



City of Mary Esther
Code Compliance Department
 195 N. Christobal Road
 Mary Esther, FL 32569
 Phone: (850) 243-3566 Ext.3
 Email: code@cityofmaryesther.com

OFFICE USE ONLY

Date Received: _____

By: _____

Tracking # _____

BUILDING PERMIT APPLICATION

January 2021

JOBSITE INFORMATION	
Jobsite Address:	Mary Esther, FL 32569
Parcel Number: - - - - -	<input type="checkbox"/> Residential <input type="checkbox"/> Commercial
Scope of Work: _____	
Total Job Cost/Contract Amount (Full Retail Value For Labor, Materials, Etc.) \$	
PROPERTY OWNER INFORMATION	
Owner Name:	Address:
Email:	Phone:
APPLICANT INFORMATION	
Applicant Name:	Company:
Email:	Phone:
PRIMARY / GENERAL CONTRACTOR INFORMATION	
Business Name:	Owner Name:
Phone Number:	Email:
Mailing Address:	
List All Currently Held State and County Construction Licenses Type and Number:	
SUB-CONTRACTORS	
Electrical Contractor:	
Phone Number:	Email:
Mailing Address:	
State/County License Number:	
Plumbing Contractor:	
Phone Number:	Email:
Mailing Address:	
State/County License Number:	
Mechanical Contractor:	
Phone Number:	Email:
Mailing Address:	
State/County License Number:	
Other Contractor:	
Phone Number:	Email:
Mailing Address:	
State/County License Number:	
Engineer/Architect:	
Phone Number:	Email:
Mailing Address:	
State License Number:	

Permitting and Plan Submittal Requirements: In addition to applying with the City of Mary Esther, you may be required to apply with Okaloosa County Department of Growth Management, Florida Department of Environmental Protection, North West Florida Water Management District Environmental Resource Permitting, Army Core of Engineers, or other respective agencies. A City permit guide is available for most types of scope of work. Please review the guide that applies to your project for a comprehensive list of required items to be submitted along with your permit application. Permits solely for electrical, mechanical, plumbing, irrigation, windows, doors and siding are processed by Okaloosa County Department of Growth Management, 1250 N. Eglin Pkwy, Suite 301, Shalimar, FL 32579 (850) 651-7180. All engineered plans and certified surveys must be originals, have the proper seal and be wet signed. Copies and printed signatures are not accepted. 3 sets are required. In addition to a City permit, an Okaloosa County permit is also required for the following work including but not limited to: roofing, re-roofs, docks, boathouses, additions, residential and commercial structures, carports, accessory structures over 200 SQFT, in-ground swimming pools, full remodel, telecommunications, etc.

There are some properties that may have deed restrictions, property restrictions or easements recorded upon them. These restrictions may limit or prohibit the work applied for in your building permit application. A search of the public records shall be done by the surveyor. All surveys must show any restrictions and easements or state that there are none of record.

Warning/Notice to Owner: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. A Notice of Commencement must be recorded with the Okaloosa County Clerk of Court and posted on the job site before the first inspection. If you intend to obtain financing, consult with your lender or an attorney before commencing work or recording your Notice of Commencement. If you are applying to perform the work or installation yourself as the property owner, you must also complete an Owner/Builder Affidavit Form and submit it with the application.

Notice to Contractor: In accordance with City of Mary Esther Code of Ordinance Chapter 13 and Florida Statutes 489.127, all contractors, whether State licensed or not, must register with the City of Mary Esther prior to performing any work or providing any service within the City limits. This applies regardless if a permit is required for the scope of work by the City, County or other entity. Please contact 850-243-3566 Ext.10 or licenses@cityofmaryesther.com to register.

Owner/Contractor Affidavit: Application is hereby made to obtain a permit to do the work and installations as indicated herein. I certify that no work or installation has commenced prior to the issuance of a development order or permit(s) OR that I have notified the Department if work has commenced without the required development order or permit(s). In consideration of the granting of this requested permit, I do hereby agree that I will, in all respects, perform the work in accordance with the approved plans, the 2020 Florida Building Code 7th Edition, City Code of Ordinances and Land Development Code, 2020 Florida Fire Prevention Code 7th Edition and all other respective codes and their current editions, and that no deviations to the approved scope of work and plans will be made without the express permission of the City.

Under the penalty of perjury, I certify that all the foregoing information is true and accurate and that all work will be done in compliance with all applicable laws regulating construction, land development, contractor licensing and registration, and zoning. Falsified construction costs will subject your permit fees to be doubled and may result in revocation of your contractor registration.

DO NOT SIGN BELOW UNLESS IN THE PRESENCE OF AND WITNESSED BY A NOTARY PUBLIC. IF SIGNING AS AN EMPLOYEE OR AGENT OF THE CONTRACTOR, YOU WILL NEED TO BE LISTED AS AN APPROVED SIGNATORY BY THE CONTRACTOR BY PROVING A NOTARIZED LETTER FROM THE CONTRACTOR LISTING YOU AS AN AUTHORIZED SIGNER FOR PERMITS.

Print Name	Signature	Date
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STATE OF FLORIDA
 COUNTY OF _____

The foregoing instrument was acknowledged before me by means of physical presence OR online notarization this _____ day of _____, 20____, by _____.

____ Personally Known OR ____ Produced Identification

Type of Identification Produced _____

 Notary Public