

Building Permits  
Environmental Site Clearing & Grading

For New Single-Family Residential Building Permits that have been approved by Environmental Services and are awaiting Building Plans Review approval, the following steps may be taken to begin environmental clearing and grading, consistent with the submitted Building Permit and other approved Environmental Management permits, prior to issuance of the building permit.

1. The applicant shall complete a Leon County Environmental Site Clearing Affidavit (ESCA).
2. The applicant shall pay the Building Residential New-Addition Fee + Environmental fee + Development Services Project Status fee.
3. The building permit is routed for review as customary (if the request is made at the time permit application).
4. Once the Environmental Inspector completes the review/mark-up/approval for the site plan, the applicant shall submit a [Leon County Notice of Intent to Proceed](#) to the Environmental Inspector. (see Notice of Intent to Proceed sample letter)
5. The Environmental Inspector verifies the contractor's license is valid with the Code Services Division.
6. The Environmental Inspection Supervisor will notify the applicant that the request has been approved and document such. The notification will include Attachment B – Environmental Site Clearing and Grading Release.
  - A pre-construction conference is required prior to any development activity.
  - The contractor shall install sediment & erosion control measures + tree barricades/protection as necessary.
  - The site should be stabilized within 14 days unless the building permit has been issued and active construction of a home has commenced.
  - The approval is for clearing and grading activities only.
  - A copy of the approved Environmental plans (including additional conditions, attachments, and exhibits) will be provided at the pre-construction conference and shall be posted on-site.