

**CITY OF LYNN HAVEN**  
**Building Department**  
Phone: (850) 265-2121 X 2135  
[inspections@cityoflynnhaven.com](mailto:inspections@cityoflynnhaven.com)  
[buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)

You will find a checklist indicating what is required to pull a building permit. To ensure there is no delay in your permit application being processed, please use the checklist to confirm your submittal is complete, as incomplete application submittals will not be processed until all lacking documentation is provided.

1. Make sure you submit all your credentials and subcontractor's credentials with your application/submittals. Consisting of: DBPR License, General Liability/Workers Comp, Sunbiz Proof (Sunbiz.org), Tax Receipt ([businessstax@cityoflynnhaven.com](mailto:businessstax@cityoflynnhaven.com)), Driver's License.
2. No more than one inspection will be provided without a Recorded Notice of Commencement.
3. PRIVATE PROVIDER INSPECTIONS CANNOT BE ENTERED IN OUR SYSTEM WITHOUT THE RECORDED NOTICE OF COMMENCEMENT.
4. No final inspection will be scheduled until ALL the required documentation is received by our office.
5. You can confirm Flood Zone here: <https://gis.baycountyfl.gov/lynnhaven2/>
6. Make sure signatures are Notarized where required.
7. Email completed submittals to: [buildingdepartment@cityoflynnhaven.com](mailto:buildingdepartment@cityoflynnhaven.com)