
4. No final inspection will be scheduled until ALL required documentation received by our office.
5. You can confirm Flood Zone here: <https://gis.baycountyfl.gov/lynnhaven2/>
6. Make sure signatures are Notarized where required.
7. Email completed submittals to: buildingdepartment@cityoflynnhaven.com

