



Community Development Department

4100 Indian Bayou Trail | Destin, FL 32541 | Phone: 850-654-1119 | www.cityofdestin.com

PERMIT APPLICATION REQUIREMENTS NEW RESIDENTIAL AND COMMERCIAL PROJECTS

MANDATORY DOCUMENTS:

We will only accept one complete, full set of plans, not multiple individual pages. This also applies to all re-submittals.

- _____ 1. **Complete set of digitally signed sealed plans.**
The plans should include:

 - a. A scaled, current, and accurate site plan or survey with dimensions conforming to the Land Development Code (LDC) to include existing and proposed stormwater facilities shall be shown on the site plan.
 - b. All existing and proposed topography shall be shown on the Grading Plan as required by **LDC section 10.03.02**. To include site erosion control devices.
 - c. Architectural plans, Structural plans, mechanical, electrical, plumbing, roofing, gas, etc.
 - i. Signed and sealed by a Florida registered engineer or architect is required.
If the following:
 - a. **Mechanical** exceeds \$125,000 or over 15 tons,
 - b. **Plumbing** exceeds 250 fixture units or more,
 - c. **Electrical** for residential exceeds over 600 amperes and over 800 amperes for commercial, F.S. 471.003.
 - d. **COMMERCIAL ONLY** -Provide a site screening plan.

***** Buildings over 5,000 square feet (MAY REQUIRE ICC PLAN REVIEW)**
***** Buildings over 3 stories (MAY REQUIRE ICC PLAN REVIEW)**
(If you are required to resubmit any of these documents for re-review, you are required to submit a whole new complete set of plans with the revisions)
- _____ 2. **Florida product approval numbers** to include but not limited to exterior doors, windows, skylights, panel walls, siding, stucco, (EIFS) storefront windows and doors, roofing products, shutters, structural components, on all new exterior envelope products, (Manufacturer Installation instructions also are required for windows, doors, and shutters you can find this at Floridabuilding.org)
- _____ 3. **Complete Energy Packet, F.S.553.**
- _____ 4. **Any other City/State/Federal permits.**
- _____ 5. **FEMA FLOOD ELEVATION CERTIFICATE REQUIRED (X PT, AE & V ZONES)- Pre- Construction Form** based on construction drawings, **Under Construction Form**, Foundation finished floor or placement of first horizontal structural member, and **Final Construction Form**. Use current FEMA Certificate form and must be provided prior to the final inspection.

- _____ 6. **V-ZONE CERTIFICATE**- signed and sealed- DESIGN FOR CONSTRUCTION COMPLIANCE. (For projects located in the FEMA Flood designation of VE Zone)
- _____ 7. **Complete D.O. submitted** (If applicable)
- _____ 8. **Open Space Calculations**
- _____ 9. **Signed sealed stormwater design certificate or approved development order.**
- _____ 10. **Engineered Stormwater Maintenance Plan.**
- _____ 11. **Destin Water Users approval letter.**
- _____ 12. **COMMERCIAL ONLY**- Destin fire control district permit approval letter based on constructions drawings.
RESIDENTIAL ONLY- Destin fire control receipt for new structures. (850-837-8413)
- _____ 13. Will your project be utilizing any type of elevation machinery within 5 miles of Destin airport? If so, you can find the **FAA form** under building and forms you will need to get FAA approval and notify the Airport.
- _____ 14. **Notice of Commencement** will need to be recorded and uploaded to your file under attachments and be approved, **before first inspection.**

Maintain survey property corner stakes throughout the entire construction project.

Maintain erosion and sediment control per LDC 10.03.2 (B). An inspection is required prior to the beginning of construction and before the permit is approved, we will automatically set this one up for you. During your project there is an initial inspection and mid inspection of this on your project to ensure compliance of erosion control measures are being met. No grading, cutting, or filling shall be commenced until erosion and sedimentation control devices have been installed between the proposed disturbed area and water bodies, water courses, and wetlands.

PRIOR TO DRY-IN ROUGH IN INSPECTION:

The following are required prior to conducting an inspection.

1. Slab survey **Prior to Dry-in**, Survey must show finished floor elevation & elevation of centerline of the road, LDC 20.06.01 A/C. Slab elevation for all structures shall be a minimum of 12" above the crown of the road, LDC 10.03.02 (A)5
2. Signed sealed Wind Load Certification Letter from engineer, **Prior to Dry-in**

PRIOR TO FINAL BUILDING INSPECTION:

The following are required prior to conducting final building inspection.

1. The final blower door test
2. The final termite certificate.

PRIOR TO FINAL SITE INSPECTION:

The following are required prior to conducting final site inspection on permitted projects.

1. **Stormwater As-Built Certification Form** stating 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.
2. The **Residential Stormwater Operation/Maintenance Plan**. This is signed by the owner of the property.
3. The **Final Site Inspection Certification Form** signed and sealed by design professional.
4. **Property Pins** to be staked by surveyor and clearly visible.

Forms can be located at www.cityofdestin.com by clicking on Our Government, click on Engineering Department and you will see the forms listed under miscellaneous forms.

PRIOR TO CERTIFICATE OF OCCUPANCY (CO) ISSUANCE:

1. Final As-Built Survey – Please see exemptions below for other permit types.
2. COMMERCIAL ONLY- Final fire approval letter
3. COMMERCIAL ONLY- Final Elevator Inspection Certification by the State of Florida.
4. RESIDENTIAL ONLY- Final Elevator Inspection Certification by a third-party inspector.
5. GAS RELEASE- RESIDENTIAL ONLY- Will be released prior to CO issuance when the final gas inspection has passed, and all impact fees have been paid.
6. Final FEMA Elevation Certificate if located in a FEMA Flood Zone to include, X 2pt Zone.
7. All construction debris/equipment shall be removed from the site.
8. All landscape and lighting shall be installed in accordance with the approved plans. (If applicable)
9. All Development Order requirements must be met, inspections to be completed and all outstanding fees to be paid.

OTHER REQUIREMENTS:

1. Port-o-Let or bathroom facilities must be on the job site, not placed within the right-of-way and secured prior to the first inspection.
2. Trash and debris must be contained.
3. Adequate potable water must be available.

As-Built Survey Exemptions:

- I. *Demo Permits*
- II. *Driveway/Paver Replacement Only (same footprint)*
- III. *Fence/Wall Permits – Requires Property Pins to be staked and clearly visible.*
- IV. *Grading & Fill Permits – May require Topo Survey as determined by the Community Development Director or designee.*
- V. *Interior Renovation Permits*
- VI. *Decks Replacement Only (same footprint)*
- VII. *Any improvements under existing roof. (within existing footprint, such as Florida Room, Screen Room, Enclosed Carports).*