

Bulletin #9: Simultaneous Review Process

Date: August 14, 2017

Revised from: Bulletin #9 Simultaneous Review Process, dated January 24, 2016

Effective Date: August 14, 2017

Amended: April 27, 2023

To: Applicants and County Staff

From: Fred Clum, Chief Building Official

Subject: Revised procedure for the simultaneous review process

General Overview

The simultaneous review process allows for an applicant to submit a building permit application prior to approval of the site development plan (SDP). The building permit may be applied for prior to the application for the site development plan (this term includes SDPA, SDPI, SIP, SIPI, etc.) or it may be submitted during the review of the site development plan.

The building permit application will be reviewed for compliance with the Florida Building Code and the site development plan will be reviewed for compliance with the County's Growth Management Plan and Land Development Code.

A building permit cannot be issued until it is compliant with the site development plan.

Process

If the building permit is under review, and no approved site development plan was submitted, County Staff will issue a rejection comment informing the applicant they must submit the approved site development plan. The applicant will be required to submit the approved site development plan through the corrections process.

Customers will continue to receive notification when a building permit application is about to expire and no site development activity is underway.

The building permit application and site development plan must have identical square footage, building construction type, and sprinkler intention information.

[Fire Prevention and Control Fees](#) and [Growth Management Department](#) fees will be incurred, as applicable, for each correction submittal. It is imperative that the applicant monitor the number of resubmittals to avoid unnecessary fees. It is recommended that an applicant include the approved site development plan with a resubmittal that addresses multiple corrections.

