CITY OF TALLAHASSEE

Permitting from Start to Finish

Growth Management Department
September 26, 2020

Why permitting?

Source: www.guidelondon.org.uk/

- London (1135, 1212, and 1666)
- Munich (1327)
- Amsterdam (1421 and 1452)
- Moscow (1547 and 1571)
- Stockholm (1625 and 1759)
- Boston (1711, 1760, 1787, and 1872)
- Copenhagen (1728)
- New York City (1776, 1835, and 1845)
- New Orleans (1788 and 1794)
- Detroit (1805)
- Savannah (1820)
- Pittsburgh (1845)
- St. Louis (1849)
- Toronto (1849)
- San Francisco (1851)
- Montreal (1852)
- Chicago (1871 and 1874)
- Hong Kong (1878)
- Seattle (1889)
- Jacksonville (1901)
- Baltimore (1904)
- Atlanta (1917)
- Berkeley (1923)

Why permitting?

FIRE IN A NIGHTCLUB: OVERVIEW; 96 Dead in Fire Ignited by Band at Rhode Island Club

Warehouse in deadly Oakland fire hadn't been inspected in 30 years

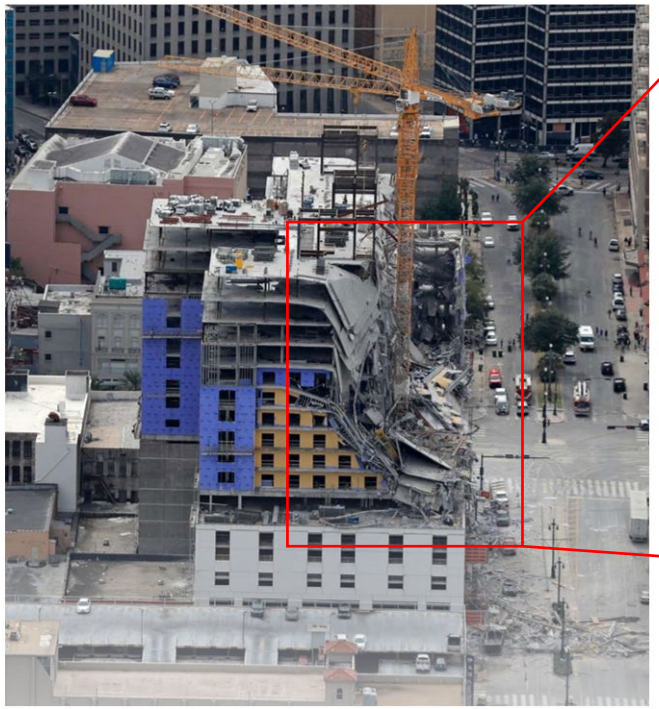
By Scott Glover and Susanna Capelouto, CNN

Updated 1:15 AM ET, Fri December 9, 2016

Source: The New York Times and CNN

Why permitting?

At collapsed New Orleans Hard Rock Hotel, OSHA cites 'willful,' 'serious' safety violations



Source: MSN

Why permitting?

'Sounded Like an Earthquake': Philadelphia Fire Crews Rescue 14 People from Apartment Building Collapse in Mount Airy.

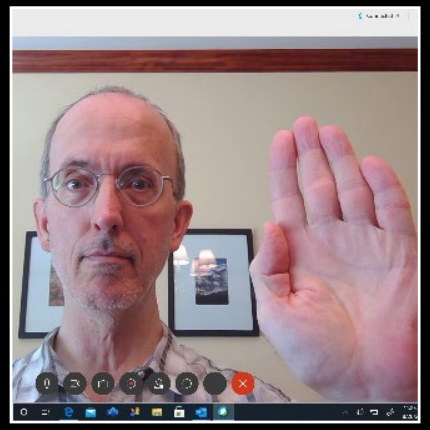
Deck Collapses at Jersey Shore, Injuring at Least 22

Source: CBS, The New York Times, WDEL

Benefits of permitting

- Improves safety
- Protection from natural disasters
- Affordable insurance
- Consumption of natural resources
- Energy efficiency and reduced costs
- Climate change
- Protecting your investment
- Construction experience
- Contractor’s qualifications

Asking questions



1

Raise your hand.

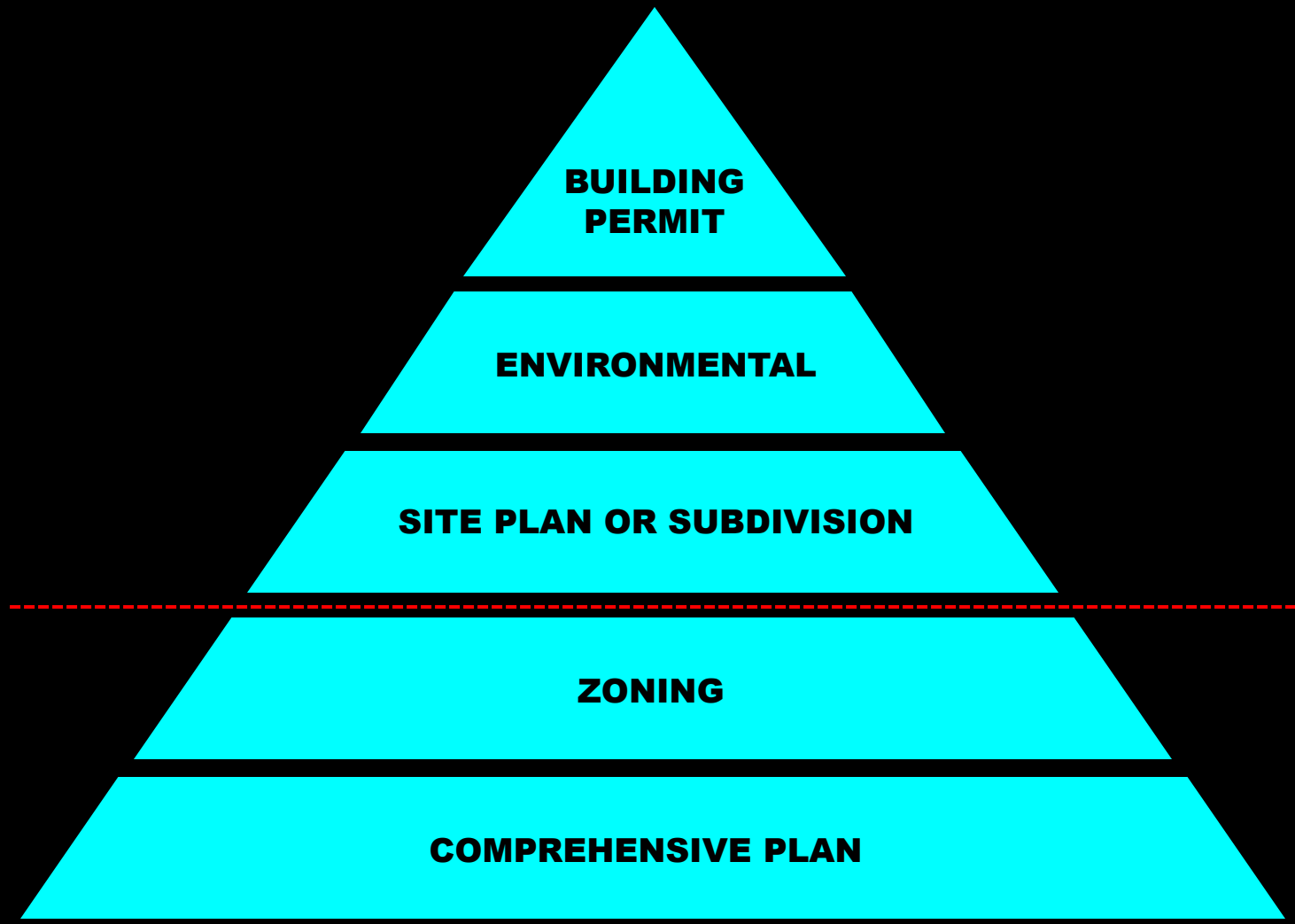
2

Email us at Elise.Fisher@talgov.com.

3

Send a chat.

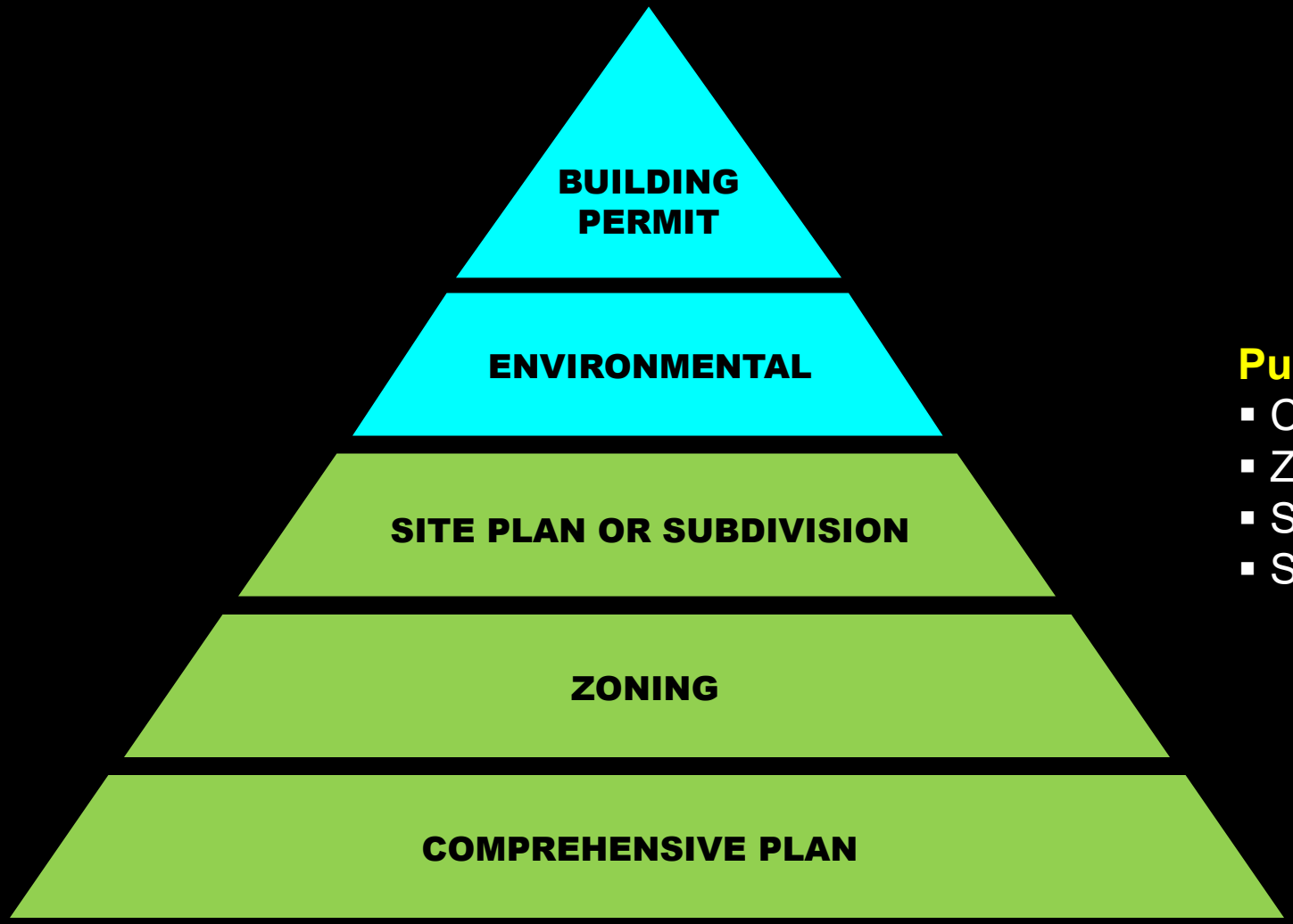
Big picture



Growth Management Department
(850) 891-7001

Planning Department
(850) 891-6400

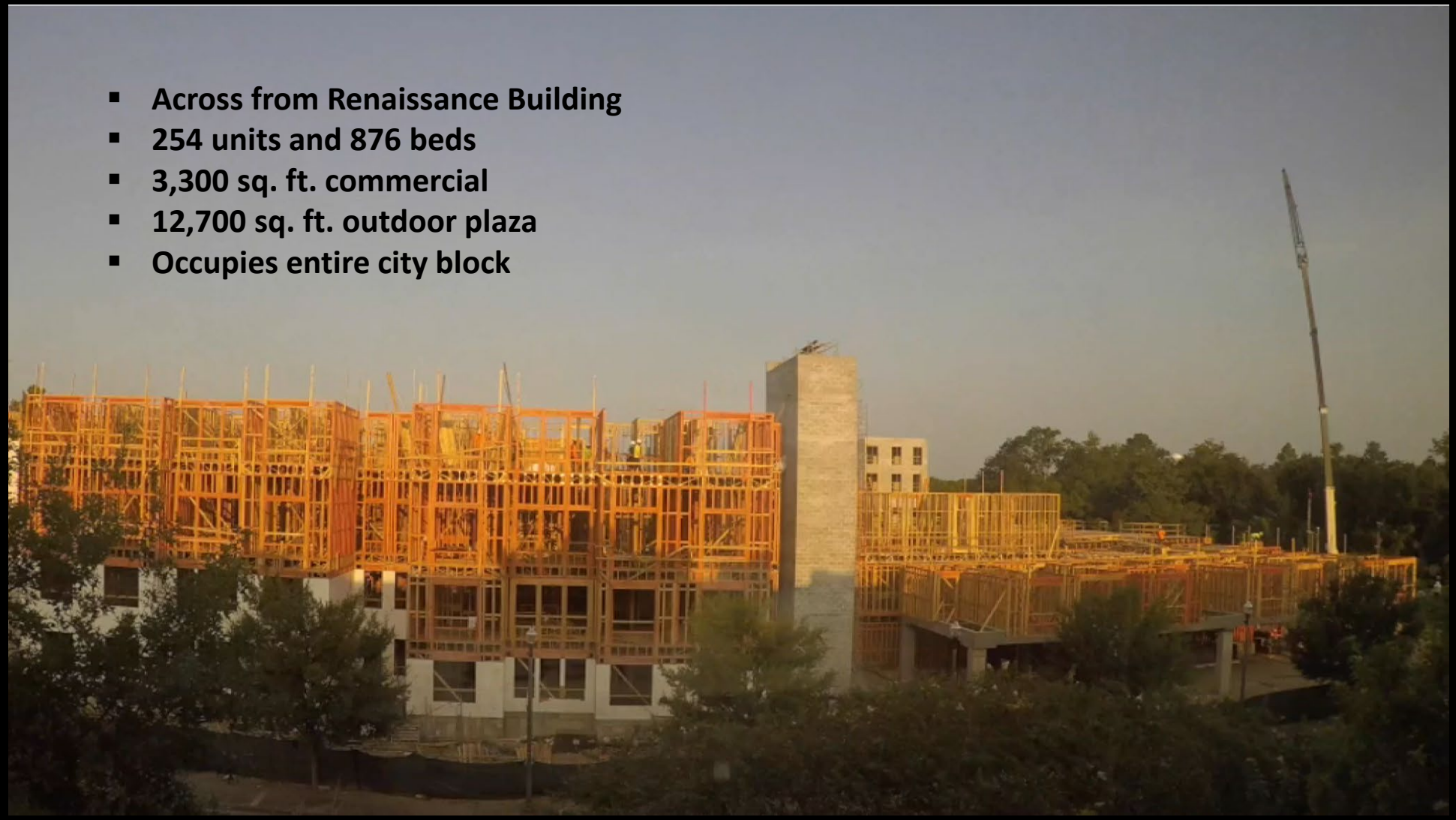
Big picture



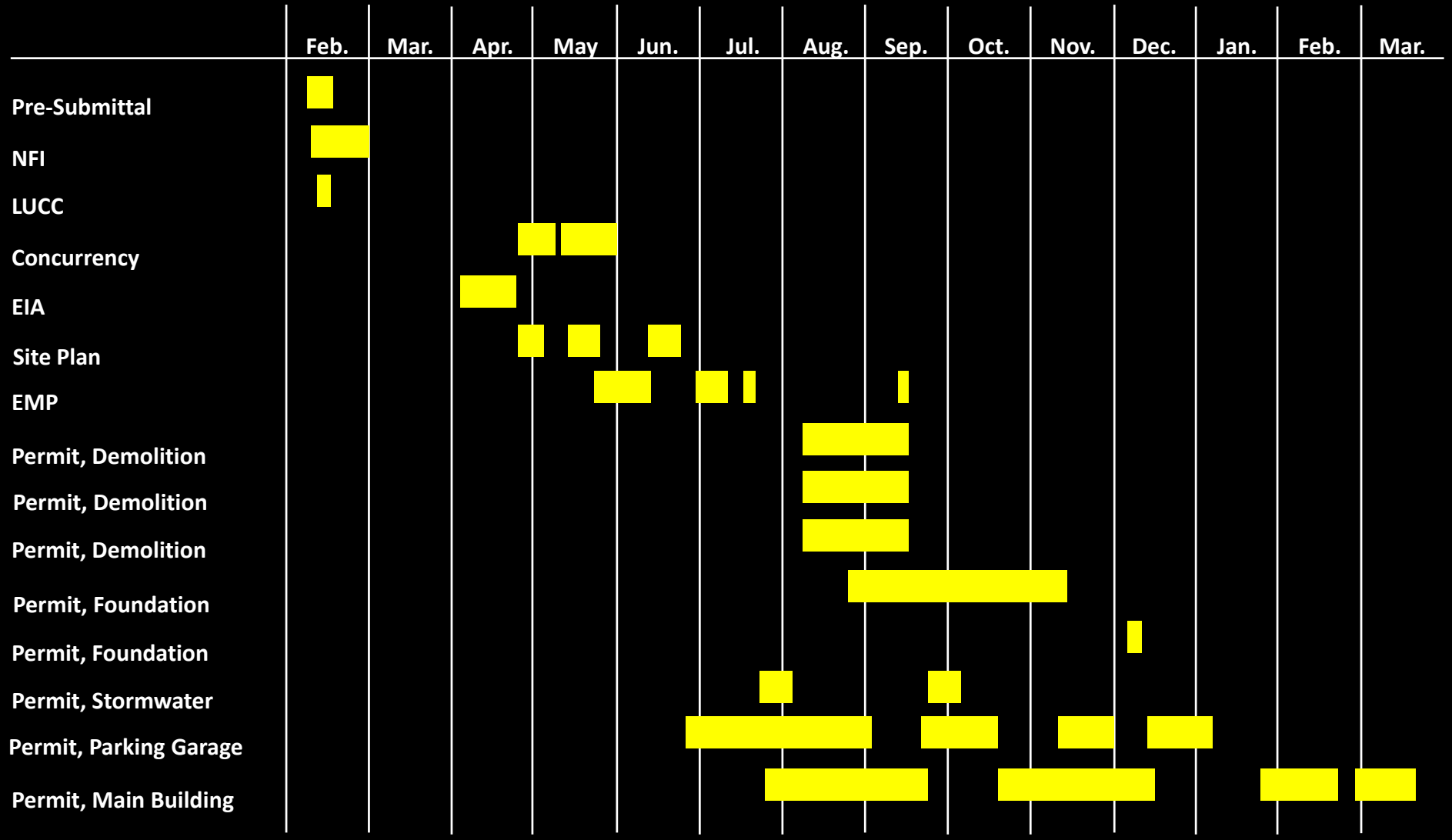
Public Meeting Required

- Comprehensive plan amendment
- Zoning amendment
- Subdivision
- Site plans

The Standard



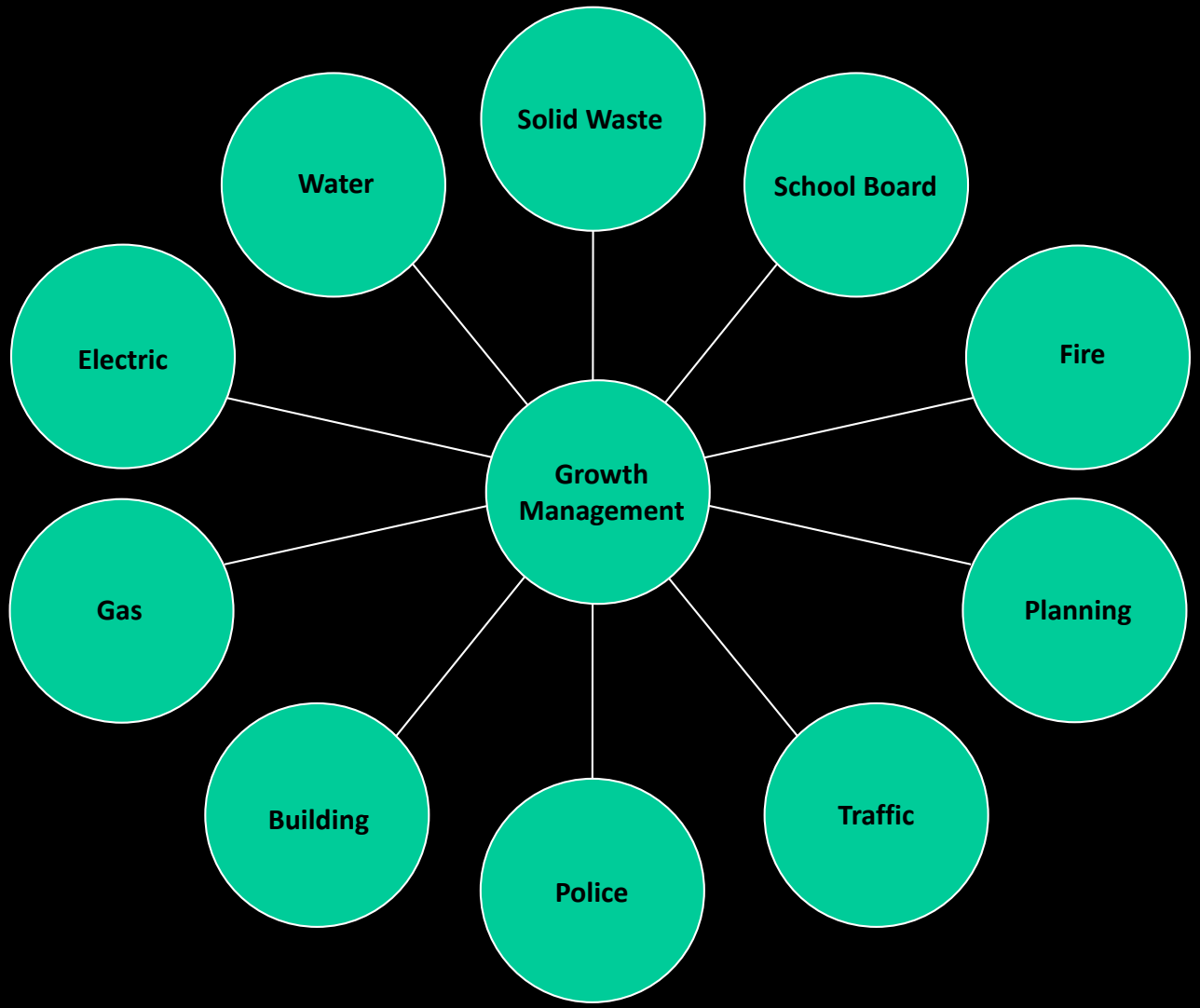
Calendar


Feb.
Mar.
Apr.
May
Jun.
Jul.
Aug.
Sep.
Oct.
Nov.
Dec.
Jan.
Feb.
Mar.
Pre-Submittal
NFI
LUCC
Concurrency
EIA
Site Plan
EMP
Permit, Demolition
Permit, Demolition
Permit, Demolition
Permit, Foundation
Permit, Foundation
Permit, Stormwater
Permit, Parking Garage
Permit, Main Building

Process

Pre-Submittal
Natural Features Inventory
……
Land Use Compliance Certificate
Concurrency
……
Environmental Impact Analysis
……
Site Plan/ Subdivision
Environmental Management Permit
Building Permit
Certificate of Occupancy

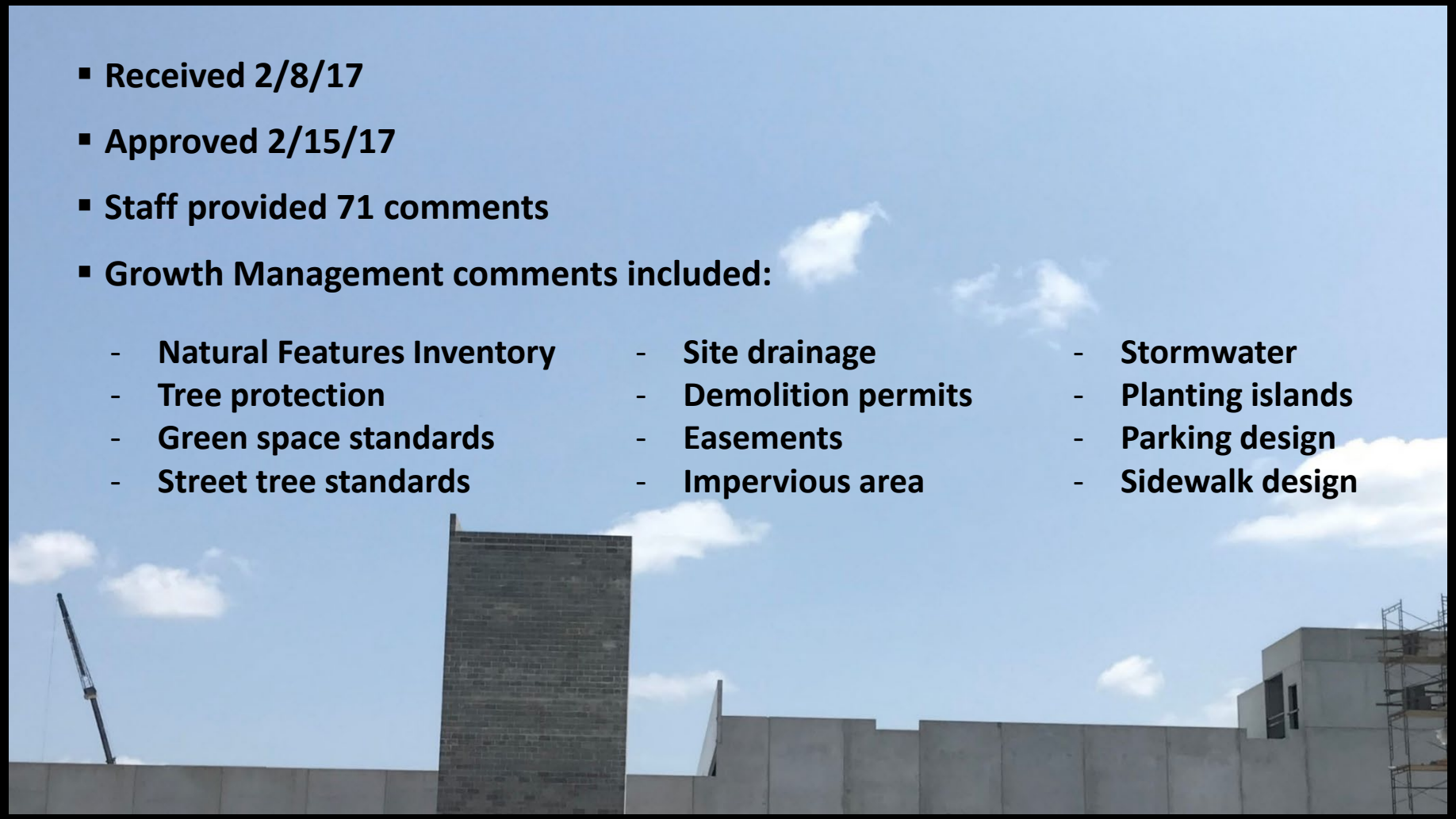
Pre-submittal



Pre-submittal

- Free process
- 7 calendar days
- Optional and typically first step
- Establishes early lines of communication
- Applicants provide site plan and description
- Outcome is detailed written guidance

Pre-submittal



- Received 2/8/17
- Approved 2/15/17
- Staff provided 71 comments
- Growth Management comments included:

- Natural Features Inventory	- Site drainage	- Stormwater
- Tree protection	- Demolition permits	- Planting islands
- Green space standards	- Easements	- Parking design
- Street tree standards	- Impervious area	- Sidewalk design

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Natural Features Inventory

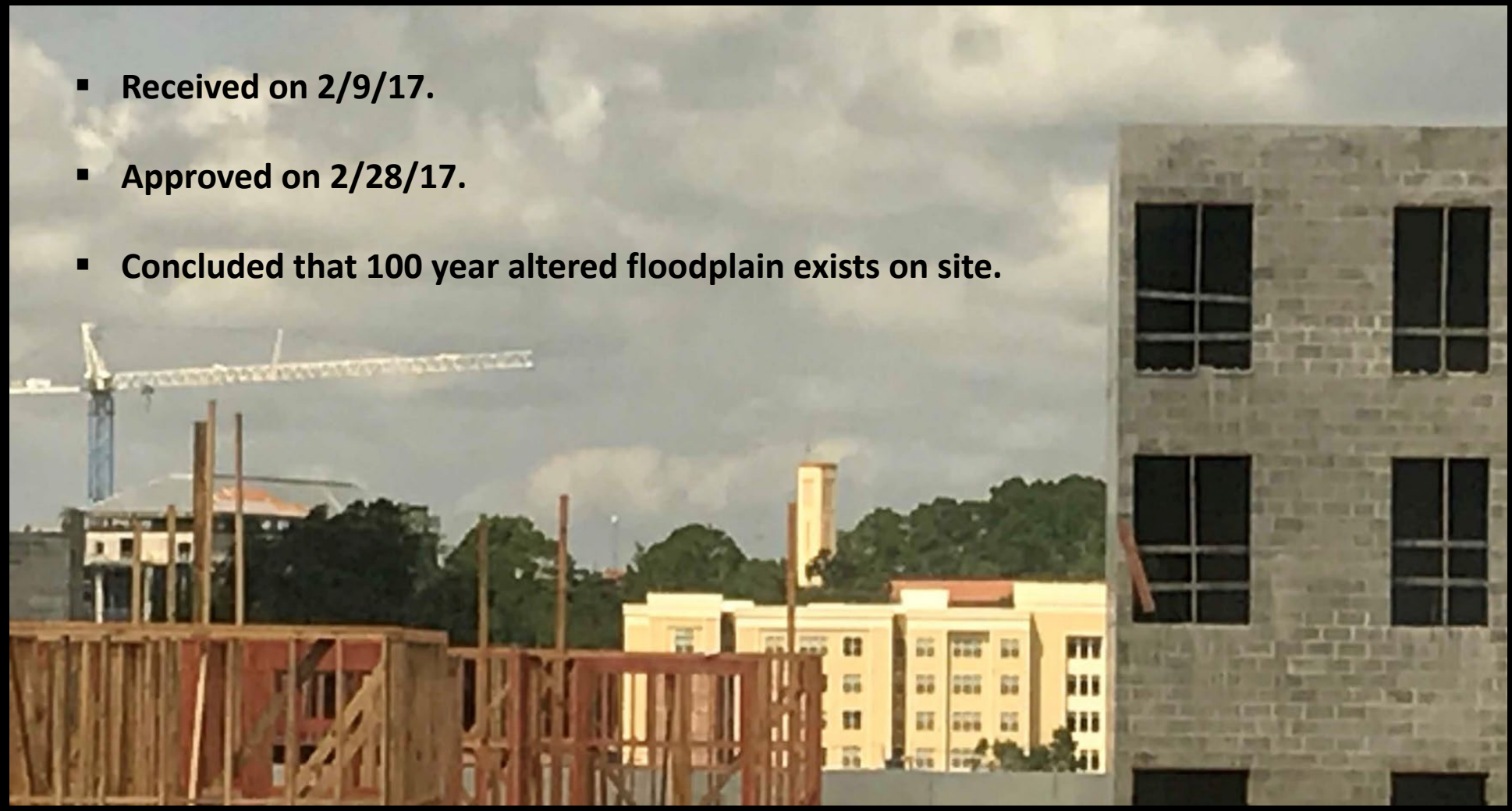
Preservation Features

- Unaltered Wetlands
- Waterbodies
- Watercourses
- Unaltered Floodplains
- Native Forests
- Severe Grades
- Threatened and Endangered Species Habitat
- Archeological or Historical Sites

Conservation Features

- Altered Wetlands
- Altered Floodplains
- Closed Basins
- Significant Grades
- High Quality Successional Forest
- Active Karst Features
- Canopy Roads
- Special Development Zones

Natural Features Inventory



- Received on 2/9/17.
- Approved on 2/28/17.
- Concluded that 100 year altered floodplain exists on site.

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Land Use Compliance Certificate

- Response time is 7 calendar days.
- Sets review framework.
- Creates certainty for applicant.
- LUCC serves three purposes.
  - Confirms if use is allowed
  - Defines the review process
  - Highlights known challenges

Land Use Compliance Certificate

- Received on 2/10/17.
- Approved on 2/14/17.
- Confirmed site is eligible for up to 265 multi-family units.

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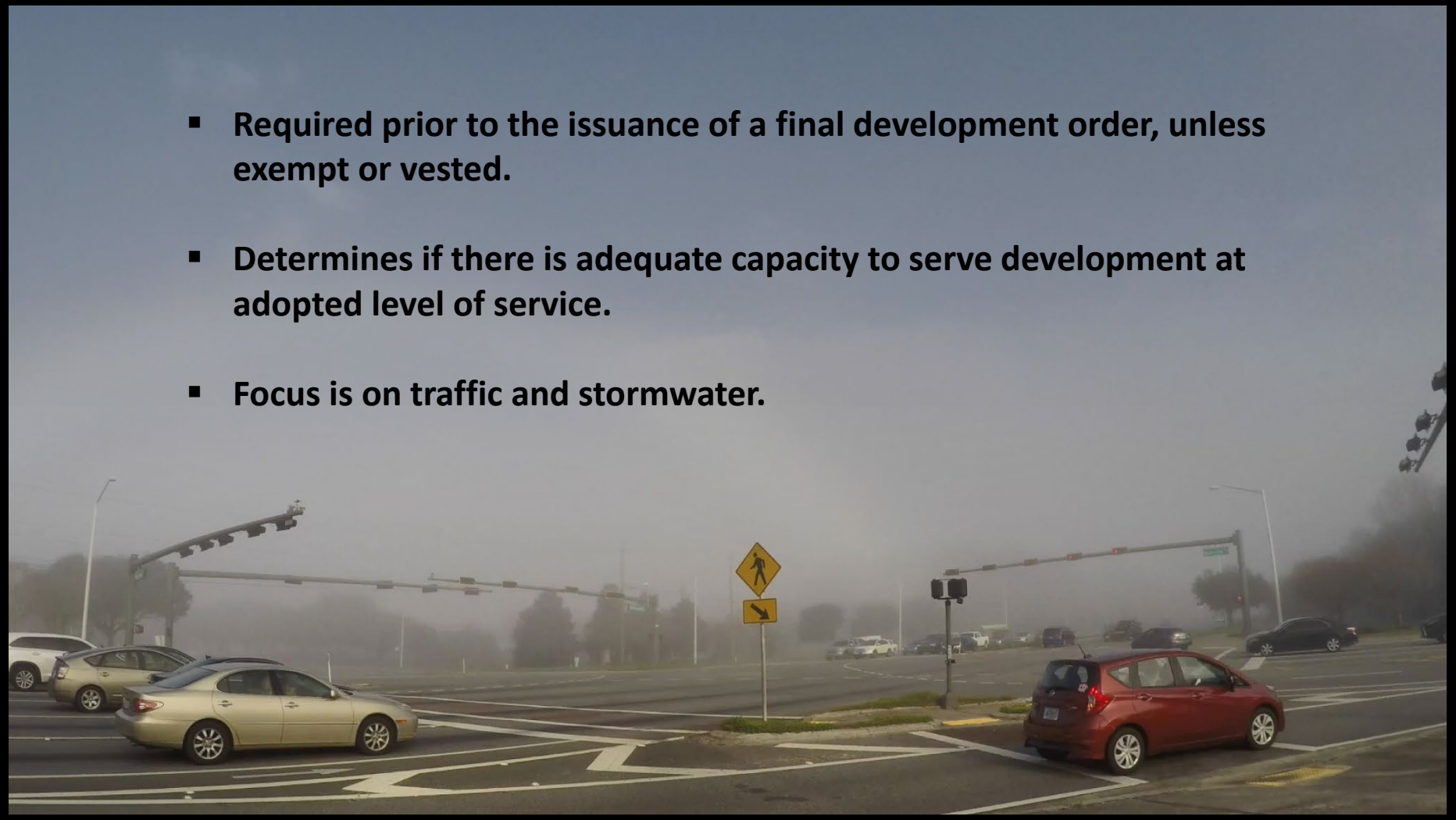
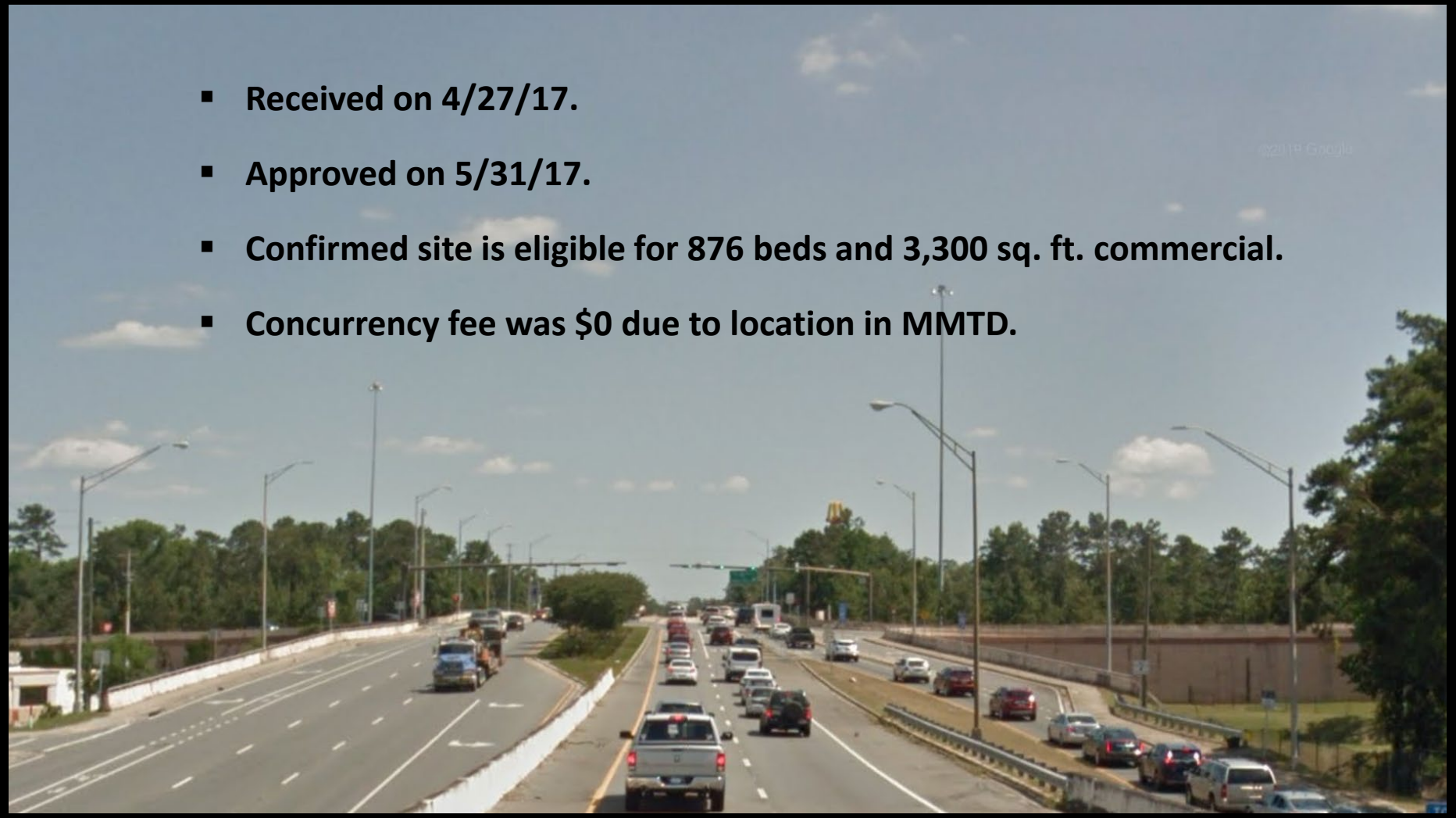
Concurrency



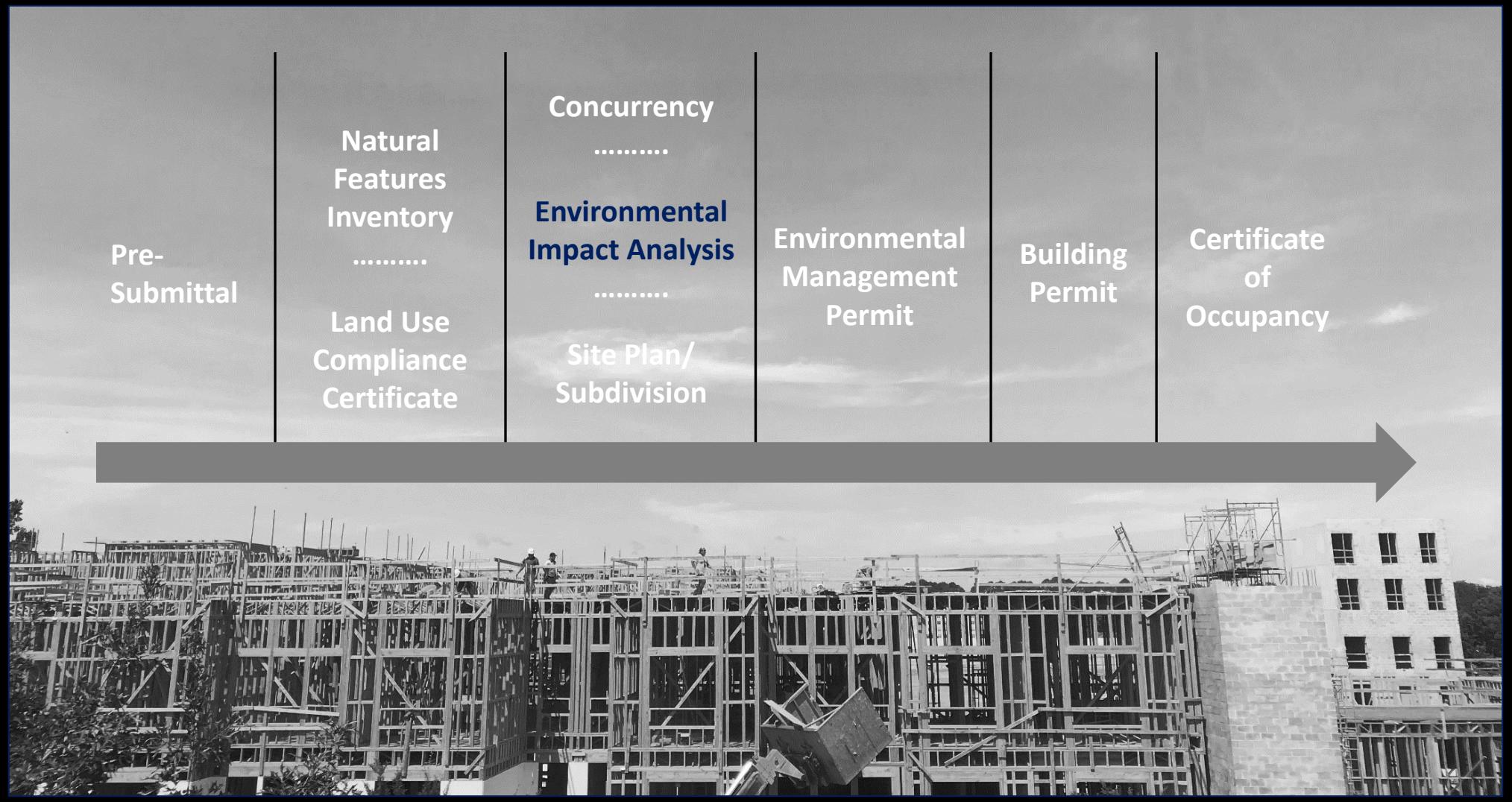
- Required prior to the issuance of a final development order, unless exempt or vested.
- Determines if there is adequate capacity to serve development at adopted level of service.
- Focus is on traffic and stormwater.

Concurrency



- Received on 4/27/17.
- Approved on 5/31/17.
- Confirmed site is eligible for 876 beds and 3,300 sq. ft. commercial.
- Concurrency fee was $0 due to location in MMTD.

Process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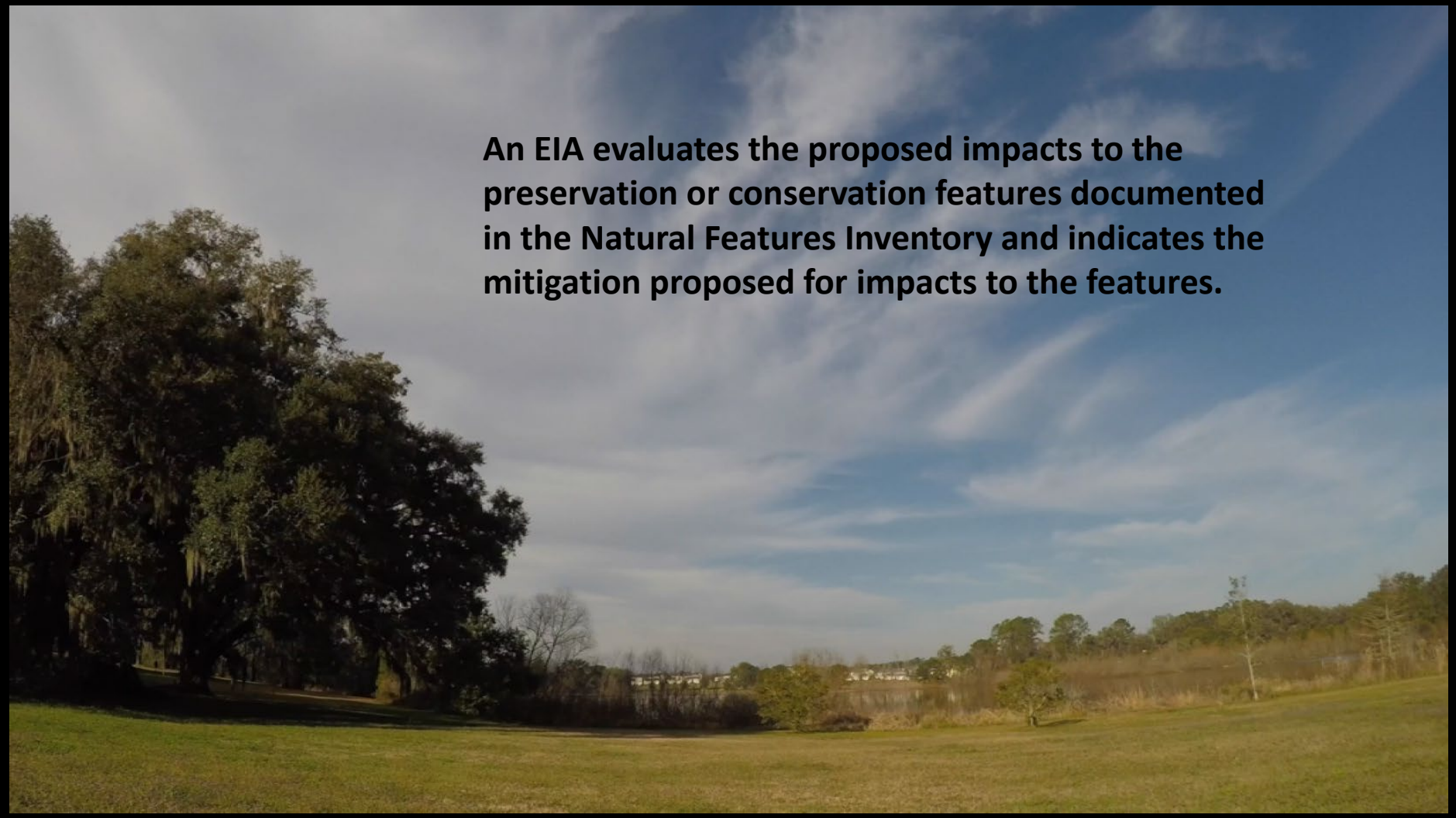
Environmental Impact Analysis



Environmental Impact Analysis

- Received on 4/4/17.
- Approved on 4/25/17.
- Provided detailed mapping on boundaries of 100-year flood plain.

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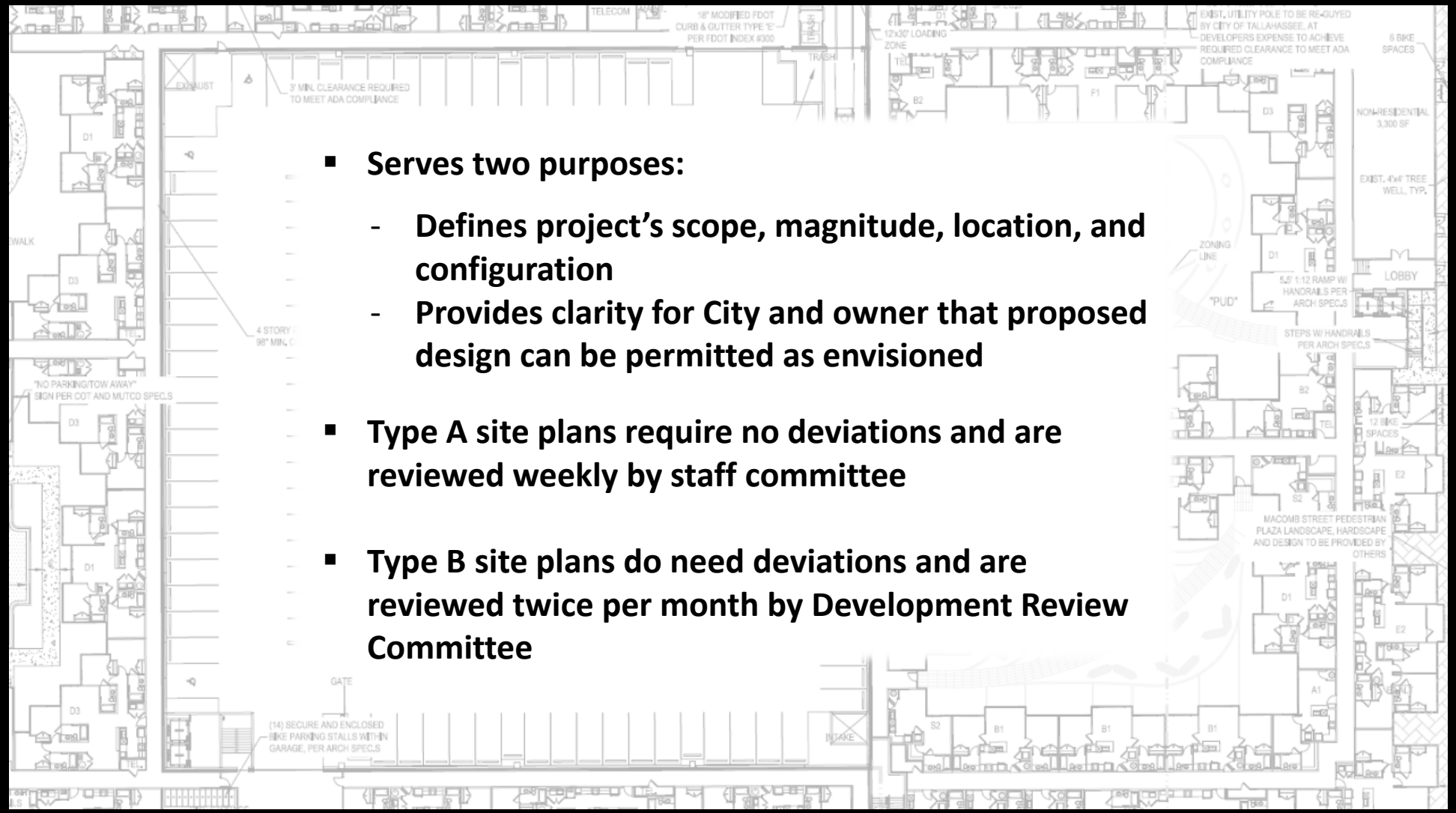
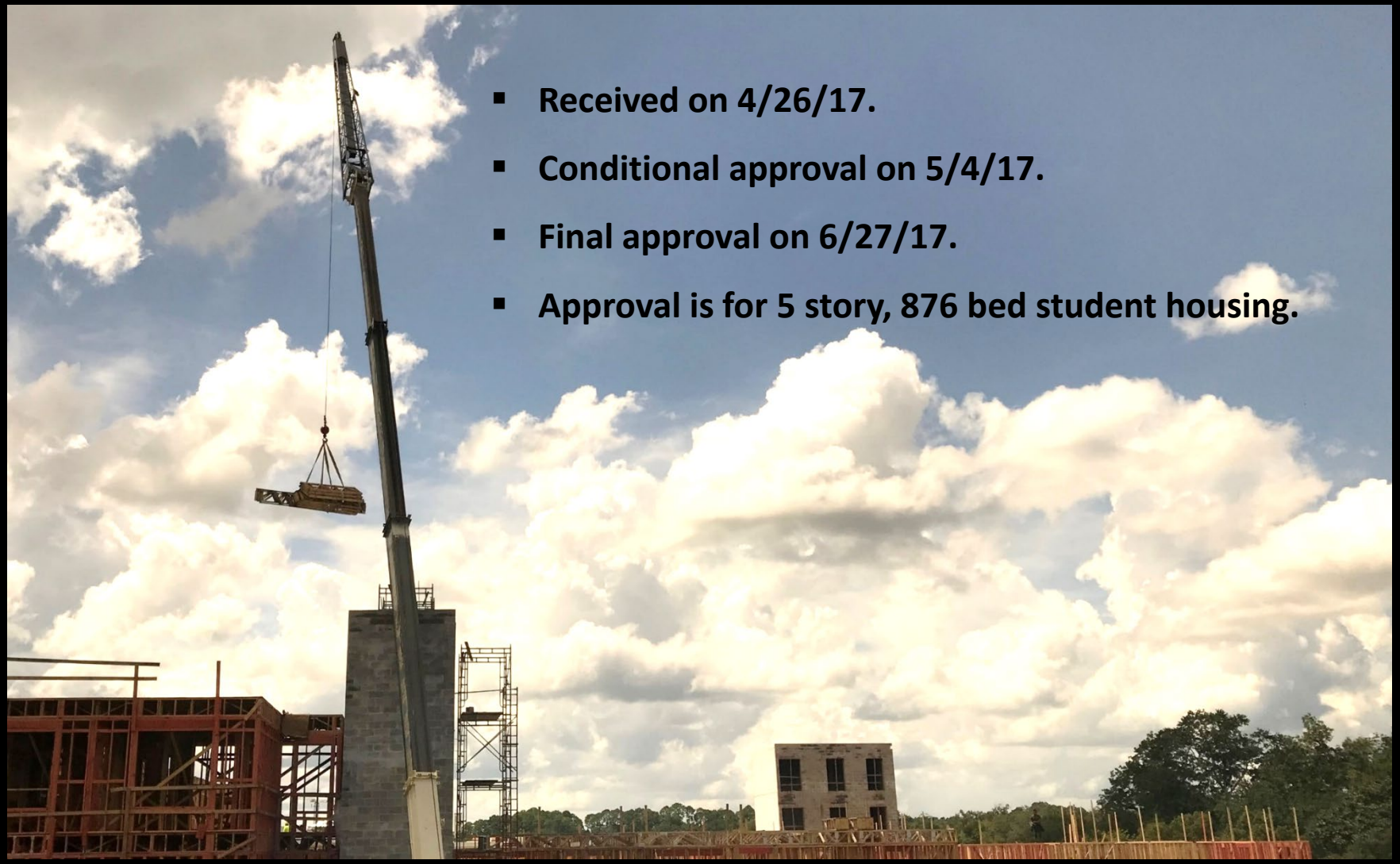
Site Plan



- **Serves two purposes:**
  - **Defines project's scope, magnitude, location, and configuration**
  - **Provides clarity for City and owner that proposed design can be permitted as envisioned**
- **Type A site plans require no deviations and are reviewed weekly by staff committee**
- **Type B site plans do need deviations and are reviewed twice per month by Development Review Committee**

Site Plan


Received on 4/26/17.
Conditional approval on 5/4/17.
Final approval on 6/27/17.
Approval is for 5 story, 876 bed student housing.

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Environmental Management Permit

- The EMP provides the detailed analysis of the impacts to the site, the adjacent parcels, and the community.
- The EMP is compared to the previously prepared NFI, EIA, and site plan or subdivision plat.
- Focus is on compliance with agreed-upon mitigation and with the Tallahassee Land Development Code.

Environmental Management Permit

Tree Protection Standards

1. SFR detached — ≥ 36 inches dbh

2. All other development
   - Perimeter zone — ≥ 4 inches dbh
   - Dogwoods — ≥ 4 inches dbh
   - Hardwoods & Longleaf Pine — ≥ 12 inches dbh
   - All other trees — ≥ 18 inches dbh

Environmental Management Permit

- Received on 5/26/17.
- Approved on 9/15/17.
  (Delayed because developer did not yet own all land.)
- Provided construction documents to allow project to proceed to building permit issuance.

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Building Permits

Permits Issued

- **Building**
- **Roofing**
- **Mechanical**
- **Electrical**
- **Plumbing**
- **Fuel Gas**

Building Permits

- Parking Garage
- Main Building
- Foundation
- Stormwater Wall
- Demolition
- Electrical
- Mechanical
- Plumbing

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Certificate of Occupancy

- Allows owner to occupy the building.
- Is issued after all construction required by permits is completed and all fees paid.
- City will issue temporary C of O if all life safety issues are addressed.

Certificate of Occupancy

The certificate of occupancy was issued in 2019.

Get involved

So that’s the development process…

but how can you get involved?

Get involved

Get involved

(850) 891-7001

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(850) 891-7001

zoning@talgov.com

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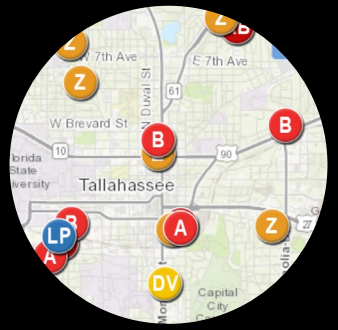
(850) 891-7001

zoning@talgov.com



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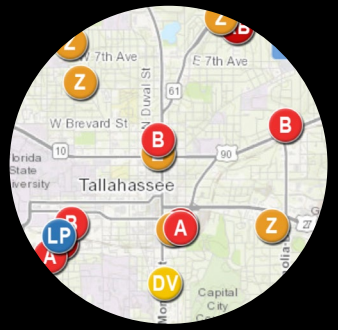

Records Request

Get involved

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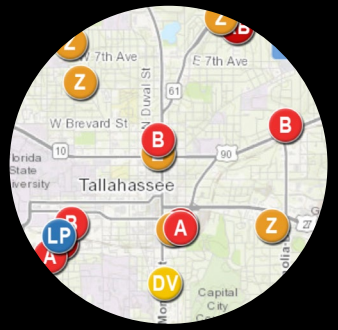
zoning@talgov.com



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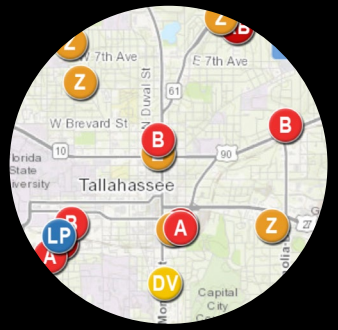

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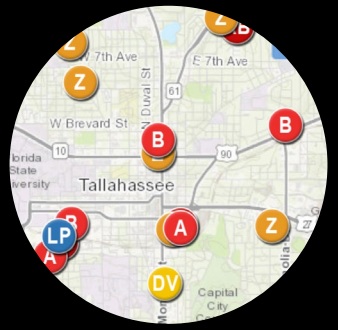

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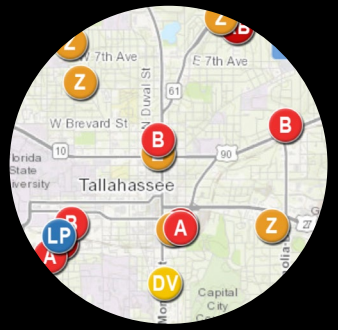
zoning@talgov.com



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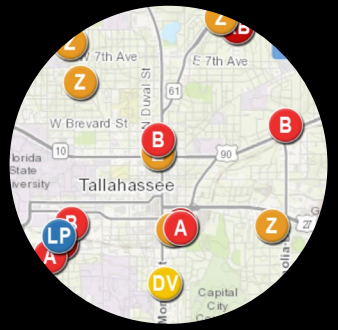

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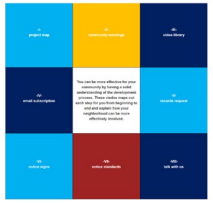

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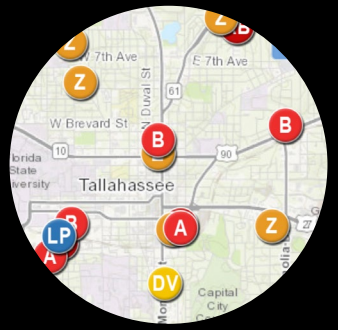

Records Request

Digital Subscription Service

Get involved

Customer Tools

www.talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I-
project map

-II-
community meetings

-III-
video library

-IV-
email subscription

If you are looking for more information about a pending project, you will find your answer here. This link provides a map with dots representing projects that are under review. If you click on a dot, you can access detailed information on each project, including the plans.

-V-
records request

-VI-
public noticing

-VII-
news & events

-VIII-
talk with us

https://tlcgis.maps.arcgis.com/apps/webappviewer/index.html?id=2934dd3b766a4dbcb4f6ac243a40e5d1&mobileBreakPoint=400

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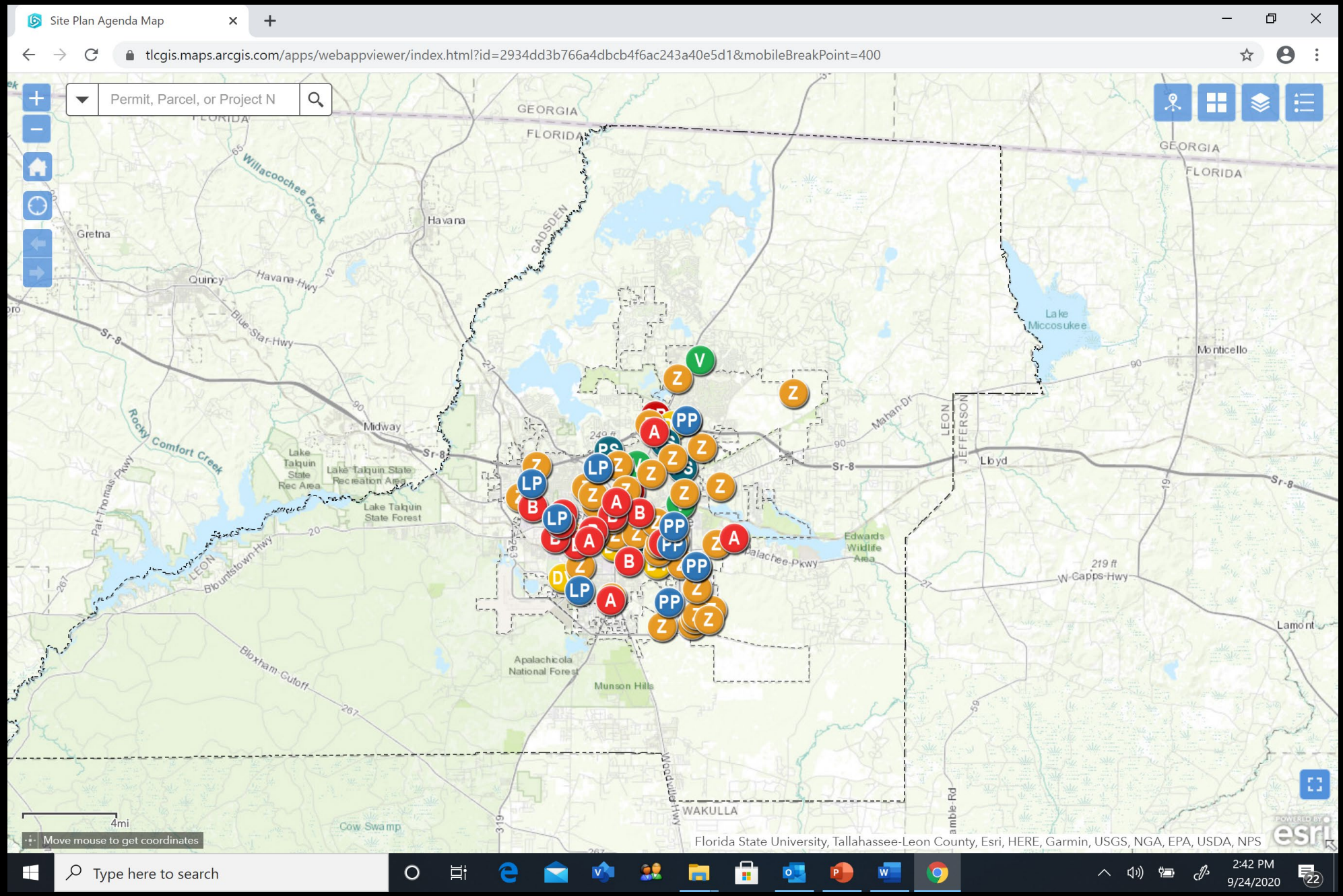
9/24/2020


Site Plan Agenda Map
tlcgis.maps.arcgis.com/apps/webappviewer/index.html?id=2934dd3b766a4dbcb4f6ac243a40e5d1&mobileBreakPoint=400
Permit, Parcel, or Project N
GEORGIA
FLORIDA
Willacoochee Creek
Havana
GADSDEN
Gretna
Quincy
Havana-Hwy
Blue-Star-Hwy
Sr-8
Midway
Rocky Comfort Creek
Lake Talquin State Rec Area
Lake Talquin State Recreation Area
Lake Talquin State Forest
Pat Thomas Pkwy
LEON
Blountstown-Hwy
Bloxham Cutoff
Apalachicola National Forest
Munson Hills
Cow Swamp
WAKULLA
Lake Miccosukee
Monticello
Mahan Dr
JEFFERSON
Lloyd
Edwards Wildlife Area
Apalachee Pkwy
W Capps Hwy
Lamont
4mi
Move mouse to get coordinates
Florida State University, Tallahassee-Leon County, Esri, HERE, Garmin, USGS, NGA, EPA, USDA, NPS
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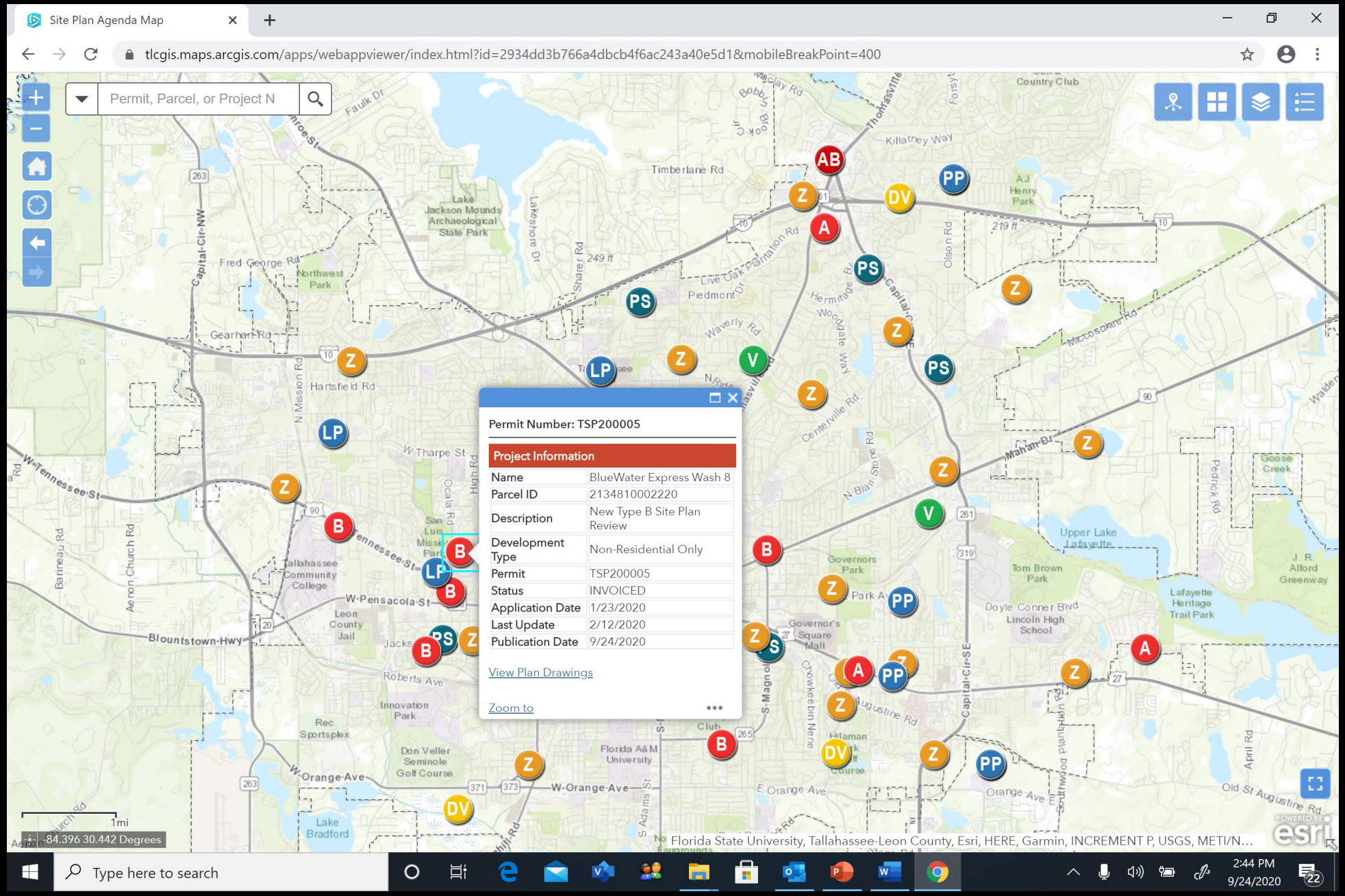
9/24/2020


Site Plan Agenda Map
tlcgis.maps.arcgis.com/apps/webappviewer/index.html?id=2934dd3b766a4dbcb4f6ac243a40e5d1&mobileBreakPoint=400
Permit, Parcel, or Project N
Permit Number: TSP200005
Project Information
Name BlueWater Express Wash 8
Parcel ID 2134810002220
Description New Type B Site Plan Review
Development Type Non-Residential Only
Permit TSP200005
Status INVOICED
Application Date 1/23/2020
Last Update 2/12/2020
Publication Date 9/24/2020
View Plan Drawings
Zoom to
Florida State University, Tallahassee-Leon County, Esri, HERE, Garmin, INCREMENT P, USGS, METI/N...
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9/24/2020

Site Plan Agenda Map | TSP200005_SPDrawings.pdf

cityprojects.talgov.net/agendafiles/TSP200005_SPDrawings.pdf

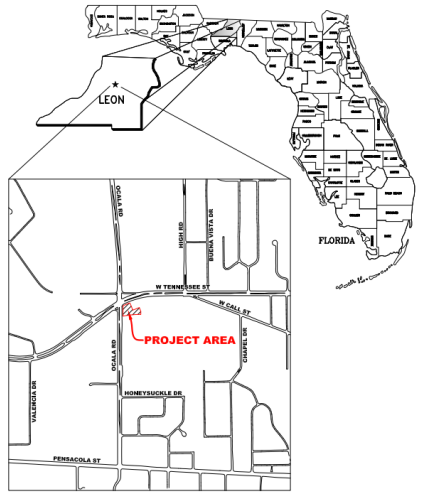
TSP200005_SPDrawings.pdf 1 / 8

BLUE WATER EXPRESS WASH 8

TYPE 'B' SITE PLAN SUBMITTAL

INDEX OF SHEETS

C-100 COVER
C-101 EXISTING CONDITIONS
C-102 DEMOLITION AND EROSION CONTROL PLAN
C-103 SITE LAYOUT PLAN
C-104 TRAFFIC MOBILITY PLAN
C-105 GRADING PLAN
C-106 UTILITY PLAN
C-107 LANDSCAPE PLAN



LOCATION MAP
N.T.S.

PREPARED FOR:
BLUE WATER EXPRESS 8, LLC
1607 VILLAGE SQUARE BLVD, SUITE 8
TALLAHASSEE, FL 32309

PREPARED BY:
URBAN CATALYST CONSULTANTS
2851 REMINGTON GREEN CIRCLE
TALLAHASSEE, FL 32308
(850) 999-4241
www.ucceng.com

ZONING: COMMERCIAL PARKWAY
TAX IDS: 2134810002230; 2134810002221; 2134810002220

APRIL 2020

Task View

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9/24/2020

Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	 -II- community meetings	-III- video library
-IV- email subscription	Online tools are great, but sometimes it is best to talk face to face. We can arrange to have a planner attend one of your meetings to discuss how the development process works and how your neighborhood can get involved.	-V- records request
-VI- public noticing	-VII- news & events	-VIII- talk with us

https://www.talgov.com/growth/growth-comm-meetings.aspx

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9/24/2020

Community Meetings - Growth M

talgov.com/growth/growth-comm-meetings.aspx

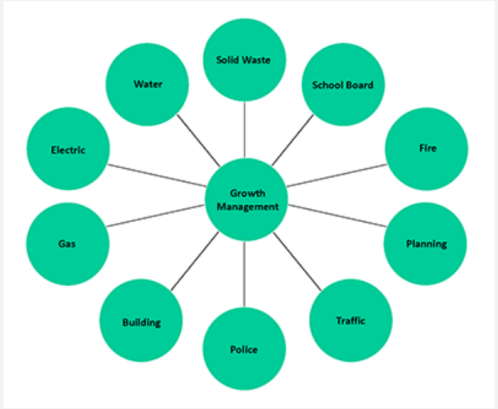
Residents Business Visitors Our City Services City of Tallahassee

Growth Home • Building Inspections/ Permitting • Land Use / Environmental • eGov Services/City Projects

Search Site...

Community Meetings - Growth Management

In any City, the review of new development can seem like a complicated process. Planners, architects, and engineers work with the development process daily, but it can be challenging to understand if your job is in a different field. Applications are received by the Growth Management Department, but 10 other departments are also involved in the review of a new application.



We want to make the development process understandable to everyone. We believe that the first step to equipping neighbors to effectively represent their neighborhoods is to provide a core level of understanding of how the development review process works. You need to know when to get involved in that review process to assure that your voice is most effectively heard.

Our Customer Tools Portal provides a collection of key resources that will give you the skills you need to participate in the development process. We encourage you to review all of the resources in the Portal. A great place to start is the video introduction. The video will walk you through each step of the development process from beginning to end.

While online tools are great, we understand that sometimes a face to face conversation is better. We're also happy to attend one of your neighborhood association meetings. A member of our planning staff can attend a meeting to discuss how the development process works and how your neighborhood can be more involved. Your ability to represent your neighborhood requires a good understanding of the development

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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	 -III- video library
-IV- email subscription	You can be more effective for your community by having a solid understanding of the development process. These videos map out each step for you from beginning to end and explain how your neighborhood can be more effectively involved.	-V- records request
-VI- public noticing	-VII- news & events	-VIII- talk with us

https://www.talgov.com/growth/growth-videos.aspx

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Growth Management Citizen Too

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Growth Management Citizen Tools - Video Library

Certificates of Occupancy and Student Housing

This video outlines key steps in the review of student housing projects and explains how the City works with such projects to help them open on time. - *Posted - July 10, 2019*

The Benefits of Student Housing

This video explains the benefits of student housing projects to the City of Tallahassee and identifies why the City works with student housing projects to help them open on time. - *Posted - July 10, 2019*

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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	-III- video library
 -IV- email subscription	The video in III above explains the steps in the development process. The next step is to know when meetings are scheduled to review a project. This link allows you to sign up for our free email subscription service. Meeting agendas will be emailed to you in advance of the meeting.	-V- records request
-VI- public noticing	-VII- news & events	-VIII- talk with us

www.talgov.com/subscribe

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Digital Subscription Service | COT

talgov.com/cotnews/subscribe.aspx

Sign up for Digital Subscription Service

How to Begin Service

Create a new account today or **login to your existing account** to begin receiving information directly from the City of Tallahassee. You can choose from getting emails or text messages about City news, City meeting agendas, local weather alerts and much more. If you provide a local address in your profile, the City of Tallahassee can also send you timely alerts about things that could affect you or your property.

✓ We will never spam you by sending items you haven't requested.*

✓ Please review the Privacy Policy at **Talgov.com/Privacy** prior to signing up.

✓ To ensure that you receive our emails, please add cityoftallahassee@my.talgov.com to your email address book.

NOTE: If you are a **City of Tallahassee Utilities customer** and would like to receive electric outage updates and other important information, please visit **Talgov.com/Update**.

Current Subscriptions Offered:

News and information

- City of Tallahassee News
- Parks, Recreation & Neighborhood Affairs News
- StarMetro Public Transportation News
- Tallahassee Fire Department News
- Tallahassee International Airport News
- Tallahassee Police Department News
- FAMU Way Extension News

Agendas, Notices and Reports

- Auditing Reports
- City Commission Agendas
- Independent Ethics Board Agendas
- Growth Management BOAA Agendas
- Growth Management Boards Agenda
- Growth Management Reports
- Growth Management Site Plan Agendas
- Planning Department Agendas
- Planning Department Notices

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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	-III- video library
-IV- email subscription	If you ever need a record related to a past or present project, this is the place to go. By filling out the brief form at this page, you can request records from our project archives. Most requests receive answers within 24 hours or less with a PDF of the requested documents.	 -V- records request
-VI- public noticing	-VII- news & events	-VIII- talk with us

https://www.talgov.com/growth/growth-recordrequest.aspx

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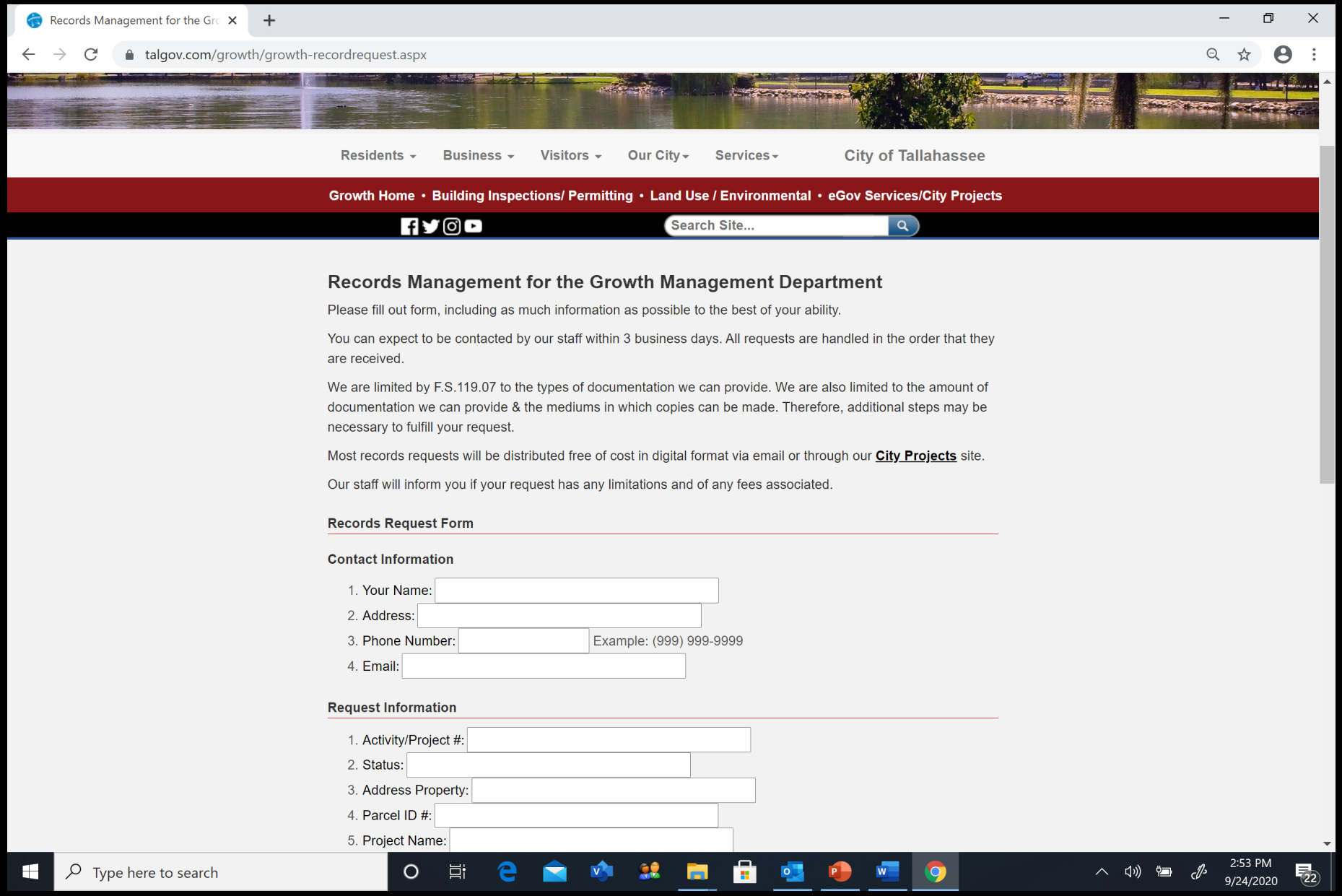
Records Management for the Gro
talgov.com/growth/growth-recordrequest.aspx
Residents
Business
Visitors
Our City
Services
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Records Management for the Growth Management Department
Please fill out form, including as much information as possible to the best of your ability.
You can expect to be contacted by our staff within 3 business days. All requests are handled in the order that they are received.
We are limited by F.S.119.07 to the types of documentation we can provide. We are also limited to the amount of documentation we can provide & the mediums in which copies can be made. Therefore, additional steps may be necessary to fulfill your request.
Most records requests will be distributed free of cost in digital format via email or through our City Projects site.
Our staff will inform you if your request has any limitations and of any fees associated.
Records Request Form
Contact Information
1. Your Name:
2. Address:
3. Phone Number: Example: (999) 999-9999
4. Email:
Request Information
1. Activity/Project #:
2. Status:
3. Address Property:
4. Parcel ID #:
5. Project Name:
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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	-III- video library
-IV- email subscription	You will always know if a new project is proposed in your community because the applicant is required to post a sign on their property. This page shows you the various types of applications and their corresponding signs. A public notice sign is an early indication that a new project has been proposed.	-V- records request
 -VI- public noticing	-VII- news & events	-VIII- talk with us

https://www.talgov.com/growth/growth-coming-soon.aspx

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Public Noticing | Growth Manage

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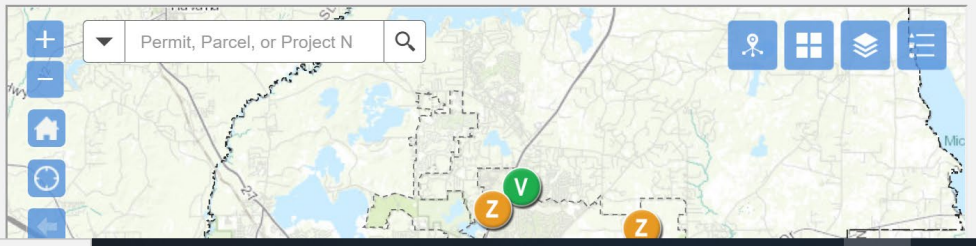
Public Noticing

Public Notice Signage

The City uses several tools to communicate with citizens concerning new development projects. One of those tools is our public notice signs. You'll see them throughout the City wherever a new development is proposed. Each sign has a large letter that identifies it clearly from a distance. "P" is for a site plan. "V" is for a variance. "A" is for a right-of-way abandonment. "D" is for a deviation from development standards. "S" is for a subdivision. "Z" is for a zoning amendment. Finally, "C" is a comprehensive plan amendment. The signs also have a QR code that you can scan with your smart phone. It takes you directly to a map on our website which features a wide range of information about the development proposal.



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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	-III- video library
-IV- email subscription	We often have news about new initiatives and pending developments, and this page is the central place for the most recent information.	-V- records request
-VI- public noticing	 -VII- news & events	-VIII- talk with us

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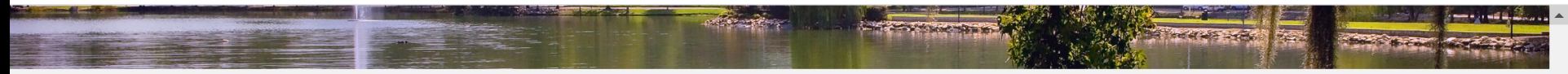
News & Updates - Growth Mana

talgov.com/growth/growth-news.aspx



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News & Updates - Growth Management

SEP 9

New Fee Schedule

On September 9, 2020, the City Commission approved a revised fee schedule for Growth Management's Land Use and Environmental Services Division. If you have questions, please call 850-891-7001, extension 4.

SEP 1

Benefits of Permitting

From improving building safety, to reducing insurance cost, to fighting climate change & protecting your investment, permitting serves an important role. View the white paper.

SEP 1

Virtual Inspections

We have moved to a 100% online platform. Meetings are being held online, permits are applied for and issued electronically, and many of our face to face inspections have also been replaced by virtual inspections.

SEP 1

Neighborhood Compatibility

We are working on several initiatives to ensure that new development is compatible with adjacent existing single-family homes. This includes new development standards, new public notice signs, and a revised variance ordinance.

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Customer Tools - Growth Manag

talgov.com/growth/growth-customertools.aspx

Customer Tools - Growth Management

-I- project map	-II- community meetings	-III- video library
-IV- email subscription	If you need to talk with us, you can reach a planner by calling 850-891-7001 or by visiting our offices at 435 N. Macomb Street in the Renaissance Building near downtown Tallahassee. No appointment is needed. You can also communicate with us through the chat function at our website at the noted link.	-V- records request
-VI- public noticing	-VII- news & events	 -VIII- talk with us

https://www.talgov.com/growth/growth-contact-us.aspx

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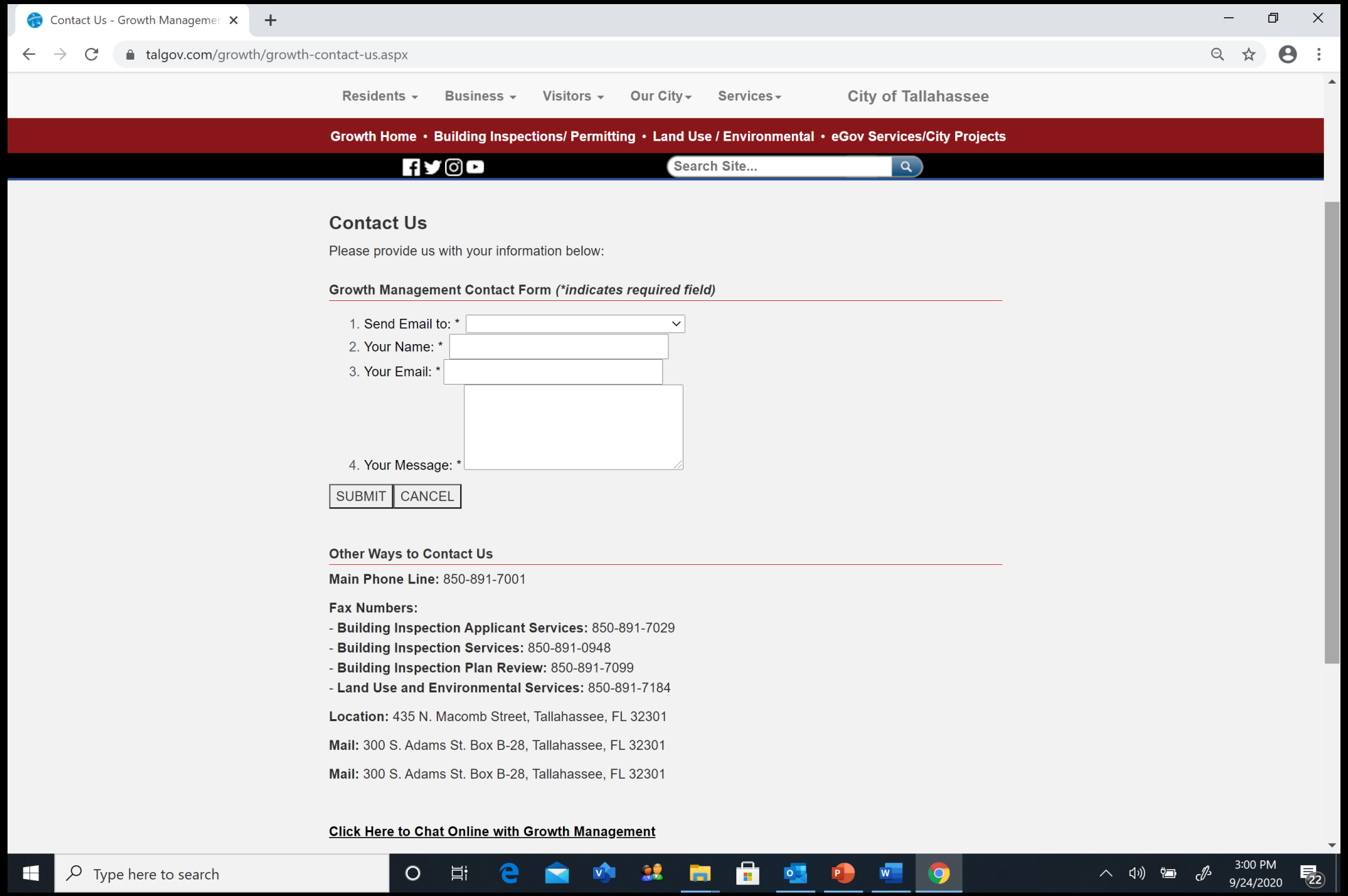
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Contact Us
Please provide us with your information below:
Growth Management Contact Form (*indicates required field)
1. Send Email to: *
2. Your Name: *
3. Your Email: *
4. Your Message: *
SUBMIT
CANCEL
Other Ways to Contact Us
Main Phone Line: 850-891-7001
Fax Numbers:
- Building Inspection Applicant Services: 850-891-7029
- Building Inspection Services: 850-891-0948
- Building Inspection Plan Review: 850-891-7099
- Land Use and Environmental Services: 850-891-7184
Location: 435 N. Macomb Street, Tallahassee, FL 32301
Mail: 300 S. Adams St. Box B-28, Tallahassee, FL 32301
Mail: 300 S. Adams St. Box B-28, Tallahassee, FL 32301
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Get involved

CITY OF TALLAHASSEE

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