



## Permit Guide for Single-Family Home

Department of Growth Management

August 2020

**The two basic elements associated with permitting a single-family home 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 dwelling 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 home. This includes such things as land use, lot size, yard setbacks, building height, etc. These features must be shown on a *plot plan*. (See attached sample.) 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](http://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 a home. This includes the foundation plan, walls, roof, electrical, plumbing, heating/cooling, etc., which are specified in the Florida Building Code ([www.floridabuilding.org](http://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).

**NOTE: If installing a residential modular unit**, in addition to the above requirements for construction plans a signed and sealed letter from an engineer certifying that all electrical meets the current approved National Electrical Code and applicable Florida Building Codes (residential, plumbing, mechanical, energy, gas, etc.).

### 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. You will also be required to purchase individual permits for the electrical, mechanical (A/C), plumbing, gas etc. Those forms are available on our online forms page.
4. \_\_\_\_\_ Three copies of a certified survey or site plan. This must show the proposed setbacks from the proposed structure to all of the property lines. Must indicate if any existing structures, wetlands, bays, bayous etc., **All site/survey must be no larger than 11" x 17"**
5. \_\_\_\_\_ Proof of water and sewer. This can be obtained from the water/sewer service provider for the area where the building will be located. Proof can be in the form of tap fee receipts. For buildings on septic tanks, a copy of the approved septic tank permit issued by the Okaloosa County Health Department is required.
6. \_\_\_\_\_ Fire Impact Receipt. A receipt showing that the fire impact fee has been paid. *This is required only for new construction.*
7. \_\_\_\_\_ 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.
8. \_\_\_\_\_ Two copies of completed Product Approval Specification Sheet. This is a list of components and products that will be used to build the structure.

9. \_\_\_\_\_ Planned Unit Development (PUD) approval. A letter of approval from the PUD unified controller will be required *if the home will be located in a PUD*.
10. \_\_\_\_\_ Agricultural Acknowledgement form. This form must be completed by the owner and recorded in the Clerk of Courts Records Department prior to the issuance of a building permit.
11. \_\_\_\_\_ Owner Builder Statement/Affidavit. This form must be completed if you are applying for the permit and you are the owner of the property and the property is for your own use.
12. \_\_\_\_\_ Erosion Control Statement. This form must be included and signed and notarized.

**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.**

**\*Driveway Permit** – [Please click on this link Driveway Permit to download this application](#). You can contact Okaloosa County Public Works Engineering, 1759 S. Ferdon Blvd., Crestview, FL 32536 or Fax to 850-689-5715. Any questions, please call 850-689-5772.

**\*Right-Of-Way Permit** - [Please click on this link Right-Of-Way Permit to download this application](#). You can contact Okaloosa County Public Works Engineering, 1759 S. Ferdon Blvd., Crestview, FL 32536 or Fax to 850-689-5715. Any questions, please call the main number Monday through Friday between 8:00 a.m. and 4:30 p.m. at 850-689-5772.

For further information, please contact one of our offices:

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