



# *Process and Procedures for Building Construction*

*(New, Addition, Rebuild, Interior Build-out, etc.)*

## **Notice to Fire & Life Safety Permit Applicants:**

**For our office to be able to expedite your permit request in a timely manner, we ask that you assist us by following these procedures:**

**All applicants must completely fill out and sign a Commercial Building Permit application.**

- A) Submit three (3) complete sets of signed and sealed plans including, but not limited to: elevations, floor plans, electrical, mechanical, utility, details, fire sprinkler, life safety plan, etc. One set will be returned to you when approved.
  - 1. In addition to the FFPC, all new construction shall be equipped throughout with an NFPA 13 compliant sprinkler system per local ordinance. All new commercial construction and additions will require a Knox box be installed (order form available at Mary Esther Fire Department per AHJ).
- B) Pay plans review fee (minimum fee of \$65) per City Fee Schedule.
- C) On a separate check, pay any applicable impact fees (per impact fee schedule) at Mary Esther City Hall, 195 N. Christobal Rd., and Mary Esther FL 32569.
- D) Plans will not be accepted until steps A, B, & C are completed.
- E) If approved, comments letter will be sent to the Okaloosa County Building Department. Your copy and Okaloosa County Building Department copy of approved plans and letter may be picked at Mary Esther Fire Department offices or at City Hall.
- F) If not approved, comments letter may be emailed or faxed to you. You will need to resubmit three (3) sets of plans with corrections if indicated.
- G) Your copy of Mary Esther Fire Department LSB approved plans must be on site during construction.

**The following inspections must be called for throughout the building progress:**

Above plan review fee includes ***one*** rough-in and ***one*** final inspection. All additional inspections are \$25.00 ***each*** due prior to inspection.

- 1) Firewall rough-in (if applicable; must be completely exposed during inspection),
- 2) Pre-power C.O. (prior to county issuance of power, Okaloosa County will not release power without this inspection),
- 3) Final C.O. (includes inspection of all electrical items; all other applicable inspections, i.e., fire alarm, fire main, sprinkler system, hood suppression, etc., must have been already completed prior to scheduling Final C.O. inspection).