



Community Development Department Building Division

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

Flooring Permit (by owner) 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. To submit the permit application, select Apply, Permits, Commercial Building – Flooring Condo, click on Apply.

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.

4. 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.
5. At Contacts, click on the "+" sign at Owner/Builder. In the Search box type 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.
6. At the next screen you will need to provide the product name and type of flooring material being proposed for installation and labor and material valuation for the project. Click on Next.
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. You will need to attach a Product Specification sheet, showing the IIC and/or STC (sound) rating for the material being proposed for installation. If you don't have this your flooring supplier should be able to provide you with it. Once those documents have been uploaded, click on Next.
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.