



PROCEDURE FOR ROADSIDE DITCH CLOSURE PERMITTING

Step 1

Pick up application from the County Engineer's office located in the Annex building, 2nd floor, located at 505 South Commerce Avenue, Sebring.

Step 2

When completed, Take to Highlands County Health Department to have plan approved by the Environmental Services Director. Be sure to include catch basin and septic drain field on Page 2 of permit.

Step 3

Return to the Engineer's office with \$120 fee. The application will then be sent out to the R&B Department for their approval. After receiving the permit back, the driveway inspector will then go do a preliminary inspection and draw on the permit what needs to be done.

Step 4

After receiving the permit back from the inspector, within 5 days of submittal, the County Engineer will review for approval. Permittee will then receive copy of permit by mail. Do not begin construction until you have received approved plans by the County Engineer's office.

Step 5

The permittee is to call the County Engineer's office, (863) 402-6877, when ready for grades.

Step 6

When construction complete, the permittee is to call the County Engineer's office for final inspection.

505 South Commerce Avenue, Sebring, Florida 33870
FAX (863) 402-6548
(863) 402-6877