



Procedures for Fax Permits and Charges

Department of Growth Management

May 2012

The fax number to use is **(850) 651-7058**. This is the Okaloosa County Department of Growth Management Office located at 1804 Lewis Turner Blvd., Suite 200, Ft. Walton Beach, FL 32547.

The **only** permits that can be charged are:

Re-Roofing (Building Permit)
Siding (Building Permit)
Windows & Doors Change Out (Building Permit)
Electrical
Pre-Wire
Plumbing
Mechanical
Irrigation
Burglar Alarm
Gas

Re-Inspections may also be charged.

All **active** contractors will be allowed to charge the above permit types and any Re-Inspections. Contractors must use a **Fax Permit Form**.

- A. Contractors are required to complete-in-full a Fax Permit Form **per each Permit Number**. Growth Management will not accept incomplete Fax Permit Forms or Fax Permit Forms with more than one Permit Number. **Incomplete forms will be faxed back to the contractor for completion.**
- B. If purchasing sub-permits for a job which already has a Building Permit, write the Building Permit Number on the Fax Permit Form under "New Construction Building Permit #_____".
- C. If purchasing a Sewer Permit on an existing house, we need a copy of the Okaloosa County Water & Sewer Department letter showing the Tap Fee has been paid.
- D. If applying for a Siding, Window Change Out or Door Change Out Permit, complete a Fax Permit Form, a Building Application Form, and a Product Approval Form.
- E. If applying for a Roofing Permit, complete a Fax Permit Form, a Building Application Form, Product Approval Form and a Application for Roofing Permit.
- F. If applying for an Electrical, Burglar Alarm, Pre-Wire, Plumbing or Gas Permit, complete the appropriate attachment and the Fax Permit Form.

CHARGES:

- A. Charges for using the Fax Permit System will be ten dollars (\$10.00) **per each Permit.**
- B. Charges for using the Fax Permit System on Re-Inspections will be ten dollars (\$10.00) per Fax Permit Form. If paying several Re-Inspections for one job you may use one Fax Permit Form, and there will be only one (1) ten dollar (\$10.00) charge for the one Fax Permit Form.

WHAT WE DO:

- A. When the Department of Growth Management receives your Fax Permit Form, we will issue the necessary permits or re-inspections and apply the charges to your account.
- B. The Department of Growth Management will attach the Fax Permit Form to the permit that we keep on file. We then will fax to you a copy of the permit for your records.

BILLING:

- A. Bills are mailed out the first of every month.
- B. All accounts will be payable by the **15th of every month** to the Okaloosa County Department of Growth Management.
- C. You may elect to mail your payment or personally bring it into our office.
- D. The following is our mailing addresses:

Okaloosa County Department of Growth Management

**1804 Lewis Turner Blvd., Suite 200
Ft. Walton Beach, FL 32547**

**812 East James Lee Blvd.
Crestview, FL 32539**

Accounts not paid by the 15th of the month will be placed on inactive status. Permit privileges will be suspended until account is paid in full.

QUESTIONS:

If you have any questions, please call:

Angie Edge
(850) 651-7534

Tina Nystrom
(850) 651-7532

Sheila Roberts
(850) 689-4115

For further information, please contact one of our offices:

1804 Lewis Turner Blvd. (Suite 200)
Fort Walton Beach, FL 32547
850-651-7180

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



Fax Permit

FAX # (850) 651-7058
Department of Growth Management

April 2012

Date: _____ Time: _____ Contractor Fax#: _____

Licensed Contractor: _____ Company Name: _____

Contractor Address: _____ Phone#: _____

City: _____ State: _____ Zip Code: _____

Job Information

Residential: Commercial: Master Building Permit # _____

Location of Job: _____

Property Owner: _____ Property ID#: _____

Electrical

(Complete Appropriate Electrical Form)

Cost of Construction: _____

Pre-wire

(Complete Appropriate Electrical Form)

Cost of Construction: _____

Burglar Alarm

(Complete Appropriate Electrical Form)

Cost of Construction: _____

Irrigation

Cost of Construction: _____

Plumbing

(Complete Plumbing Form)

Cost of Construction: _____

Existing House Sewer Tap Receipt: _____

Gas

(Complete Gas Form)

Cost of Construction: _____

Number of Outlets: _____

Mechanical

(Complete Mechanical Form)

Cost of Construction: _____

A/C Change Outs _____

(What are you changing: inside, outside, or both?)

Siding

(Submit Building Application and Product Approval forms)

Cost of Construction _____

Windows

(Submit Building Application and Product Approval forms)

Cost of Construction _____

Doors

(Submit Building Application and Product Approval forms)

Cost of Construction _____

Re-roof

(Submit Building Application, Product Approval, and Application for a Roofing Permit)

Cost of Construction _____

Re-inspection Fees How many: _____ Permit# _____

ALL ACCOUNTS ARE PAYABLE BY THE 15TH OF EVERY MONTH. ACCOUNTS NOT PAID BY THE 15TH WILL BE PLACED ON INACTIVE STATUS. PERMIT PRIVILEGES WILL BE SUSPENDED UNTIL ACCOUNT IS PAID IN FULL. IF YOU HAVE ANY QUESTIONS CALL ANGIE EDGE (850) 651-7534.

Signature of Authorized Person Requesting Permit

Printed Name of Person Requesting Permit