



Avalon Fire Rescue District Process and Procedure

Building Plan Review

(New build, Addition, Rebuild, Build-out, etc.)

Plan Review Submittal

1. Submit an online application with an attached .pdf copy of signed and sealed plans via our website at <https://www.avalonfirerescue.com/plan-review-application>. The website cannot accept large file sizes, so contact us for instructions on where to upload your files instead. Additionally, you must either mail or drop off **one** hardcopy set of the signed and sealed plans along with the applicable fees listed below to:

Address:

Avalon Fire Rescue
5408 Mulat Rd.
Milton, FL 32583

Plan Review Fees

2. Checks are the only accepted form of payment for the fee(s) listed below, and each fee is to be paid using a separate check (impact fees are separate from plan review fees). The fee(s) may be either mailed or dropped off at the address listed above. Checks are to be made out to **Avalon Fire Rescue**.

Plan Review Fee:

- a. **Building** \$200.00 for the first 5,000 sq. ft.
+ \$0.02 per each additional sq. ft.

Impact Fee:

- a. **Building**
 - a. Residential \$281.25 per unit
 - b. Commercial \$0.5175 per sq. ft.

Inspections/Testing

3. Final C.O. (Certificate of Occupancy) inspection must be called for upon completion of the project (*all other project inspections must be completed prior to the final*). Any follow-up inspections will be \$25 each and must be paid prior to the inspection.
4. All plans and inspections will be reviewed and tested per FFPC 9th edition and NFPA 2024.

General

5. A hard copy of the project plans **must** be picked up by the applicant **within 30 days upon completion of plan review** and must be on site until completion of the project.
6. If a plan review is approved, the report will be sent to the applicant and to the Santa Rosa County Building Department. If not approved, the report will be sent to the applicant (*all resubmittals will require a new application*).