

HOUSE MOVING

There are two (2) building permits required in order to move a house to a property. The first permit you will need is a Moving Permit. This permit gets reviewed by a Planning Technician and then the permit will be issued by a Permit Technician. The second permit is a Foundation Permit. This permit also gets reviewed by a Planning Technician and then has to go through a plan review process before it gets permitted by a Permit Technician.

Submittal Requirements Checklist for Moving Permit:

Note: This permit can be purchased by either a licensed House Mover, Residential, Building or General Contractor.

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or Property Appraiser property tax information.
2. _____ Fully completed Building Permit Application. The application must be fully completed, signed, and notarized.
3. _____ A copy of a certified survey or site plan.

Submittal Requirements Checklist for Foundation Permit:

Note: This permit can be purchased by either a licensed Residential, Building or General Contractor.

1. _____ Proof of property ownership. This can be a recorded deed, closing statement, or property tax information.
2. _____ Two sets of construction plans. The construction plans must be certified, signed, and sealed by a Florida-registered design professional (architect or engineer).
3. _____ Building Permit Application. The application must be fully completed, signed, and notarized.
4. _____ Three copies of a certified survey or site plan.
5. _____ 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.
6. _____ Fire impact receipt. A receipt showing that the fire impact fee has been paid. *This is required only for new construction.*
7. _____ Two sets of completed Energy Forms. These can be obtained from the electric service provider, a mechanical contractor, or similar agency.
8. _____ Planned Unit Development (PUD) approval. A letter of approval from the PUD unified controller will be required *if the home will be located in a PUD*.
9. _____ Two copies of Completed Product Approval Sheet ([Microsoft Excel](#)) or ([PDF](#)). This is a list of components and products that will be used to build the structure.

10. _____ Elevation Certificate. (If property is located in a special flood hazard area) A total of 2 elevation certificates certified by a Florida-registered surveyor or mapper are required during the construction of the home:
- 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.

NOTE: You may be required to submit a *certified Foundation Survey* prepared by a Florida registered land survey.

*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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