

1804 Lewis Turner Boulevard, Suite 200  
Fort Walton Beach, Florida 32547  
(850) 651-7180 FWB (850) 689-5080 Crestview



**OKALOOSA COUNTY  
DEPARTMENT OF GROWTH MANAGEMENT  
DEVELOPMENT ORDER**

**The Development Order authorizes site development of subject property and installation of necessary infrastructure.**

**Project/File Number:** 255716-CPL-2004

**DO-05-41**

**July 8, 2004**

**Owner of Subject Parcel/Lessor:** The Mattie Kelly Arts Foundation, Inc.  
4141 Indian Trail  
Destin, FL 32540

**Lessee of Subject Parcel:** YMCA of Florida's Emerald Coast, Inc.  
13 Memorial Parkway, Suite 11  
Fort Walton Beach, FL 32548

**Authorized Development:** 49,358 SF community center and 2,000 SF day care center (including Future Phase)

**Site Area:** 6.55 acres more or less (6.09 acres UMU FLUM designation and 0.46 acres MU 2 FLUM designation)

**Location:** Commons Drive West, south of Grace Lutheran Church (under construction), west of Home Depot, Destin

**Project Name:** Destin Family YMCA Facility

**Zoning:** Business General District (BG)

**Future Land Use:** Urban Mixed Use (UMU) and Mixed Use 2 (MU 2)

**Procedural Findings:**

Application received:	January 26, 2004
TRC Meeting Scheduled:	March 4, 2004
Revised Plan received:	April 6, 2004
Revised Plan received:	May 13, 2004
Revised Traffic Analysis received:	May 14, 2004
Revised Site Plan received:	June 9, 2004
Public Works Final review and Approval	June 16, 2004

**Administrative Findings:**

The authorized development is consistent with the land use; density of use, capacity, size, or timing, and is compatible with and furthers applicable goals, objectives, and policies of the Okaloosa County Comprehensive Plan.

The authorized development complies with all applicable provisions of the Okaloosa County Land Development Code.

**Duration of Development Order:** FAILURE TO COMMENCE CONSTRUCTION ON OR BEFORE NOVEMBER 13, 2004 WILL RESULT IN THE DEVELOPMENT ORDER BECOMING NULL AND VOID.

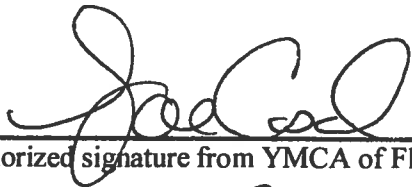
**Conditions of Approval:** No CO will be issued until revised lighting plan has been submitted to the Department of Growth Management for final review and approval.

**SUBMITTAL OF CONSTRUCTION PLANS:** An appointment is required with the Plans Examiner for submittal of the construction plans. You may reach the Plans Examiner at (850) 651-7641. A copy of the executed development order, completed building application, 2 signed and sealed copies of energy forms, affidavit of architect/engineer form and 2 complete sets of construction plans with a site plan attached to each set which have been reviewed, approved and stamped by the fire department will also be required. Upon approval of the construction plans, there will be a \$30.00 development permit fee, \$15.00 address fee per unit and \$10.00 per 1,000 square feet of floor area or fraction thereof for pro-rata share cost fee. Additionally, there will be a plans review fee and a building permit fee. You may call (850) 651-7180 to obtain more information on the fees. Check shall be made payable to the Okaloosa County Department of Growth Management.

**EFFECTIVE DECEMBER 1, 2003:** A landscaping review and compliance for Certificate of Occupancy fee (Inspection) of \$100.00 plus \$50.00 for each re-inspection or temporary Certificate of Occupancy payable prior to the issuance of a Certificate of Occupancy.

**If any changes are made to the approved site plan; 3 copies of revised plans and \$150.00 shall be submitted to the Department of Growth Management. An appointment will be required for the submittal.**

**FAILURE OF THE ORDER TO ADDRESS A PARTICULAR PERMIT, CONDITION, TERM, OR RESTRICTION SHALL NOT RELIEVE THE DEVELOPER OF THE NECESSITY OF COMPLYING WITH THE CODES GOVERNING PERMITTING REQUIREMENTS, CONDITIONS, TERMS, OR RESTRICTIONS.**



7-28-04

Authorized signature from YMCA of Florida's Emerald Coast, Inc. - Lessee

DATE

JOE CASAL

7-28-04

Printed name from above signature line

DATE

Pat Blackshear

7/8/04

Pat Blackshear, AICP, Director

DATE

**ATTACHMENTS:**

***A - Staff Report***

***A(1) - Zoning Map***

***B - Future Land Use Map***

***C - Site Plan (reduced copy)***

***D - Commercial Plan Submittal Informational Handout***

***E - Building Application***

**FINAL STAFF REPORT**

**TO:** Pat Blackshear, AICP, Director

**FROM:** Planning & Development Review Staff

**SUBJECT:** 255716-CPL-2004 Destin Family YMCA Facility

**DATE:** July 1, 2004

**BCC DISTRICT:** (5) Commissioner Burkett

**PLANNING COMMISSION DISTRICT:** (5) Bobby Bowick

**ISSUE:** To review plans for Destin Family YMCA Facility, a proposed 49,358 SF community center and 2,000 SF day care center (including Future Phase) as submitted by Seaside Engineering and Surveying for YMCA of Florida's Emerald Coast, Inc. The property is zoned **Business General District (BG)** and the future land use categories are **Urban Mixed Use (UMU)** and **Mixed Use -2 (MU-2)**. A general location of the property is Commons Drive West, south of Grace Lutheran Church (under construction), west of Home Depot, Destin, Florida. Property contains 6.55 acres more or less.

**Department of Growth Management Findings:** The plans were reviewed by Planning Staff with the following comments.

**Consistency Evaluation: Okaloosa County Comprehensive Plan, Ordinance 90-1, as amended**

1. The proposed development is **consistent** with Section 2.1, Future Land Use, Objective 2, Policy 2.1, and other concurrency related objectives. The developer **has demonstrated** that public facilities and services are available with sufficient capacities to maintain the level of service standards as adopted in the Comprehensive Plan.

Transportation, Section 2.2

Traffic Analysis submitted and approved dated 6/16/04

Potable Water, Section 2.3

Concurrency Report on file dated 11/13/03

Sanitary Sewer, Section 2.4

Concurrency Report on file dated 11/13/03

Solid Waste, Section 2.5

Concurrency Report on file dated 11/13/03

Stormwater, Section 2.6

Stormwater Management Plan submitted and approved dated 6/16/04

2. The proposed development is **consistent** with Section 2.1, Future Land Use, Objective 4, Policy 4.1. **Note:** No buffers are required for this development. The project is compatible with the adjacent uses except the golf course and adjacent single family detached dwellings to the northeast which is buffered by a planted berm for the Home Depot project.

## Surrounding land use information:

	Zoning	FLU	Type of Use	Specific Use
North	BG, RUA	UMU, MU-2	Golf Course, Church	Fairway #14 (Kelly Plantation Golf Course), Grace Lutheran Church (under construction)
South	BG	UMU, C	Roadway, Commercial	Commons Drive West, Sockeyes, Fudfuckers
East	BG	MU-2	Commercial	Home Depot
West	BG	UMU	Roadway, Vacant	Commons Drive West, Vacant
Subject Parcel	BG	UMU, MU-2	Commercial	Proposed 49,358 SF community and 2,000 SF day care centers

3. The proposed development is consistent with Section 2.1, Future Land Use, Objective 5, Policy 5.2. The area has not historically produced significant artifacts. No data exists for this area.
4. The proposed development is consistent with Section 2.1, Future Land Use, Objective 6, Policy 6.1. There is no public supply wellhead within 500' of the proposed project.
5. The proposed development is consistent with Section 2.1, Future Land Use, Objective 6, Policy 6.2. There are no environmentally sensitive areas depicted on the project site
6. The proposed development is consistent with Section 2.1, Future Land Use, Objective 10, Policy 10.1, (g) Mixed Use-2 (MU-2) and (h) Urban Mixed Use (UMU). **For Urban Mixed Use (UMU) category**, non residential uses are limited to FAR of 0.55 and an impervious surface coverage of 75%. Provided: FAR proposed is 19.35% and the impervious surface coverage is 70.36%. **For Mixed Use-2 (MU-2) category**, non residential uses shall not exceed the FAR of 0.75 and impervious surface coverage of 65% with a minimum 20% open space. **The area designated as Mixed Use-2 (MU-2) is not being utilized for the proposed activities (only for stormwater retention).**
7. The proposed development is consistent with Section 2.1, Future Land Use, Objective 9, Policy 9.1 Urban Development. **Note:** The project is located within the urban development area.
8. The proposed development is consistent with Section 2.6, Stormwater Management, Objective 1, Policy 1.1 (3). Development orders for new development and redevelopment shall not be issued until the applicant provides proof of FDEP, U.S.Army Corps of Engineers, or other applicable state or federal agencies, permit or exemption and proof of meeting adopted level of service standards for stormwater management. **Note:** A copy of FDEP stormwater permit dated 4/29/04 has been received and is on file.
9. The proposed development is consistent with Section 2.2, Transportation, Goal 3, Objective 3.3, Policy 3.3.1. All developments, including, but not limited to, planned unit developments, shopping centers, multi-family residential projects and other projects with internal circulation and parking needs shall be required to provide safe and convenient on-site traffic flow, non-motorized transportation facilities and sufficient vehicular parking to accommodate the needs of development. **Note:** Stop Sign/Stop Bar has been provided on the site plan.

**Consistency Evaluation: Okaloosa County Land Development Code, Ordinance 91-1, as amended**

1. The proposed development is **consistent** with the Permitted Uses and Structures, Okaloosa County Land Development Code, Ordinance 91-1, as amended. Recreation facilities and centers are a permitted use in Business General (BG) zoning district.
2. The project is **consistent** with Section 2.01.15, Land size requirements. **Note:** There is no minimum requirement for land area in BG zoning.
3. The project **meets** the required setbacks as identified in the Land Development Code, Section 2.01.15, Business General (BG). Required setbacks are as follows: 10' front, 0 side setbacks, 0 rear setbacks, and 10' distance between structures on the same lot for all buildings one or two stories which is less than 35' in height. **For all buildings three stories or greater than 35' in height, the minimum side setbacks shall be 15' on each side and the minimum rear setback shall be 20' and 15' distance between structures on the same lot. Maximum height allowed is 75'.**
4. The project **meets** the 15% open space requirements as outlined in Section 6.05.02, Landscape Area Requirements, Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** Provided: 35 %.
5. The project **meets** the perimeter tree requirement of Section 6.05.021 (A) of 1 tree per twenty-five (25) linear feet of lot frontage with 50% being shade trees. **Note:** A 10' landscaped area is provided along Commons Drive. The 710' road frontage requires 28 trees. The project is providing 32 trees. 26 Live Oaks and 6 Crape Myrtles. Grass will provide groundcover.
6. The project **meets** the parking lot landscaping as required by Section 6.05.022 (Parking Lot Landscaping), Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** A parking lot with 214 spaces requires 14 canopy trees, 22 understory trees and 43 shrubs. 25% of this requirement must be on interior features of the parking lot. The project proposes 17 Live Oaks, 10 Crape Myrtles, 12 E. Palatka Hollies, 30 Dwarf Yaupon Hollies, and 24 Indian Hawthornes.
7. The project is within the Water Resource Caution Area. If the source of irrigation water is the Floridian Aquifer System, then Xeriscape or other similar landscaping and irrigation techniques shall be used. Native vegetation and low water consuming plants are encouraged as outlined in Section 3.04.00 (Water Efficient Landscaping), Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** The source of irrigation is a shallow well.
9. Per Florida Statutes 373.62 - Water conservation; automatic sprinkler systems. Any person who installs an automatic lawn sprinkler system after May 1, 1991 shall install a rain sensor device or switch which will override the irrigation cycle of the sprinkler system when adequate rainfall has occurred.
10. The project **meets** the plant material standards of section 6.05.04, only Florida No. 1 or better plant material as described in Grades and Standards for Nursery Plants, Part II, Florida Department of Agriculture. **Note:** A note is provided on the landscape plan.

11. The project **meets** the preservation of protected tree requirements of Section 6.05.03 of one (1) tree for each 4,300 square feet of impervious surface area. **Note:** The project is proposing 186,784 SF of ISA which requires 43 trees. The project proposes 47 Live Oaks alone. The project site is not planned to be totally cleared. An area of existing vegetation will be retained adjacent to the golf course. The project exceeds these requirements.
12. The project is **exempt** from the reforestation requirements of Section 6.05.031, Protected Trees, Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** No tree credits can be assigned. No replacement protected trees are required on the site. No existing protected trees are on the site.
13. **Existing vegetation that is proposed to be retained must be retained and must be protected during construction and demolition of the site.**
14. The project is **exempt** from the requirements of Section 2.03.00 (H), Right-of-Way Protection, Okaloosa County Land Development Code, Ordinance 91-1, as amended.
15. The project's ingress/egress is Commons Drive West. **Note.** Two (2) internal driveway connections to the adjacent parcel (Grace Lutheran Church) are proposed. A copy of recorded Cross Easement Agreement (Book 2289 Pages 181 – 189) has been submitted and is on file.
16. The project **meets** the parking requirements as outlined in Section 6.04.02 Parking Requirements for Specific Land Uses, Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** The site will consist of 49,358 SF community center (including Future Phase) and 2,000 SF day care building (Future Phase). Parking demand is base on the community center use and day care center use. A community center requires 1 space per 300 SF. 49,358 SF requires 165 spaces. A daycare center requires 1 space per 2 employees and 1 space per classroom. 8 staff members in 5 classrooms require 9 spaces. Total parking demand is 174 spaces. The project proposes 214 spaces.
17. The project **meets** the number of handicapped accessible spaces as required by Section 6.04.061, Handicapped Parking Spaces, Okaloosa County Land Development Code, Ordinance 91-1, as amended. Total parking provided in a lot between 201 to 300 spaces require seven (7) handicapped accessible parking space. **Note:** 214 parking spaces require 7 handicapped accessible spaces, provided; 7 Handicapped spaces.
18. The project **meets** the handicapped accessible parking space dimensional requirements of Section 6.04.061 by providing 12' x 20' with a 5' wide access aisle. **Note:** A handicapped parking spaces and aisle must be signed and marked in accordance with FDOT standards.
19. The project **meets** the 90° parking dimension standard required by Section 6.04.07. All parking spaces meet the requirements. Parking aisle meets the requirements also.
20. The project **meets** the requirements of Section 6.04.07 (C), Demarcation of Parking Spaces. Parking spaces in areas surfaced with asphalt, concrete, or other materials shall be appropriately demarcated with painted lines or other markings.
21. **All parking must be installed in Phase 1 except 100 regular spaces as indicated on the site plan.**

22. The project **meets** the requirements of Section 6.05.021, (B-3 (b)) Accessways. All accessways through the perimeter landscape areas shall meet the following aisle width maximum and minimum. Not over 15 foot one-way drives, no less than 10 feet apart, and not over 27 foot two-way drives, no less than 20 feet apart. **Note:** Provided: 27' two-way drive is proposed.
23. The project is **exempt** from the buffering standards for incompatible uses of Section 6.05.07, Compatibility Screening and Buffering, Okaloosa County Land Development Code, Ordinance 91-1, as amended. **Note:** Adjacent uses are similar in nature except the golf course and adjacent SFD's to the northeast which is buffered by a planted berm for the Home Depot project. No buffers are required.
24. The project is **exempt** from the requirements of Section 6.04.05, Off Street Loading, Okaloosa County Land Development Code, Ordinance 91-1, as amended.
25. The project **does not meet** the requirements of Section 6.04.07 (E), Parking Lots. Adequate lighting shall be provided for parking lots with ten (10) or more spaces, and lighting shall be positioned to reflect away from adjoining properties. **Note:** No lighting levels are shown off of the site. The light mounting height as proposed of 30 feet is preferred to be reduced. **No CO will be issued until the revised lighting plan has been submitted, reviewed and approved by the Department of Growth Management.**
26. The project **meets** the dumpster requirements of Section 7.01.02 (Dumpsters), Okaloosa County Land Development Code, Ordinance 91-1, as amended. Dumpsters must be screened from view of adjoining property owners and street at first floor level and shall be screened on at least three (3) sides. **Note:** A site plan indicates the location of a screened dumpster pad.
27. The project is in flood zone X, community and panel number 12091C 0489H and 120173 0489H, December 6, 2002. **This property lies in a coastal barrier zone.**
28. As outlined in Section 6.01.052 Minimum Requirements for the Installation of Improvements and Section 7.01.01 fences, Okaloosa County Land Development Code, Ordinance 91-1, as amended, (D), Easements, no fences or other structures will be allowed in easements dedicated for public purposes and maintained by the County, unless written approval by the Public Works Department has been granted. Responsibility shall be on the property owner to remove and/or pay for the removal of any fence which must come down to assist in maintenance of a public easements, provided the owner/contractor signs a hold harmless agreement with Okaloosa County, agreeing not to hold the County liable for any damages occurring from or to the fence which results from its replacements in the private easement. The County shall keep record of the agreement. Fences may be built to the maximum height of eight (8) feet.
29. As outlined in Section 7.01.01 Fences, Okaloosa County Land Development Code, Ordinance 91-1, as amended, any fence located adjacent to a public right-of-way, private road, or public access shall be placed with the finished side facing that right-of-way, road, or public access.
30. All traffic control devices including traffic sign, stop signs, stop bar and pavement markings must be shown on the site plan. **Note:** Stop Bar/Stop Sign has been shown on the site plan.



31. Destin Fire Department approval letter on file dated 12/1/03.

32. Tax Identification Numbers are: 00-2S-22-0000-0001-B17F

33. 2000 Tract Number: 23301

- **THE TECHNICAL REVIEW COMMITTEE REVIEWED THE PROJECT ON MARCH 4, 2004 AT 9:00 A.M.**

00-2S-22-0000-0001-B17F



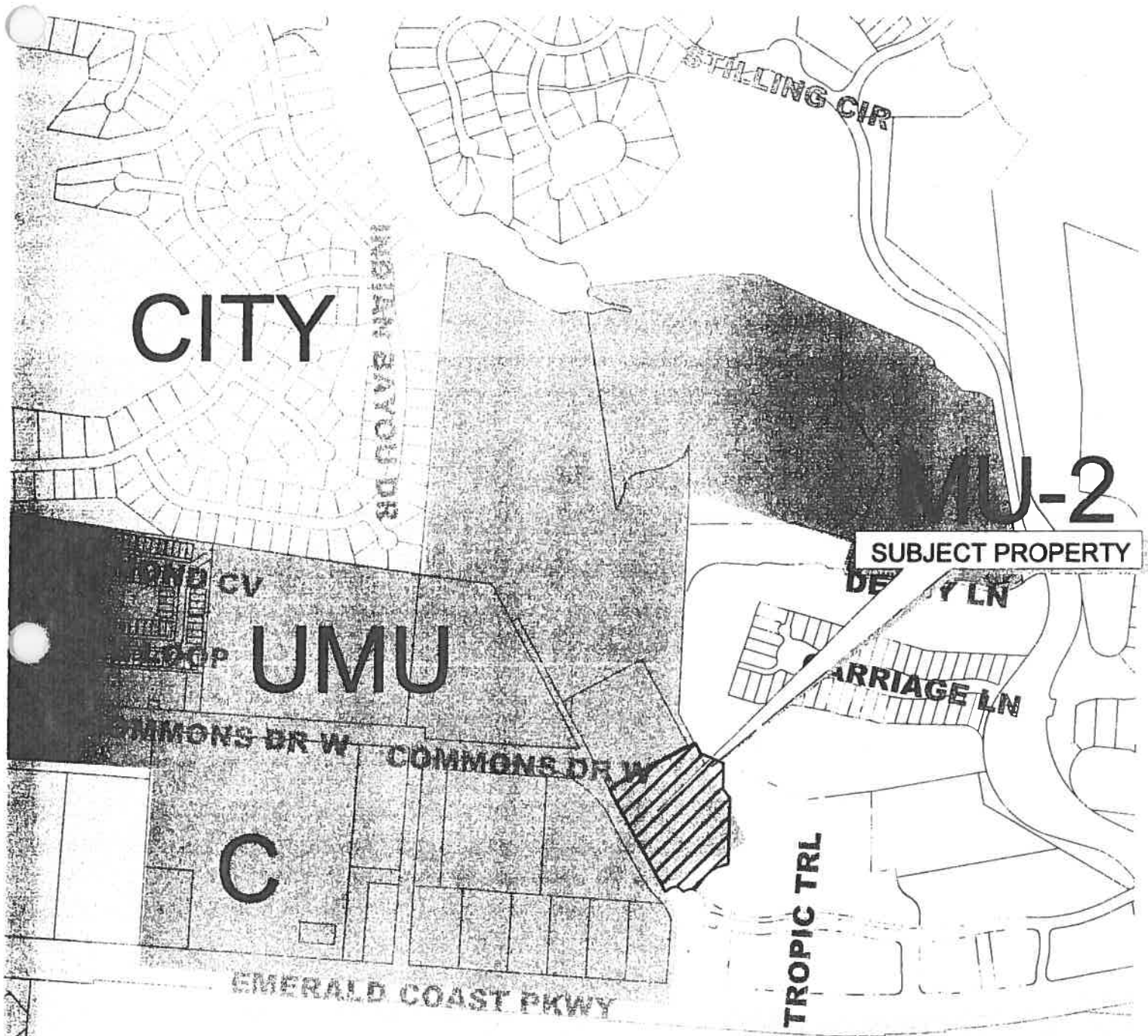
### Legend

- BUS. GENERAL
- RES. URBAN APT
- CITY
- RES. SUBURBAN SINGLE
- BUS. TOURISIM



# Zoning Map

00-2S-22-0000-0001-B17F



Legend

Mixed Use 2/ Master Plan Communities (MU-2)

City

Urban Mixed Use (UMU)

Commercial (C)



Future Land Use Map

**Minimum information for  
Commercial Plan Review**

- A. All information, drawings, specifications and accompanying data shall bear the name and signature of the person(s) responsible for the design along with the date of preparation. (See 104.2 of the Florida Building Code.)
- B. Completed Building Permit Application and Commercial & Multi-Family Plan Submittal Form.
- C. Commercial projects must be reviewed and accepted by the appropriate fire department prior to submittal to the Department of Growth Management. (Three complete sets of the documents must be presented to the fire department for review.)
- D. Two complete sets of fire department approved plans; specifications and other necessary documents must be presented for review. One of the sets will be returned when permitted for the job site, the other will be maintained by the Department of Growth Management. The documents presented for review must be in individual units. Each plan must be bound into a full and complete document with all enclosures identified on the cover sheet. (Loose sheets cannot be accepted)
- E. The following information must be on the cover sheet.
- 1) Project name and address.
  - 2) Codes used as basis of design.
  - 3) Code analysis as necessary for clarification of design.
  - 4) Occupancy Type.
  - 5) Building Construction Type.
  - 6) Plan content index (Including additional documents).
  - 7) Building Square footage
  - 8) Building Height.
  - 9) Identification of responsible party for design and identification of other contributing individuals.
- F. The specifications with plans drawn to scale must be presented with sufficient clarity and detail to indicate the nature of the work for review, construction and inspections. (See Florida Building Code Section 104.2)
- 1) Drawings prepared by an Engineer must be sealed in accordance with 61G15-23 of the Florida Administrative Code.
  - 2) Drawings prepared by an Architect must be sealed in accordance with 61G1-16 of the Florida Administrative Code.
  - 3) All structural and other drawings, which are required to be designed by a licensed professional, must contain their raised seal and signature with date on all pages and items of submittal. The design professional must be registered and licensed in the state of Florida. Sub contractors licensed by

the State of Florida may prepare drawings within the scope of their licenses when such drawings are not required to be designed by an engineer. (See 553 and 471 F.S.)

- G. Site plan: The Site documents must be approved by Planning and the Fire Department and presented with the construction documents for review.
- H. The documents presented to the Building Official for examination shall include the following minimum information: Floor plan, site plan, foundation plan, floor/ceiling plan, ceiling/roof plan, or truss layout and all exterior elevations.
- I. Two sets of Energy Forms as identified in The Florida Energy Code.
- J. The following are specific requirements mandated by the Florida Building Code to be shown on the drawings.

(Florida Building Code on line)  
<http://www.floridabuilding.org>

### Commercial Buildings:

- 1. Site Requirements
  - Parking
    - Fire access
    - Vehicle loading
    - Driving/turning radius
    - Fire hydrant/water supply/Post indicator valve (PIV)
    - Set back/separation (assumed property lines)
    - Location of specific tanks, water lines and sewer lines
- 2. Occupancy group and special occupancy requirements shall be determined.
- 3. Minimum type of construction shall be determined (Table 500)
- 4. Fire resistant construction requirements shall include the following components:
  - Fire resistant separations
  - Fire resistant protection for type of construction
  - Protection of openings and penetrations of rated walls
  - Fire blocking and draftstopping
  - Calculated fire resistance
- 5. Fire suppression systems shall include:
  - Early warning
  - Smoke evacuation systems schematic
  - Fire sprinklers
  - Standpipes
    - Pre-engineered systems
    - Riser diagram
- 6. Life Safety systems shall be determined and shall include the following requirements:
  - Occupant load and egress capabilities
  - Early warning

- Smoke control
  - Stair pressurization
  - Systems schematic
- 7. Occupancy Load/Egress Requirements shall include:**
- Occupancy load
    - Gross
    - Net
  - Means of egress
    - Exit access
    - Exit
    - Exit discharge
  - Stairs construction geometry and protection
  - Doors
  - Emergency lighting and exit signs
  - Specific occupancy requirements
    - Construction requirements
    - Horizontal exits/exit passageways
- 8. Structural requirements shall include:**
- Soil conditions/analysis
  - Termite protection
  - Design loads
  - Wind requirements
  - Building envelope
  - Structural calculations (if required)
  - Foundation
  - Wall systems
  - Floor systems
  - Roof systems
  - Threshold inspection plan
  - Stair systems
- 9. Materials shall be reviewed and shall at a minimum include the following:**
- Wood
  - Steel
  - Aluminum
  - Concrete
  - Plastic
  - Glass
  - Masonry
  - Gypsum board and plaster
  - Insulation (mechanical)
  - Roofing
  - Insulation
- 10. Accessibility requirements shall include the following:**
- Site requirements
  - Accessible route

- Vertical accessibility
- Toilet and bathing facilities
- Drinking fountains
- Equipment
- Special occupancy requirements
- Fair housing requirements
- 11. Interior requirements shall include the following:
  - Interior finishes (flame spread/smoke develop)
  - Light and ventilation
  - Sanitation
- 12. Special systems
  - Elevators
  - Escalators
  - Lifts
- 13. Swimming pools
  - Barrier requirements
  - Spas
  - Wading pools

**ELECTRICAL**

1. Electrical
  - Wiring
  - Services
  - Feeders and branch circuits
  - Overcurrent protection
  - Grounding
  - Wiring methods and materials
  - GFCIs
2. Equipment
3. Special occupancies
4. Emergency Systems
5. Communication Systems
6. Low-voltage
7. Load calculations

**PLUMBING**

1. Minimum plumbing facilities
2. Fixture requirements
3. Water supply piping
4. Sanitary drainage
5. Water heaters
6. Vents
7. Roof drainage
8. Back flow prevention
9. Irrigation
10. Location of water supply line

D(15 of 6)

11. Grease traps
12. Environmental requirements
13. Plumbing riser

**MECHANICAL**

1. Energy calculations
2. Exhaust systems
  - Clothes dryer exhaust
  - Kitchen equipment exhaust
  - Specialty exhaust systems
3. Equipment
4. Equipment location
5. Make-up air
6. Roof-mounted equipment
7. Duct systems
8. Ventilation
9. Combustion air
10. Chimneys, fireplaces and vents
11. Appliances
12. Boilers
13. Refrigeration
14. Bathroom ventilation
15. Laboratory

**GAS**

1. Gas piping
2. Venting
3. Combustion air
4. Chimneys and vents
5. Appliances
6. Type of gas
7. Fireplaces
8. LP tank location
9. Riser diagrams/shut-offs

**DEMOLITION**

1. Asbestos removal

104.3.1.2 Exemptions. Plans examination by the building official shall not be required for the following work:

1. Replacing existing equipment such as mechanical units, water heaters, etc.
2. Re-roofs
3. Minor electrical, plumbing and mechanical repairs
4. Annual maintenance permits
5. Prototype plans except for local site adaptations, siding, foundations and/or modifications. *(except for structures that require waiver)*



D(646)

**This minimum information is provided as a guide for plan submittal. Your project may require other information not identified and some projects may not require all that is listed.**

E (142)

**OKALOOSA COUNTY DEPARTMENT OF GROWTH MANAGEMENT**

Tax Folio No. \_\_\_\_\_  
Building Permit Application  
Permit Form 01-0402  
(Revised 9-8-03)

Permit #: \_\_\_\_\_

CUSTOMER #: \_\_\_\_\_

CHECK ONE: Commercial \_\_\_\_\_ Residential \_\_\_\_\_

Owner's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Owner's Address \_\_\_\_\_ Fax #: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Contractor's Name: \_\_\_\_\_ Telephone #: \_\_\_\_\_

Fax #: \_\_\_\_\_

Contractor's State Certification or Registration No: \_\_\_\_\_

Contractor's Certificate of Competency No: \_\_\_\_\_

Contractor's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Legal Description: Lot: \_\_\_\_\_ Block: \_\_\_\_\_ Subdivision/PUD: \_\_\_\_\_

Job Name: \_\_\_\_\_

Job Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Job Description: \_\_\_\_\_

Example: (SFD wood frame/metal frame/masonry etc.) (Commercial Retail masonry construction, single story etc.)

Property Tax I.D. Number: \_\_\_\_\_

Height of Structure: \_\_\_\_\_ No. of floors: \_\_\_\_\_ No. of units: \_\_\_\_\_

Total Square Footage: \_\_\_\_\_

(This is from outside of wall to outside of wall and includes garages, carports, porches, balconies, lanais etc.)

Architect/Engineer's Name: \_\_\_\_\_

Architect/Engineer's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

(Plans Examiner use only)

Plans Accepted \_\_\_\_\_ or Rejected: \_\_\_\_\_  
(1<sup>st</sup>) (2<sup>nd</sup>) (3<sup>rd</sup>)

Use Classification: \_\_\_\_\_ Construction Type: I ( ), II ( ), III ( ), IV ( ), V ( ), VI ( ) Group: \_\_\_\_\_

1-Hour ( ), Unprotected ( )

Sprinklered ( ), Unsprinklered ( )

Project is \_\_\_\_\_ is not \_\_\_\_\_ located in the Wind Borne Debris Region.

E(243)

Fee Simple Title holder's Name (if other than owner): \_\_\_\_\_

Fee Simple Title holder's Address (if other than Owner's): \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Bonding Company: \_\_\_\_\_

Bonding Company Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Mortgage Lender's Name: \_\_\_\_\_

Mortgage Lender's Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Estimated Value: \$ \_\_\_\_\_ Total Value of Structure: \$ \_\_\_\_\_  
 (Building materials and labor) (For additions, remodels and repairs to ensure compliance with NFIP requirements)

Zoning District: \_\_\_\_\_ Future Land Use: \_\_\_\_\_

Is parcel vacant? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Has lot been split? \_\_\_\_\_ If yes, when? \_\_\_\_\_

Are there easements on the property? \_\_\_\_\_

Variance: \_\_\_\_\_ Special Exception: \_\_\_\_\_

What is the current use of the existing building? \_\_\_\_\_

What is the proposed use? \_\_\_\_\_

Are there multiple road frontages? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is the Parcel located on Tidal Water? Yes: \_\_\_\_\_ No: \_\_\_\_\_

Is the Parcel located on Non-Tidal Water? Yes: \_\_\_\_\_ No: \_\_\_\_\_

**Flood Zone:** \_\_\_\_\_  
 Flood Zone Designation

- A) All hazardous flood zones require an Elevation Certificate before a permit can be issued. (Construction in the V-Zone areas will require Elevation Certificates and Anchoring Certificates). Residential finished floor elevations should be constructed 9" above the actual crown of the road abutting the subject property if located in non-hazardous flood zones.
- B) Applications for Threshold Buildings shall have Certifications by the Architect, Engineer and Contractor attached hereto as required by Florida Statutes.
- C) A certified survey or plot plan drawn to scale is attached hereto showing existing structures, new structures, setbacks, easements etc.
- D) Check with the Inspection Counter to see if the proposed construction requires plans and plan review.
- E) For all residential, commercial & industrial projects, site plan review & approval is required from the Planning Division & other departments as deemed applicable. This does not apply to interior remodeling where the use of the commercial project is not changing.

E(243)

The Building Code in effect as of the date of this application is the Florida Building Code 2001, which includes the Florida Energy Efficiency Code and the Florida Accessibility Code

Application is hereby made to obtain a permit to do the work and installation as indicated. I certify that no work installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for Electrical, Plumbing, Mechanical and Gas work, Signs, Pools, Furnaces, Boilers, Heaters, Tanks, Air Conditioners etc.

OWNER'S 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.

**WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS OF YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.**

Signature \_\_\_\_\_  
Owner/Agent

\_\_\_\_\_ Date

**NOTARY INFORMATION:**

STATE OF: \_\_\_\_\_ COUNTY OF: \_\_\_\_\_

The above license holder, whose name is \_\_\_\_\_, personally appeared before me

and is known by me or has produced identification (type of I.D.) \_\_\_\_\_

on this \_\_\_\_\_ day of \_\_\_\_\_ 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary's Signature

\_\_\_\_\_  
My Commission Expires

**ACCEPTED FOR REVIEW BY:** \_\_\_\_\_

**Date Processed:** \_\_\_\_\_