



Permit Guide for Residential Additions

Department of Growth Management

Nov 2019

The two basic elements associated with permitting a single-family addition not within a special flood zone are *Planning and Zoning* and *Construction Plans*. This document provides the basic information necessary to complete a Building Permit Application for a single-family addition not within a special flood zone.

1. Planning and Zoning. This element involves the regulations and standards associated with the site rather than the actual construction of the addition. This includes such things as land use, lot size, yard setbacks, building height, etc. These features must be shown on a *plot plan*. Planning and zoning regulations can be found in the Okaloosa County Comprehensive Plan and the Okaloosa County Land Development Code, which are both available on-line at www.co.okaloosa.fl.us, or you may obtain them from the Okaloosa County Growth Management Department.

2. Construction Plans. This element involves the actual structural specifications required to construct an addition. This includes the foundation plan, walls, roof, electrical, plumbing, heating/cooling, etc., which are specified in the Florida Building Code (www.floridabuilding.org) and other related codes. The construction plans must be signed, dated, and certified with a raised seal of an appropriate Florida-registered design professional (engineer or architect).

Submittal Requirements Checklist:

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. _____ Two sets of construction plans. These construction plans must be certified, signed, and sealed by a Florida-registered design professional (engineer or architect).
3. _____ Building Permit Application. The application must be fully completed, signed, and notarized.
4. _____ Three copies of a certified survey or site plan.
5. _____ Two sets of completed Energy Forms. If the property is located within the Choctawhatchee Electric Cooperative (Chelco) area, this can be obtained from Chelco. Any other area, has to be done by someone using the approved software listed on the Department of Business and Professional Regulations (DBPR) website.
6. _____ Two copies of completed Product Approval Sheet (Microsoft Excel) or (PDF). This is a list of components and products that will be used to build the structure.

NOTE: You may be required to submit a Certified Foundation Survey prepared by a Florida registered land surveyor prior to any vertical construction.

***Some circumstances may require additional information to be submitted prior to a development permit being issued.**

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