



## **CITY OF DELTONA**

### **BUILDING AND ZONING SERVICES DEPARTMENT**

2345 Providence Blvd  
Deltona, FL 32725  
386-878-8650

### **BUILDING AND ZONING SERVICES DEPARTMENT COMMERCIAL APPLICATION INFORMATION SHEET FOR ADDITIONS & ALTERATIONS**

The City of Deltona would like to expedite the permit process for you. We recommend that you call Building and Zoning Services Department before making a formal application. The Building and Zoning Services Department can answer any of your questions regarding the completion of your application and the required documentation. The following checklist outlines the major requirements for submitting commercial applications.

#### **COMMERCIAL ADDITIONS/ALTERATIONS**

- Completed Building application
- General Contractor information (license holder, state number)
- Subcontractor(s) information (license holder, state number)
- (3) Set of Sealed Commercial Energy Calculations (Complying with Florida Building Code Chapter 13-4). (If applicable)
- (3) Set of construction drawings sealed by a Florida Registered Engineer or Architect.
- (3) Set of site plans. Site plans must be to scale and show existing and proposed site improvements with location of septic system (if applicable).
- (3) Set of truss layouts and sealed truss engineering (if applicable).
- (3) Set of approval and manufacturer's installation details for: doors, windows, metal roofing, etc.
- Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002.
- Affidavit of Drainage Control Form signed by owner and notarized (if applicable).
- Notice of Commencement, if work exceeds \$2500.00

Refer to Fire Loss Management checklist for Life Safety requirements (See Attachment)

#### **CONTACT INFORMATION:**

Building and Zoning – 386-878-8650  
Planning and Development -386-878-8600

Fire Loss Management – 386-575-0306

**Office Hours**  
Monday-Friday 8am-5pm

\*This is not meant to be a comprehensive list for all submittals; specific situations may require additional documents.