



## Permit Guide for Commercial Storage Shed

Department of Growth Management

February 2012

### **BUILDING PERMITS ARE REQUIRED REGARDLESS OF COST OF CONSTRUCTION OR SQUARE FOOTAGE.**

- ALL STORAGE SHEDS SHALL BE CONSTRUCTED IN COMPLIANCE WITH THE OKALOOSA COUNTY LAND DEVELOPMENT CODE, ORDINANCE 91-1, AS AMENDED BY ORDINANCE 11-06, SECTION 2.21.00 ACCESSORY STRUCTURES, AND SECTION 6.03.15 CLEAR VISIBILITY TRIANGLE:
- Accessory structures shall not be located in a required buffer, landscape area, or minimum building setback area.
- Vehicles, manufactured homes, mobile homes or truck trailers shall not be used as storage buildings, except for uses permitted under the provisions of Section 6.08.00 Temporary Use Permits
- No storage shed used for industrial storage or hazardous, incendiary, noxious, or pernicious materials shall be located nearer than one hundred (100) feet from any property line.
- APPLICANT MUST CONTACT A PLANNER WITH THE DEPARTMENT OF GROWTH MANAGEMENT FOR DETAILED INFORMATION RELATING TO THE PLACEMENT OF THE STRUCTURE AND DESIGN STANDARDS FOR THE SUBJECT SITE. CONTACT NUMBERS ARE (850) 651-7180 OR (850) 689-5080.
- BUILDING CODE INFORMATION CAN BE OBTAINED BY CONTACTING A CONSTRUCTION PLANS EXAMINER AT (850) 651-7180 OR (850) 689-5080.

**Upon approval from the planning department, the following will be required before a building permit is issued.**

#### **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 storage shed 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. The survey/site plan must show proposed location of sign(s) and show the distance from property lines and existing/proposed structures.

**\*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:

1250 Eglin Pkwy N, Suite 301  
Shalimar, FL 32579  
850.651.7180  
FAX 850.651.7058

812 E. James Lee Blvd.  
Crestview, FL 32539  
850.689.5080  
FAX 850.689.5088