



**REQUIREMENTS FOR COMMERCIAL PROJECTS PER BUILDING DIVISION  
2007 FLORIDA BUILDING CODES, 2008 NEC AND 2007 NFPA 101 LIFE SAFETY CODES**

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\_\_\_ 1. **COMPLETED BUILDING/CONSTRUCTION PERMIT APPLICATION PACKET, PARCEL I.D. NUMBER REQUIRED, LIST ALL STRUCTURES (i.e. CLUB HOUSE, FENCES, GUARD SHACK, ETC.)**

\_\_\_ 2. **SCALED SITE PLAN AND OR SURVEY SHOWING LOCATION OF:**

- A. **BUILDING AND SIGNS (Section 21.183)**
- B. **SETBACKS Section 21.188)**
- C. **STORMWATER (Section 6.346 – signed & sealed by engineer)**
- D. **LANDSCAPE/IRRIGATION (Section 6.241)**
- E. **PARKING (Section 21.206)**

\*\*\*SLAB SURVEY PRIOR TO DRY-IN & AS BUILT SURVEY PRIOR TO FINAL INSPECTION\*\*\*

\*\*\*SIGNED SEALED WINDLOAD CERTIFICATION LETTER PRIOR TO DRY-IN\*\*\*

\_\_\_ 3. **TWO (2) COMPLETE SET OF PLANS. SIGNED & SEALED PLANS ARE REQUIRED ON THE FOLLOWING:**

- A. **PROJECTS \$25,000 OR OVER**
- B. **BUILDING 5,000 SQUARE FOOT AND OVER**
- C. **BUILDINGS 3 STORIES AND OVER**
- D. **ALL ASSEMBLY OCCUPANCIES (F.S. 553.71.7) (SCHOOLS, AUDITORIUMS, AND OTHER PUBLIC USE BLDGS)**
- E. **ELECTRICAL SYSTEMS OVER 800 AMPS OR \$50,000**
- F. **PLUMBING OVER 250 FIXTURE UNITS OR \$50,000**
- G. **MECHANICAL OVER 15 TONS OR \$50,000**
- H. **PRODUCT APPROVAL FOR EXTERIOR DOORS, WINDOWS, SKYLIGHTS , PANEL WALLS , (EIFS) STOREFRONTS, ROOFING PRODUCTS, SHUTTERS, STRUCTURAL COMPONENTS AND NEW EXTERIOR ENVELOPE PRODUCTS. (F.S. 553.842)**

\_\_\_ 4. **APPROVED DEVELOPMENT ORDER OR APPROVAL LETTER BY THE FOLLOWING:**

- A. **DESTIN WATER USERS (837-6146)**
- B. **DESTIN FIRE CONTROL DISTRICT FOR CONSTRUCTION DRAWINGS (FS 3.79) (837-8413)**

\_\_\_ 5. **ENERGY PACKET (F.S. 553.991)**  
(Signed & sealed by Florida registered engineer or architect if exceeds \$50,000 or 15 tons)(F.S. 471.003)

\_\_\_ 6. **ALL APPLICABLE CITY/STATE/FEDERAL PERMITS (ROW, DEP, DOT, ARMY COE, ETC.)**

\_\_\_ 8. **RECORDED COPY OF “NOTICE OF COMMENCEMENT” (Florida Statutes 713) NOC must be recorded with Okaloosa County Clerk of Court, posted at the job site and at the building department PRIOR to first inspection.**

\_\_\_ 9. **FLOOD ELEVATION CERTIFICATE WILL BE REQUIRED (Form #81-31) before final inspection. ALL AE & V ZONES (FEMA MAP) (LDC SECTION 11.04.00) and DESIGN & CONSTRUCTION CERTIFICATION FORM WILL BE REQUIRED IN V ZONES.**

\_\_\_ 10. **SIGNED AND SEALED DUST CONTROL AND VIBRATION IMPACT MITIGATION PLAN,**

\_\_\_ 11. **CONSTRUCTION VEHICLE PARKING MITIGATION PLAN AND SITE SCREENING PLAN.**

\_\_\_ 12. **PORT-O-LET OR BATHROOM FACILITIES MUST BE ON THE JOB PRIOR TO FIRST INSPECTION. TRASH AND DEBRIS MUST BE CONTAINED AND ADEQUATE POTABLE WATER MUST BE AVAILABLE.**

\_\_\_ 13. **MAINTAIN EROSION AND SEDIMENT CONTROL PER LDC 10.03.2(B) DURING CONSTRUCTION OF PROJECT.**

\_\_\_ 14. **CITY IMPACT FEES MUST BE PAID PRIOR TO ISSUANCE OF CERTIFICATE OF OCCUPANCY/COMPLETION.**



**CITY OF DESTIN BUILDING DIVISION  
COMMERCIAL PROJECTS SIGN IN SHEET  
TO BE FILLED OUT BY APPLICANT**

PROJECT NAME \_\_\_\_\_ DATE \_\_\_\_\_

ADDRESS \_\_\_\_\_

CONSTRUCTION TYPE \_\_\_\_\_ PROTECTED \_\_\_\_\_ SPRINKLERED \_\_\_\_\_ HEIGHT \_\_\_\_\_

OCCUPANCY GROUP \_\_\_\_\_ NO. OF STORIES \_\_\_\_\_ NO. OF UNITS \_\_\_\_\_

TOTAL SQUARE FOOT UNDER ROOF \_\_\_\_\_ (INCLUDING GARAGES, PORCHES, DECKS, ETC).

		<b>Designer Name And Phone No.</b>	<b>Architect, Eng. State No.</b>
<b>Documentation Submitted</b>			
Site Plan: Date: _____	Sheets__ thru__	_____	_____
Landscape/Irrigation Date: _____	Sheets__ thru__	_____	_____
Building Plan: Date: _____	Sheets__ thru__	_____	_____
Building Structural: Date: _____	Sheets__ thru__	_____	_____
Mechanical Plans: Date: _____	Sheets__ thru__	_____	_____
Plumbing Plans: Date: _____	Sheets__ thru__	_____	_____
Electrical Plans: Date: _____	Sheets__ thru__	_____	_____
Specifications: Date: _____	Sheets__ thru__	_____	_____
Structural Calcs: Date: _____	Sheets__ thru__	_____	_____
Soil Reports: Date: _____	Sheets__ thru__	_____	_____
Fire Dept Approval Ltr. Of Sprinkler Plan: Date: _____	_____		

**A COMPLETE PLAN REVIEW (FLORIDA BUILDING CODES) REQUIRES THE SUBMITTAL OF ALL APPLICABLE DOCUMENTS LIST**



**Community Development Department**  
**Building Division**

**4200 Indian Bayou Trail, Destin, Fl. 32541**  
**Ph: (850) 654-1119 Fax: (850) 837-7949**

**New Commercial Building/Construction**  
**Permit Application**

DATE: \_\_\_\_\_

**JOB SITE ADDRESS:** \_\_\_\_\_ **PROJECT NAME:** \_\_\_\_\_

**PARCEL ID:** \_\_\_\_\_ **LOT:** \_\_\_\_\_ **BLOCK:** \_\_\_\_\_ **SUBDIVISION:** \_\_\_\_\_

**PROPERTY OWNER:** \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

MOBILE/CELL: \_\_\_\_\_

FEE SIMPLE TITLEHOLDER'S NAME: \_\_\_\_\_

(If other than owner)

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

**CONTRACTOR CO. NAME:** \_\_\_\_\_

QUALIFIER NAME: \_\_\_\_\_

STATE LICENSE #: \_\_\_\_\_ COMP#: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE, ZIP: \_\_\_\_\_

PHONE: \_\_\_\_\_ FAX: \_\_\_\_\_

CONTACT PERSON: \_\_\_\_\_

MOBILE/CELL: \_\_\_\_\_

**ARCHITECT/ENGINEER:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**BONDING COMPANY:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**MORTGAGE LENDER NAME:** \_\_\_\_\_ **ADDRESS:** \_\_\_\_\_

**DESCRIPTION OF WORK TO BE DONE:** \_\_\_\_\_

**CODE YEAR EDITION:** FBC \_\_\_\_\_ **OCCUPANCY USE:** \_\_\_\_\_ **OCCUPANCY LOAD:** \_\_\_\_\_ **HEIGHT:** \_\_\_\_\_ **STORY:** \_\_\_\_\_

**TYPE OF CONSTRUCTION:** I-A / I-B / II-A / II-B / III-A / III-B / IV / V-A / V-B **SPRINKLED/UNSPRINKLED** **FLOOD ZONE:** \_\_\_\_\_

**TOTAL VALUE (MATERIAL & LABOR):** \_\_\_\_\_ **TOTAL SQUARE FOOT:** \_\_\_\_\_  
(excluding lot) (including garage, porches, etc.)

**TOTAL VALUE OF OTHER STRUCTURES:** \_\_\_\_\_  
(detached garages, fences, sheds, etc.)

**FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.**

AS REQUIRED BY FLORIDA STATUTE 553.842 AND FLORIDA ADMINISTRATIVE CODE 9B-72, PLEASE PROVIDE THE INFORMATION AND APPROVAL NUMBERS ON THE BUILDING COMPONENTS IF THEY WILL BE UTILIZED ON THE CONSTRUCTION PROJECT FOR WHICH YOU ARE APPLYING FOR A BUILDING PERMIT.

(Product approval specification sheet are available).

Applicants Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Reviewed by: \_\_\_\_\_ (Building Div. – Permit Officer) Date: \_\_\_\_\_

Applicants Printed Name: \_\_\_\_\_

Received By: \_\_\_\_\_ (initials) Date: \_\_\_\_\_

**CITY OF DESTIN - BUILDING DIVISION**

**PERMIT APPLICATION**

**NOTICE TO OWNER / CONTRACTOR**

JOB SITE ADDRESS: \_\_\_\_\_ PROJECT NAME: \_\_\_\_\_

PAECEL ID: \_\_\_\_\_ LOT: \_\_\_\_\_ BLOCK: \_\_\_\_\_ SUBDIVISION: \_\_\_\_\_

Application is hereby made to obtain a permit to do the work and installation as indicated. **I certify that no work or installation has been commenced prior to issuance of a permit** and that all work will be performed to meet all codes, standards and laws governing construction in this jurisdiction. I also certify that all required insurances for myself and any trades are in accordance with state laws. I understand that a separate permit must be secured for **BUILDING, ELECTRICAL WORK, PLUMBING, MECHANICAL, ROOFING, SIGNS, POOLS and Right of Way (ROW) CONSTRUCTION**, etc.

**OWNER / CONTRACTOR AFFIDAVIT:** I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning per State and City of Destin.

If the direct contract is greater than \$2500, the applicant/owner must file a NOTICE OF COMMENCEMENT.

**“WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.”**

**FINAL INSPECTION IS REQUIRED ON ALL PERMITS-Failure to obtain a final inspection may result in legal action.**

Must be signed in presence of a Notary

\_\_\_\_\_  
Signature Date  
Owner or Agent (including contractor)

\_\_\_\_\_  
Signature Date  
Contractor

STATE OF FLORIDA  
COUNTY OF OKALOOSA  
Sworn to (or affirmed) and subscribed  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who is known  
to me or has produced \_\_\_\_\_  
as identification.

STATE OF FLORIDA  
COUNTY OF OKALOOSA  
Sworn to (or affirmed) and subscribed  
before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_  
by \_\_\_\_\_ who is known  
to me or has produced \_\_\_\_\_  
as identification.

\_\_\_\_\_  
Notary Signature as to Owner Date

\_\_\_\_\_  
Notary Signature as to Contractor Date

SEAL:

SEAL:



**Community Development Department**  
**Planning Division**  
 4200 Indian Bayou Trail, Destin, FL 32541  
 Phone: (850) 837-4242 Fax: (850) 837-7949 or  
 (850) 650-0693

Planning Div. Date Received Stamp

**NEW COMMERCIAL CONSTRUCTION**

**Building/Construction Permit Application Supplement**

**JOB SITE ADDRESS:** \_\_\_\_\_

**PARCEL ID(S):** \_\_\_\_\_

**FINAL DEVELOPMENT ORDER NO. (If applicable): D.O.-** \_\_\_\_\_ - \_\_\_\_\_

**DESCRIPTION OF WORK (Related to Permit Type):** \_\_\_\_\_

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

**ZONING DISTRICT :** \_\_\_\_\_ **REQUIRED SETBACKS:** FRONT: \_\_\_\_\_ SIDE: \_\_\_\_\_ REAR: \_\_\_\_\_

**HEIGHT** (Refer to Comp Plan/LDC Definition for Building/Structure): \_\_\_\_\_ **NUMBER OF STORIES:** \_\_\_\_\_

**GROSS FLOOR AREA** (Refer to Comp Plan/LDC Definition): \_\_\_\_\_ **SQ. FT.**

**CONSTRUCTION WITHIN CITY RIGHT-OF-WAY ?** (Y/N)  
 (If YES, provide a copy of the ROW permit)

**SOUTH OF COASTAL CONSTRUCTION CONTROL LINE?** (Y/N)  
 (If YES, provide a copy of the FDEP permit)

**WHITE SAND ZONE:** ZONE I / ZONE II / NONE      **FEMA FLOOD ZONE(S) & BASE FLOOD EL.:** \_\_\_\_\_

**ADDED IMPERVIOUS AREA:** \_\_\_\_\_ **SQ. FT.**

- Added area is 250 sq. ft. or less, eligible for one event exemption. Refer to Building Division file for event exemption status.
- Greater than 250 and less than 750 sq. ft., applicant must meet the requirements of LDC, Article 10, Section 10.03.02.I.2.b.
- If 750 sq. ft. or more, applicant must provide a Stormwater Management Plan (See applicable Permit Checklist)

**Planner:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Stormwater Specialist/Floodplain Manager:** \_\_\_\_\_ **Date:** \_\_\_\_\_

## PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed to be utilized on the construction project for which you are applying. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org).

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>EXTERIOR DOORS</b>			
a. Swinging			
b. Sliding			
c. Sectional/Roll Up			
d. Other			
<b>WINDOWS</b>			
a. Single/Double Hung			
b. Horizontal Slider			
c. Casement			
d. Fixed			
e. Mullion			
f. Skylights			
g. Other			
<b>PANEL WALL</b>			
a. Siding			
b. Soffits			
c. Storefronts			
d. Glass Block			
e. Other			
<b>ROOFING PRODUCTS</b>			
a. Asphalt Shingles			
b. Non-Structural Metal			
c. Roofing Tiles			
d. Single Ply Roof			
e. Other			
<b>STRUCTURAL COMPONENTS</b>			
a. Wood Connectors			
b. Wood Anchors			
c. Truss Plates			
d. Insulation Forms			
e. Lintels			
f. Others			
<b>NEW EXTERIOR ENVELOPE</b>			
<b>SHUTTERS</b>			

I understand that, at the time of inspection, the following information must be available to the inspector on the jobsite:

1. A copy of the product approval.
2. The list of performance characteristics which the product was tested and certified to comply with.
3. A copy of the applicable manufacturers' installation requirements.

Further, I understand a product may have to be removed if approval cannot be demonstrated during inspection.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

**CITY OF DESTIN  
Building Division**

**MINIMUM REQUIREMENTS FOR INSPECTION**

**INSPECTIONS**

**DUE DATE**

- A certified Notice of Commencement must be posted at the job site. A copy of the certified notice or an affidavit must be given to the Building Department. **BEFORE 1<sup>ST</sup> INSPECTION**
1. **TEMPORARY ELECTRIC SERVICE**
  2. **ELECTRICAL GROUNDING**
  3. **FOOTING (Minimum size footing for wood frame construction is 10" x 20". Two #5 rebar and vertical steel is required every 8 feet.)**
  4. **UNDERGROUND PLUMBING**
  5. **SLAB - MONOLITHIC**
- \*\*\*FOUNDATION/SLAB SURVEY IS REQUIRED TO BE REVIEWED PRIOR TO A DRY-IN INSPECTION\*\*\***  
(All Surveys must show finished floor elevation & elevation of centerline of road right-of-way. LDC 20.06.01A/C)
6. **SHEATHING (must be nailed every 3" at top, bottom and corners, 12" in field)**
  7. **SEWER**
- Windload certification letter from an architect or engineer required for all buildings which have sealed engineered drawings. **BEFORE DRY-IN**
8. **DRY-IN\***  
**PLUMBING ROUGH-IN**  
**ELECTRICAL ROUGH-IN**  
**MECHANICAL ROUGH-IN**  
**GAS ROUGH-IN**  
**FRAMING**
- FINAL AS-BUILT SURVEY & STORMWATER CERTIFICATION REQUIRED PRIOR TO C.O. SITE INSPECTION**
- Street address posted. **BEFORE FINAL**
  - Sidewalks installed. **BEFORE FINAL**
  - Parking completed. **BEFORE FINAL**
  - Landscaping completed **BEFORE FINAL**
  - Final Survey **BEFORE FINAL**
  - Stormwater Certification from engineer **BEFORE FINAL**
  - Certificate of Termite Treatment **BEFORE FINAL**
9. **FINAL\***  
**PLUMBING**  
**ELECTRICAL**  
**MECHANICAL**  
**GAS**  
**ROOFING**  
**GENERAL CONTRACTOR**

**\*All subcontractors and the general contractor must call in before dry-in and final inspections are scheduled.**



**BUILDING DIVISION  
Voice (850) 654-1119 Fax (850) 837-7949  
CERTIFICATE OF OCCUPANCY  
COMPLETION REQUIREMENTS**

**PROJECT NAME:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_ 1. An "As Built" survey shall be submitted to the Building Division. The as-built survey shall be prepared by or under the direct supervision of a registered land surveyor and certified by the same. No Certificate of Occupancy shall be issued until the City has received and reviewed the survey to determine there are no violations of the City code requirements.

\*\*\*The as-built survey will need to reflect sidewalks, parking, buildings and other structures on the property.\*\*\*

\_\_\_\_\_ 2. **FLOOD ELEVATION CERTIFICATE** required in all AE and V zones. Design and construction **CERTIFICATE** required in V ZONES.

\_\_\_\_\_ 3. A stormwater certification stating the stormwater facilities have been constructed in compliance with the stormwater management plan on file and/or with the Land Development Code must be submitted by the developer's engineer or a registered professional engineer.

\_\_\_\_\_ 4. For plans designed and sealed by an engineer or an architect, the builder/owner shall submit to the city a letter of certification by an engineer or an architect attesting to compliance with the coastal code of the city.

\_\_\_\_\_ 5. Termite Protection Certificate.

\_\_\_\_\_ 6. Impact fees paid.

\_\_\_\_\_ 7. Commercial projects shall submit a final letter from the Destin Fire Control District.

\_\_\_\_\_ 8. Landscape:      Trees Required/Front Perimeter: \_\_\_\_\_ Provided:  
                                 Trees Required/Reforestation: \_\_\_\_\_ Provided:  
                                 Trees Required/Parking Lot: \_\_\_\_\_ Provided:

\_\_\_\_\_ 9. Parking:            Parking Spaces Required:  
                                 Parking Spaces Provided:

\_\_\_\_\_ 10. Address Posted (Sec. 18-50 Streets & Public Places, Land Development Code)

\_\_\_\_\_ 11. Sidewalks: Required \_\_\_\_\_ Not Required \_\_\_\_\_ (Sec. 6-385 Code of Ordinances)

\_\_\_\_\_ 12. Right Of Way Inspection

\_\_\_\_\_ 13. All Development Order Requirements Have Been Met.

**ISSUANCE OF A CERTIFICATE OF OCCUPANCY MAY TAKE 10 BUSINESS DAYS OR LONGER FROM THE DATE THE REQUIRED AS-BUILT SURVEY IS SUBMITTED.**

**Make Sure That ALL Permits Have Been Issued.**