



## Permit Guide for General Building Permit

Department of Growth Management

February 2012

**This guide provides the basic information necessary to enable the completion of a Building Permit Application for awnings; brick/stucco; door, garage door, & window change out; shutters; siding and soffit, & fascia permits.**

### **Submittal Requirements Checklist:**

1. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. \_\_\_\_\_ Building Permit Application. This must be completed by the customer. A Permit Technician can help with any questions. This can be notarized in our office.
3. \_\_\_\_\_ Product Approval Sheet: Must be completed with manufacturer, product description and Florida approval number. This form must also be signed and dated.

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

For further information, please contact one of our offices:

1250 Eglin Pkwy N, Suite 301  
Shalimar, FL 32579  
850.651.7180  
FAX 850.651.7058

812 E. James Lee Blvd.  
Crestview, FL 32539  
850.689.5080  
FAX 850.689.5088

-----