

Contractor Quick Info Sheet

To schedule a PreConstruction Conference, you will need the following:

- 1 set of 11x17 plans that are signed and sealed from the architect that includes the approved landscaping.
- Checks for Compliance Deposit and other fees.
- Site must be staked with the 4 corners of the house marked. Any bump out must be marked as well.

Building Permit:

- A copy of the building permit as issued by the Walton County Building Department must be sent to the Compliance Office within 30 days of issuance.

When the foundation is in:

- A foundation survey must be submitted to the Compliance Office before any vertical building begins. Once this survey is received, it will be reviewed and contractor will be contacted and given approval to begin vertical construction.

Exterior Paint:

- All exterior colors are only given a Field Applied Approval during the DRB process. When the house is ready to be painted, contractor **must submit a Field Applied Sample Review to the Compliance Office.** There should be a mock up of the colors on the house next to a finished door or window. Once this is inspected by the DRB, the contractor will be notified to let them know there was a final approval on the color selection and they can continue with painting. **Failure to follow this procedure may result in a fine.**

PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY, THE COMPLIANCE OFFICER IS REQUIRED TO COMPLETE AN INTERIOR INSPECTION. PLEASE CONTACT COMPLIANCE OFFICER PRIOR WHEN READY FOR THIS INSPECTION!!!

In order for the house to have a final inspection, the Compliance Office will need the following:

- 1 - 11x17 AS-BUILT set of plans, signed and sealed from the architect that reflect any changes that have been made.
- A signed and sealed FINAL AS-BUILT survey.
- Certificate of Construction Completion, signed & sealed by architect.
- Copy of Certificate of Occupancy from County Building Department.