

# Okaloosa County Procedures on Fax Permits and Charges

The fax number to use is **(850) 651-7058**. This is the Okaloosa County Department of Growth Management Office located at 1250 N. Eglin Pkwy, Suite 301, Shalimar, FL 32579

The **only** permits that can be charged are:

Re-Roofing	(Building Permit)
Siding	(Building Permit)
Windows & Doors Change Out	(Building Permit)
Electrical	
Pre-Wire	
Plumbing	
Mechanical	
Irrigation	
Burglar Alarm	
Gas	

Re-Inspections may also be charged.

All **active** contractors will be allowed to charge the above permit types and any Re-Inspections.

Contractors must use a **Fax Permit Form**.

- A. Contractors are required to complete-in-full a Fax Permit Form **per each Permit Number**. Growth Management will not accept incomplete Fax Permit Forms or Fax Permit Forms with more than one Permit Number. **Incomplete forms will be faxed back to the contractor for completion.**
- B. If purchasing sub-permits for a job which already has a Building Permit, write the Building Permit Number on the Fax Permit Form under "New Construction Building Permit # \_\_\_\_\_".
- C. If purchasing a Sewer Permit on an existing house, we need a copy of the Okaloosa County Water & Sewer Department letter showing the Tap Fee has been paid.
- D. If applying for a Siding, Window Change Out or Door Change Out Permit, complete a Fax Permit Form, a Building Application Form, and a Product Approval Form.
- E. If applying for a Roofing Permit, complete a Fax Permit Form, a Building Application Form, Product Approval Form and a Application for Roofing Permit.
- F. If applying for an Electrical, Burglar Alarm, Pre-Wire, Plumbing or Gas Permit, complete the appropriate attachment and the Fax Permit Form.

## **CHARGES:**

- A. Charges for using the Fax Permit System will be twenty-five dollars (\$25.00) **per each Permit**.

**WHAT WE DO:**

- A. When the Department of Growth Management receives your Fax Permit Form, we will issue the necessary permits or re-inspections and apply the charges to your account.
- B. The Department of Growth Management will attach the Fax Permit Form to the permit that we keep on file. We then will fax to you a copy of the permit for your records.

**BILLING:**

- A. Bills are mailed out the first of every month.
- B. All accounts will be payable by the **15<sup>th</sup> of every month** to the Okaloosa County Department of Growth Management.
- C. You may elect to mail your payment or personally bring it into our office.
- D. The following is our mailing addresses:

**Okaloosa County Department of Growth Management  
1250 N. Eglin Pkwy, Suite 301, Shalimar, FL 32579  
OR  
812 East James Lee Blvd., Crestview, FL 32539**

- E. **Accounts not paid by the 15<sup>th</sup> of the month will be placed on inactive status. Permit privileges will be suspended until account is paid in full.**

**QUESTIONS:**

If you have any questions, please call (850) 651-7534 Tina Ward, or (850) 689-4115 Sheila Roberts.



**OKALOOSA COUNTY DEPARTMENT OF  
GROWTH MANAGEMENT**

Fax Permit Program  
Fax # (850) 651-7058

**FAX PERMIT FORM**

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Contractor Fax#: \_\_\_\_\_  
Licensed Contractor: \_\_\_\_\_ Company Name: \_\_\_\_\_  
Contractor Address: \_\_\_\_\_ Phone#: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

**Job Information** Residential: \_\_\_\_\_ Commercial: \_\_\_\_\_  
Location of Job: \_\_\_\_\_  
Property Owner: \_\_\_\_\_ Property ID#: \_\_\_\_\_  
Master Building Permit # \_\_\_\_\_

**Electrical**  
(See Attachment C or D) Cost of Construction: \_\_\_\_\_

**Plumbing**  
(See Attachment B) Cost of Construction: \_\_\_\_\_  
Existing House Sewer Tap Receipt: \_\_\_\_\_

**Mechanical**  
Cost of Construction: \_\_\_\_\_  
A/C Change Outs (What components are you changing?) \_\_\_\_\_

**Gas**  
(See Attachment B) Number of Outlets: \_\_\_\_\_ Cost of Construction: \_\_\_\_\_

**Burglar Alarm** Cost of Construction: \_\_\_\_\_

**Pre-wire** (See Attachment C or D) Cost of Construction: \_\_\_\_\_

**Irrigation** Cost of Construction: \_\_\_\_\_ **Re-roof** Cost of Construction \_\_\_\_\_

**Windows** Cost of Construction: \_\_\_\_\_ **Doors** Cost of Construction \_\_\_\_\_

**Siding** Cost of Construction: \_\_\_\_\_

**Re-inspection Fees** How many: \_\_\_\_\_ Permit# \_\_\_\_\_

**ALL ACCOUNTS ARE PAYABLE BY THE 15<sup>TH</sup> OF EVERY MONTH. ACCOUNTS NOT PAID BY THE 15<sup>TH</sup> WILL BE PLACED ON INACTIVE STATUS AND PERMIT PRIVILEGES WILL BE SUSPENDED UNTIL ACCOUNT IS PAID IN FULL. IF YOU HAVE ANY QUESTIONS CALL TINA WARD (850) 651-7534.**

\_\_\_\_\_  
Signature of Authorized Person Requesting Permit

\_\_\_\_\_  
Please Print Name of Person Requesting Permit