



Permit Guide for General Building Permit

Department of Growth Management

February 2012

This guide provides the basic information necessary to enable the completion of a Building Permit Application for awnings; brick/stucco; door, garage door, & window change out; shutters; siding and soffit, & fascia permits.

Submittal Requirements Checklist:

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. _____ Building Permit Application. This must be completed by the customer. A Permit Technician can help with any questions. This can be notarized in our office.
3. _____ Product Approval Sheet: Must be completed with manufacturer, product description and Florida approval number. This form must also be signed and dated.

*Some circumstances may require additional information to be submitted prior to a 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