



Community Development Department Building Division

4100 Indian Bayou Trail, Destin, FL 32541
Phone: (850) 654-1119 permits@cityofdestin.com

Basic Permit Application Instructions

1. Go to City of Destin website home page, scroll down to Permits and Licensing COMPASS.
2. In the upper right side of the COMPASS home page, click on Guest and then choose Register to create your login account. Once this step is completed, you'll log in with your established Username and Password.
3. Contractors will first need to complete the Contractor Registration prior to permit application. Permit techs can email you those instructions if needed.
4. To submit the permit application, select Apply, Permits, select appropriate application type, click on Apply.

Note that condominiums are classified as Commercial.

NOTE: If at any time during this process you need to leave and come back to the application later you can click on Save as Draft. Then when you come back to finish it you should be able to find it in your Drafts on your COMPASS Dashboard.

5. Follow the prompts to provide the information required in each section. For Location, click on the "+" sign at Add Location. In the search box enter project address and click on the magnifying glass icon. Select the address and click on Add (to the right of the address). Click on Next, at bottom right of screen.
6. At Contacts, click on the "+" sign at Contractor (or Owner/Builder if owner is applying for the permit). In the Search box type contractor (or owner) name. To select, click on Add. Do this same thing again for Owner and the same for Applicant. Click on Next, at bottom right.
7. (You may want to Save as Draft at this point while you obtain the required documents.) Please note that Attachments must be saved as PDF format to upload them to the COMPASS system.

Once all documents have been uploaded, click on Next.

NOTE: If there are documents noted as "Required", but are not applicable to your permit application, create a PDF document named Not Applicable, and upload that where needed. If there are more than one of these instances you will need to rename the document Not Applicable2 (or any different file name) as the system will not allow you to upload the same file in multiple locations.

8. Follow the steps to electronically sign the document and then Submit.
9. Once the application has been approved you will receive an invoice through your COMPASS Dashboard and once paid the permit will be issued and available through the same Dashboard. To print the permit, click on the printer icon in the upper right corner of the document.