



## Permit Guide for Commercial Interior Remodel/Build-Out

Department of Growth Management

February 2012

### 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. These can be obtained from the electric service provider, a mechanical contractor, or similar agency.
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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