



Department of Growth Management

NEW COMMERCIAL BUILDING PERMIT CHECKLIST

After Okaloosa County Planning Department issues a Development Order and the Civil Drawings have been approved, the following items will be needed at the time of Construction Plan submittal for a building permit:

- 1) Completed Building Permit Application
- 2) Product approval sheets (2 copies) **1 copy if submitting electronically**
- 3) Construction Drawings - 2 sets of Fire Department approved engineered construction plans. If property is located in the Northern portion (North of Duke Field) of the County please provide 3 sets of engineered plans, our office will review them for fire review. **1 copy if submitting electronically.**
- 4) Energy forms (2 copies) **1 copy if submitting electronically**
- 5) Fire Department approval letter
- 6) Fire Impact Receipt
- 7) Affidavit of Architect and or Threshold Affidavit
- 8) Copy of the approved Development Order (if applicable)
- 9) Water and Sewer receipt from OCWS - or availability letter from other utilities
- 10) Septic Tank Permit (if applicable)
- 11) Construction Drawings Elevation Certificate (if applicable)
- 12) Copy of the recorded Notice of Commencement (NOC)-required prior to first inspection.

NOTE: 2 sets of the approved civil plans must be submitted for review by the construction plans examiner before the underground utility permit can be issued. They must be the approved sets that have been signed off by all departments (Planning, Public Works, Fire Dept.) **1 copy if submitting electronically**

There may be some instances that other documentation may be required.

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