

How to Apply for a Permit

Link to website: https://energovweb.myokaloosa.com/energov_prod/selfservice#/home

Link to Online Forms: <https://myokaloosa.com/gm/forms>

- This is where you will find the applications and any other supporting forms needed.

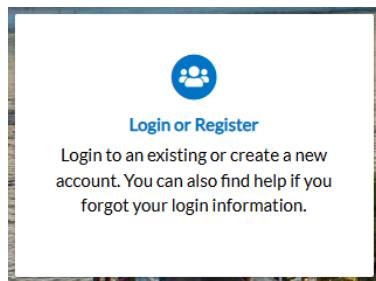
Description:

This document outlines how to generically apply for a permit through the Okaloosa County Growth Management's online permitting system.

Please note: the permit type selected in the example below may not show all the same requirements for the permit type you might be applying for. This is to give a general understanding of this process.

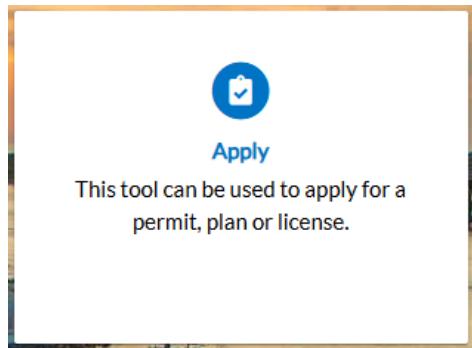
Steps:

1. Sign-in

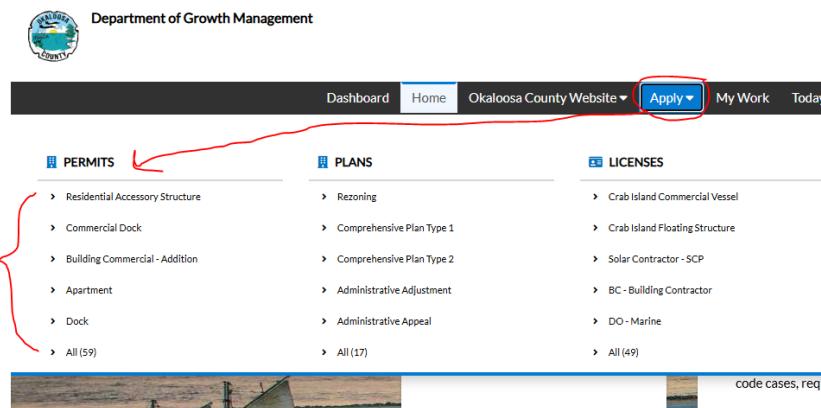


2. Apply – this can be done a couple different ways (shown below)

- a. Home Menu



b. Apply Dropdown Menu



3. From the list of permits, select the one that is most applicable to what you are doing

> Apply

Application Assistant

The screenshot shows the Application Assistant interface. At the top, there is a search bar with the placeholder 'Search for application names and keywords' and a magnifying glass icon. Below the search bar, there are several tabs: All, Trending, My History, LICENSES, PERMITS (which is highlighted with a red box and a red arrow from the dashboard), and PLANS. On the left, there is a 'Show Categories' button. The main area displays a list of permit categories in boxes:

- Apartment**
Category Name: Commercial Building Permits
Description: Application for new apartment building construction.
Apply
- Building Commercial - Addition**
Category Name: Commercial Building Permits
Description: Application for commercial addition to an existing structure. Additions increase the total square footage of a structure.
Apply
- Commercial Accessory Structure**
Category Name: Commercial Building Permits
Description: COMMERCIAL BUILDING PERMITS ARE REQUIRED REGARDLESS OF COST OF CONSTRUCTION OR SQUARE FOOTAGE.
Commercial Accessory Structure or Building Application
Apply
- Commercial Boardwalk**
Category Name: Commercial Building Permits
Description: Commercial Boardwalk
Apply
- Commercial Demolition**
Description: Commercial Demolition
Apply

4. Add the location of the property being worked on

Apply for Permit - Residential Accessory Structure *REQUIRED

1 2 3 4 5 6 7

Locations Type Contacts More Info Attachments Signature Review and Submit

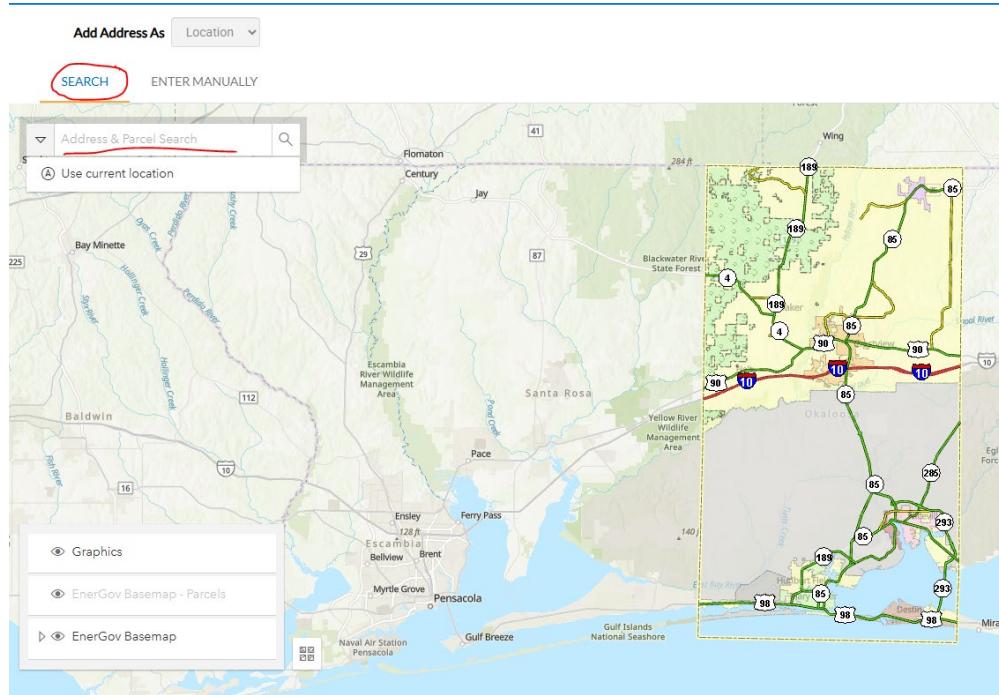
LOCATIONS
Please add the parcel and/or address of the property related to this application.

If you have any question or need assistance with this application to contact Okaloosa County Growth Management at 850-651-7180 or 850-689-5080. You can also send us an email at the [building department](#).

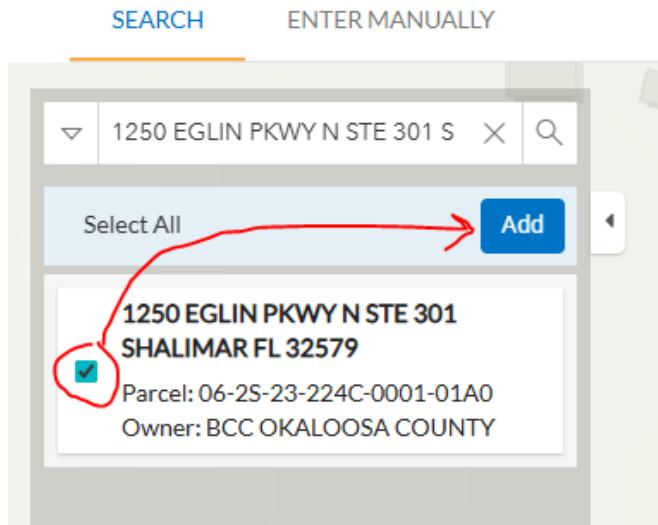
Location ▼
 Add Location
 +
 REQUIRED

[Create Template](#) [Save Draft](#) [Next](#)

a. We highly recommend that you do NOT enter the address manually, as this option can omit important information that we receive and use on the office side



5. Once the address populates, select the checkmark box to the left of the address
 > Add



6. Fill out the necessary permit details:

a. Permit Type:

This should be filled automatically

b. Description:

A brief description of what you are doing

****If there is a known master permit #, please put it here****

c. Square Feet:

Size

Apply for Permit - Residential Accessory Structure *REQUIRED

1. Locations 2. Type 3. Contacts 4. More Info 5. Attachments 6. Signature 7. Review and Submit

PERMIT DETAILS
 Please enter the requested details about your project.

• Please provide a detail description of work to be done.
 • Square Footage is the entire building footprint.
 • Valuation field is not needed on this screen.

Note: Fields with an asterisk(*) are required.

* Permit Type: <input type="text" value="Residential Accessory Structure"/> * Description: <input type="text"/> * Square Feet: <input type="text"/> Valuation: <input type="text"/>
--

Back Save Draft

7. Select the appropriate contacts

a. Applicant:

This will be you

b. Property Owner:

The individual/business/trust that owns the property

c. Contractor OR Owner/Builder:

The contractor – this will be the person who is licensed to do the work

Owner/Builder – this will be the homeowner, if they are requesting the permit

Apply for Permit - Residential Accessory Structure *REQUIRED

1. Locations ✓

2. Type ✓

3. Contacts 3

4. More Info 4

5. Attachments 5

6. Signature 6

7. Review and Submit 7

CONTACTS

****Always search for the contact before manually entering their information.****

If manual entry is needed: please provide the contact's full name, full address, contact number, and email.

If contact is the property *owners authorized agent, please provide the agent's full name, address, contact number, and email..

***Verification of authorized agent must be attached**

If the search contact information needs to be updated, please ask that contact to log into their online account to update their information or have them call Okaloosa County Growth Management Department

Optional contacts can be added and are helpful to the application process.

Applicant



Jane Doe (You)

1250 N Eglin Pkwy Suite 301, Shalimar, FL, 32579

Remove

Property Owner



Jane Doe(You)

1250 N Eglin Pkwy Suite 301...

Remove

Contractor



Jane Doe(You)

1250 N Eglin Pkwy Suite 301...

Remove

Applicant

Add Contact



Back Create Template Save Draft Next

8. More info – you will fill out all the necessary information required per the project/job that you are completing

9. Attachments – each permit application type will have different requirements for documentation, but those marked “Required” are a must before you can submit

Apply for Permit - Residential Accessory Structure *REQUIRED

✓ Locations
 ✓ Type
 ✓ Contacts
 ✓ More Info
 5 Attachments
 6 Signature
 7 Review and Submit

Attachments

Submittal Requirements Checklist:

1. **Proof of property ownership:** This can be a recorded deed, closing statement, or property tax information.
2. **Construction plans:** The construction plans must be certified, signed, and sealed by a Florida-registered design professional (architect or engineer).
3. **Building Permit Application:** The application must be fully completed, signed, and notarized.
4. **A certified survey or site plan.**
5. Copy 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.
6. **Elevation Certificate:** (Required If construction is in a Special Flood Hazard Zone). A total of three elevation certificates certified by a Florida-registered surveyor are required during the construction of the accessory structure.
 - i. One prior to obtaining your permit (Construction Drawings).
 1. The construction drawings elevation certificate submitted with the permit application must include the comments about location of utilities and equipment.
 - ii. One at the time the foundation is constructed (Building Under Construction).
 - iii. One after construction is complete (Finished Construction).
 1. The Finished Construction elevation certificate is required prior to final inspection.

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

The documents highlighted in yellow are required by state law to be physically submitted to the Okaloosa County Growth Management Building Department.

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

Application

Add Attachment

+

Supported: .pdf

REQUIRED

Construction Drawings

Add Attachment

+

Supported: .pdf

REQUIRED

Okaloosa County Erosion Control...

Add Attachment

+

Supported: .pdf

REQUIRED

Product Approval Sheets

Add Attachment

+

Supported: .pdf

REQUIRED

Proof of Property Ownership

Add Attachment

+

Supported: .pdf

REQUIRED

Site Plan

Add Attachment

+

Supported: .pdf

REQUIRED

Select Type

Add Attachment

+

Supported: .pdf

- If you cannot find the document(s) required for this section, please refer to the link on the first page of these instructions on where to locate them

10. Signature – the applicant will digitally sign the permit application

Apply for Permit - Residential Accessory Structure *REQUIRED

7

Locations ✓ Type ✓ Contacts ✓ More Info ✓ Attachments ✓ Signature 6 Review and Submit 7

SIGNATURE

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work, installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Mechanical and Gas work, Signs, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners etc.

I, the applicant, certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

* Please type your name as consent to electronically sign this application.

Enable Type Signature

Jane Doe
December, 31 2025



Back **Create Template** **Save Draft** **Next**

11. Review & Submit

- This is the final section where you will review everything entered is correct
- Then Submit

12. If successful, you will receive the following message:

 **Your application was successfully submitted!**

We will process your request in a timely manner. Please give us at least one week to complete the initial application intake. If any additional information is required for this applicant, we will contact you.

Continue to permit