

Okaloosa County Procedures on Fax Permits and Charges

The fax number to use is **(850) 651-7058**. This is the Okaloosa County Department of Growth Management Office located at 1250 N. Eglin Pkwy, Suite 301, Shalimar, FL 32579

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 twenty-five dollars (\$25.00) **per each Permit**.

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:

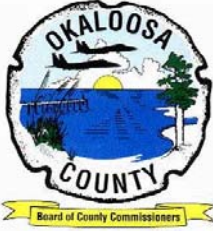
- A. Bills are mailed out the first of every month.
- B. All accounts will be payable by the **15th of every month** to the Okaloosa County Department of Growth Management.
- C. You may elect to mail your payment or personally bring it into our office.
- D. The following is our mailing addresses:

**Okaloosa County Department of Growth Management
1250 N. Eglin Pkwy, Suite 301, Shalimar, FL 32579
OR
812 East James Lee Blvd., Crestview, FL 32539**

- E. **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 (850) 651-7534 Tina Ward, or (850) 689-4115 Sheila Roberts.



**OKALOOSA COUNTY DEPARTMENT OF
GROWTH MANAGEMENT**

Fax Permit Program
Fax # (850) 651-7058

FAX PERMIT FORM

Date: _____ Time: _____ Contractor Fax#: _____
Licensed Contractor: _____ Company Name: _____
Contractor Address: _____ Phone#: _____
City: _____ State: _____ Zip Code: _____

Job Information Residential: _____ Commercial: _____
Location of Job: _____
Property Owner: _____ Property ID#: _____
Master Building Permit # _____

Electrical
(See Attachment C or D) Cost of Construction: _____

Plumbing
(See Attachment B) Cost of Construction: _____
Existing House Sewer Tap Receipt: _____

Mechanical
Cost of Construction: _____
A/C Change Outs (What components are you changing?) _____

Gas
(See Attachment B) Number of Outlets: _____ Cost of Construction: _____

Burglar Alarm Cost of Construction: _____

Pre-wire (See Attachment C or D) Cost of Construction: _____

Irrigation Cost of Construction: _____ **Re-roof** Cost of Construction _____

Windows Cost of Construction: _____ **Doors** Cost of Construction _____

Siding 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 AND PERMIT PRIVILEGES WILL BE SUSPENDED UNTIL ACCOUNT IS PAID IN FULL. IF YOU HAVE ANY QUESTIONS CALL TINA WARD (850) 651-7534.

Signature of Authorized Person Requesting Permit

Please Print Name of Person Requesting Permit