

**MODULAR BUILDING  
(COMMERCIAL SALES TRAILER)**

**Submittal Requirements Checklist:**

1. \_\_\_\_\_ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. \_\_\_\_\_ Two sets of construction plans with energy forms. These must be approved by DCA & the Fire Department. Two sets of construction plans showing foundation/Tiedown and accessibility ramps & stairways signed & sealed by a Florida-registered design professional (architect or engineer). These must also have fire department approval prior to submittal.
3. \_\_\_\_\_ Affidavit of Architect/Engineer. Item number 1 must be completed at time of submittal.
4. \_\_\_\_\_ Fully completed Building Permit Application. The application must be fully completed, signed, and notarized.
5. \_\_\_\_\_ Three copies of a certified survey or site plan. This can be the approved site plan from the Development Order (DO)
6. \_\_\_\_\_ Proof of water and sewer. This can be obtained from the water/sewer service provider for the area where the building will be located. Proof can be in the form of tap fee receipts. For buildings on septic tanks, a copy of the approved septic tank permit issued by the Okaloosa County Health Department is required.
7. \_\_\_\_\_ Copy of Approved Development Order (DO) or Temporary Use permit
8. \_\_\_\_\_ Fire impact receipt. A receipt showing that the fire impact fee has been paid.
9. Elevation Certificate. (If property is located in special flood hazard area) A total of 2 certificates certified by a Florida-registered surveyor or mapper are required.
  - a. One prior to obtaining your permit (Construction Drawings).
  - b. One after construction is complete (Finished Construction).

The Finished Construction elevation certificate is required prior to final inspection. The construction drawings elevation certificate submitted with the permit application *must* include the comments about location of utilities and equipment.

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

For further information, please contact one of our offices:

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