



## Permit Guide for General Building Permit

Department of Growth Management

February 2012

**This guide provides the basic information necessary to enable the completion of a Building Permit Application for awnings; brick/stucco; door, garage door, & window change out; shutters; siding and soffit, & fascia permits.**

### **Submittal Requirements Checklist:**

1. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. \_\_\_\_\_ Building Permit Application. This must be completed by the customer. A Permit Technician can help with any questions. This can be notarized in our office.
3. \_\_\_\_\_ Product Approval Sheet: Must be completed with manufacturer, product description and Florida approval number. This form must also be signed and dated.

\*Some circumstances may require additional information to be submitted prior to a permit being issued.

For further information, please contact one of our offices:

1804 Lewis Turner Blvd  
Fort Walton Beach, FL 32547  
850-651-7180

812 E James Lee Blvd (US 90 E)  
Crestview, FL 32539  
850-689-5080