



Community Development Department Building Division

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

Contractor Registration Instructions

1. Go to City of Destin website, scroll to bottom of page and click on the link to COMPASS.
2. Create your login account. At the top you'll see dashboard, home, apply.
3. You will click on apply and under that you will see permits, plans, licensing.
4. You will click on licensing and on the bottom just click on "all".
5. When that opens if you see the first boxes on the bottom left corner say BTR- business license.
6. **You do NOT want these (the BTR options)**, Keep scrolling down and then you start to see in the bottom left corner of the boxes say contractor registration you will want to find the one that you have a license for – general contractor, building contractor, etc. whichever you have a license for.
7. Then once you find that click apply and fill out the information and upload State License.
8. Once that is completed repeat the same instructions but keep scrolling through the licensing list until you see "document tracking" in the bottom left-hand corner of the boxes. You will see document tracking for Certificate of Liability and another for Worker's Compensation information. You will click on each of those and upload your documents.

Note: The City of Destin, 4200 Indian Bayou Trail, Destin, 32541 needs to be listed as the Certificate Holder on the Certificate of Insurance and the name/company name needs to match your State License.

9. Once the above is completed, send us an email to Permits@cityofdestin.com to let us know. We will review the documents submitted and if complete, approve your contractor record. Once approved you will be able to apply for permits.