



Revised 2/1/2023

REQUIREMENTS FOR SUBMISSION OF CONSTRUCTION PLANS
Residential & Commercial (short version)

1. Complete an application for residential or commercial construction.
2. Provide three sets of plans and specifications that have been signed and sealed by an architect or professional engineer licensed by the State of Florida. Structures shall be designed to withstand at least 160 mph intensity wind load. Drawings shall clearly detail the type of construction; provide scaled plans, sections, details, including elevations and plot plans for project.
3. Provide three **original** copies of a surveyor's plot plan
4. Provide three **original** flood elevation certificates per the construction plans. All new construction or substantial improvements of residential structures in Zones AE and VE shall be elevated on pilings so that the bottom of the lowest horizontal structural member of the lowest floor (excluding the pilings) is elevated to at least 3 feet above the base flood elevation.
5. Provide three **original** V-zone Building Design and Performance Certificate – Federal Emergency Management Agency Form, and/or Compliant Foundation Openings are required in Breakaway Walls in A-Zones if walls are enclosed. "Engineered" flood vents **MUST have letter from manufacturer or designer**
6. If applicable, a letter of comment must be received by the homeowner's association, master leaseholder, developer, etc. Note: If any letters of comments are to be received from any applicable party, they must accompany the application. (**Encroachments for in-ground swimming pools and pier requests**).
7. Lease Amendment
 - a) Amendment To Single Family Residential Lease Agreement Construction Below the Base Flood Elevation
****Please be advised that the Lease Amendment must be executed and returned to our office in a timely manner to allow for SRIA Committee and Board approval. Once approved and fully executed the document will be given to the leaseholder for recording, and a copy of the fully executed recorded document will then be provided to staff for the file. The Certificate of Occupancy will not be issued until we receive the recorded amendment in our office.****
8. Landscaping – General requirements on Pensacola Beach: Due to wind and water erosion problems experienced in a beach environment, proper landscaping is considered an essential and mandatory part of each new or modified structure. A plan showing soil, landscaping and stabilization must be furnished on submission of other plans.
9. Suggested Exterior Color Schemes for Residential Structures.
10. **Development Approval.** Plans and specifications shall be submitted to the SRIA office for development approval, which is required prior to building permit issuance by Escambia County.



**SANTA ROSA
ISLAND AUTHORITY**

Specifications shall describe fully each type of material and construction methods for all work indicated on the plans.

11. Certain projects must be considered by the Architectural Environmental Committee (AEC), which meets monthly on the second Wednesday of the month, and/or the Authority Board, which meets the first Wednesday of the month.
12. Items that are reviewed and acted upon at staff level:
 1. Residential:
 - a) New Construction.
 - b) Reconstruction.
 - c) Substantial improvement (50% or more) (**See attached "FEMA 50% Rule"**)
 2. Commercial and multi-family residential construction under \$1,000,000.00.
 3. All signs.
 4. Piers, docks, basins and marinas.
 5. Pools within setbacks
13. Items that require AEC review and recommendation prior to action by the full SRIA Board:
 1. All Amendments to Lease for new construction projects, new piers, and substantial improvements.
 2. Commercial and multi-family construction over \$1,000,000.00.
 3. Projects requiring the SRIA Board to address ecological or environmental aspects.
 4. Projects representing a known or potential controversy.
 5. Preliminary or final plats for the subdivision of land.
 6. Appeals of SRIA staff determinations.
 7. Projects requiring a variance, encroachment or representing an obvious or questionable deviation from established codes or restrictions or policy.

*****Any project that requires Architectural Environmental Committee (AEC) or full Board approval must be submitted 9 days prior to the Committee meeting to be presented for consideration (per SRIA Board Policy). All applicable documents including application, supplemental documentation and letters of comment from adjacent neighbors, if project would require their being informed, i.e. swimming pools, docks or piers, MUST be complete at time of submittal.**