



Permit Guide for Commercial Interior Remodel/Build-Out

Department of Growth Management

Nov 2019

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. The construction plans must be certified, signed, and sealed by a Florida-registered design professional (architect or engineer). These must also have fire department approval prior to submittal to our department.

NOTE: If the commercial interior remodel/build-out is located in the northern portion of Okaloosa County, **three sets** of construction plans are required. Fire review will be performed in the Growth Management Department.

3. _____ Building Permit Application. The application must be fully completed, signed, and notarized.
4. _____ Three copies of a certified survey or site plan.
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. _____ 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.
7. _____ If cost of construction is \$25,000 or more, a completed Affidavit of Architect **This is only required on commercial interior jobs when the building use is an assembly occupancy.**

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

For further information, please contact one of our offices:

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