



VOLUSIA COUNTY

RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

Directions: Complete the applicable category only. Place a checkmark in the box for all items that are included with the application. All items must be addressed and in proper order.

Contractor or Owner/Builder _____

Complete Jobsite Address _____

- Standard Requirements:** (Owner/Builders must personally appear in office & sign application)
- ☐ **Completed Permit Application** – Front & back, notarized signature of qualifier. Must include scope of work
 - ☐ **Owner/Builder Disclosure Statement** (Owner/Builder Permits only)
 - ☐ **Private Provider Documents**, if applicable
 - ☐ **Notice of Commencement, Affidavit** with a copy of the Notice of Commencement that has been filed with the Clerk of the Circuit Court, or the **Recorded/Certified** Notice of Commencement. (The Notice of Commencement is not required at time of submittal)
 - ☐ **Agent Authorization Letter**, if applicable
 - ☐ **Water Receipt, Well Permit Receipt** or **Well Permit** listing jobsite address
 - ☐ **Septic Tank Permit, Septic Receipt, Sewer Receipt** or **Existing Septic System Approval Letter** listing jobsite address
 - ☐ **Affidavit of Drainage Control form**, signed by owner & notarized
 - ☐ **Elevation Certificate** (Required if building is located in a 100 year Flood Hazard area)
 - ☐ **Storm Water Application**, with 2 scaled copies of storm water & vegetation plans, if applicable.
 - ☐ **Recorded Warranty Deed**, if property has transferred within the last 6 months, if applicable
 - ☐ **DOT Permit** (Dept. of Transportation), is required if on a state road. (If adding an additional driveway and connecting to a state road
 - ☐ **Crown of the Road Variance Application**, if applicable
 - ☐ **1 Original Sealed Boundary Survey no more than 5 years old** with Flood Zone Certification to the current Federal Flood Insurance Rate maps, – Or – 2 Site Plans only if inside a Mobile Home Park

One & Two Family Residence	Mobile Home	Minor Residential
<input type="checkbox"/> Energy Forms (1 long form, 1 copy of front page, manual J Calcs & EPL display card) <input type="checkbox"/> 1 copy of site plan for Zoning <input type="checkbox"/> 1 copy of site plan for Tree Review, if not exempted from the Tree Ordinance <input type="checkbox"/> 1 copy of site plan for Driveway review, if connecting to a county road <input type="checkbox"/> 1 copy of site plan if Wetlands on site <input type="checkbox"/> 1 copy of site plan if county is providing water & sewer to this location <input type="checkbox"/> 1 Truss plan, signed, sealed & dated <input type="checkbox"/> 1 Set of Construction plans (Designed by an Florida registered architect or engineer to meet the requirements of the current Florida Building Code-Residential, section R301 signed, sealed & dated.	<input type="checkbox"/> SEER # or efficiency rating of HVAC unit noted on the application <input type="checkbox"/> 1 copy of site plan for Zoning <input type="checkbox"/> 1 copy of site plan for Tree Review, if not exempted from the Tree Ordinance <input type="checkbox"/> 1 copy of site plan for Driveway review, if connecting to a county road <input type="checkbox"/> 1 copy of site plan if Wetlands on site <input type="checkbox"/> 1 copy of site plan if county is providing water & sewer to this location <input type="checkbox"/> Mobile Home Attachments (carport, utility shed, screen room, etc) must be designed by a Florida registered architect or engineer to meet the requirements of the current Florida Building Code-Residential, section R301 signed, sealed & dated. <input type="checkbox"/> Mobile Home Set-Up Information: (<i>New Mobile Homes only</i>) Manufacturer's blocking diagram showing shearwall locations and centerline loading, the manufacturer's installation manual and a completed HUD approved, (<i>Used & New Mobile Homes</i>) manufactured Home Installation Worksheet	<input type="checkbox"/> Energy Forms (3 copies) <input type="checkbox"/> 2 copies of site plan for Zoning, if applicable <input type="checkbox"/> 3 copies of site plan for Boathouse, if applicable <input type="checkbox"/> 1 copy of site plan for Tree Review, if applicable <input type="checkbox"/> 2 copies of site plan for Driveway review, if adding an additional driveway & connecting to a county road, if applicable <input type="checkbox"/> 1 copy of site plan if Wetlands on site <input type="checkbox"/> 2 Truss plans, if applicable, signed, sealed & dated <input type="checkbox"/> 2 Sets of Construction plans (Designed by an Florida registered architect or engineer to meet the requirements of the current Florida Building Code-Residential, section R301 signed, sealed & dated. Or/& 2 copies of floor plan layout, if applicable. ** (Extra set of plans are needed if Wetlands approval is required)

Additional Information

****THIS INFORMATION IS INTENDED ONLY AS A GUIDELINE FOR APPLICATION SUBMITTAL
AND MAY OR MAY NOT BE ALL INCLUSIVE****

- ❖ Permit application must include name and license number of subcontractors; complete jobsite address which includes building address, street name, city and parcel number. Applications in **pencil** will not be accepted. **Addresses can be obtained from Volusia County Mapping Department (736-5959), and the Property Appraiser's office (736-5901) can assist you with obtaining the correct parcel number**
- ❖ **Notice of Commencement** – a **certified copy** of the recorded Notice of Commencement is required for any job greater than \$2500.00, and is to be submitted to this office prior to the first inspection. **(The Notice of Commencement is not required at time of submittal)**. The Notice of Commencement must be filed with the Clerk of the Circuit Court
- ❖ **Zoning Site Plan** - Show to scale, existing & proposed site improvements, with location of well & septic, if applicable
- ❖ **Energy Forms** – must have complete jobsite address, signed & dated
- ❖ **Crown of the Road Variance Application** – Site plans are to show existing & proposed elevations & drainage patterns
- ❖ **Driveway Site Plans** – Show driveway & apron dimensions
- ❖ **Construction Plans** – Are required to be a minimum scale of $\frac{1}{4}" = 1'$, showing all proposed construction to include: floor plans, foundation plan, all four elevation views, structural wall sections of house, covered patios, decks and fireplace details. All construction plans must comply with the current Florida Building Code, section R301 signed, sealed & dated by a Florida registered Architect or Engineer. In addition, the plans must contain roof assembly information including substrate, type of roofing system, materials, fastening requirements, flashing requirements, wind rating, product evaluation or site specific statement by a Florida registered Architect or Engineer

I hereby acknowledge that the above mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing & issuing of my permit will be delayed. I further understand that I must submit plans in accordance with the requirements of the current **Florida Building Code(s)**.

Signature _____ Date _____
(Contractor, or Authorized Agent)

Note: All fees shall be adjusted annually on October 1, based upon the percentage change in the United States Department of Commerce Consumer Price Index for the twelve-month period ending on June 30 of that year. The next adjustment of fees will be Oct 1, 2015.