



**City of Deltona**  
**BUILDING AND ENFORCEMENT SERVICES**  
2345 Providence Blvd  
Deltona, FL 32725  
Phone (386) 878-8650 ♦ Fax (386)-878-8651

**PLAN SUBMITTAL CHECKLIST FOR  
ADDITIONS, SCREEN ROOM ENCLOSURE or GARAGE ENCLOSURE**

**Submit the following items:**

- Y( ) N( ) Complete permit application
- Y( ) N( ) One (1) set of engineered, signed and sealed drawings that meet the wind load requirements FBC 5<sup>th</sup> Edition 2014, 140 mph for a 3 second gust, include Engineered truss packet (when applicable), floor plan, wall sections, bearing walls, footing and reinforcement, roof slope, overhang and method of roof ventilation, and electrical diagram, NEC 2011, adjacent rooms.
- Y( ) N( ) Truss packet if applicable.
- Y( ) N( ) One (1) Survey (“to scale”) showing new addition and setback requirements.
- Y( ) N( ) One (1) set of Florida Product Approval, including installation requirement, and manufacturer’s design, and for doors, windows, mullion, sliding glass door, and garage door.
- Y( ) N( ) Method of heating, submit one:  
FBC Form 405-10 or 402-2010
- Y( ) N( ) One (1) HVAC duct layout (if the space is to be “living area”).
- Y( ) N( ) Volusia County Environmental Health Department Septic tank verification letter or water-sewer bill/receipt.
- Y( ) N( ) Notice of Commencement (if project value is more than \$2500.00)
- Y( ) N( ) Notice Form (if project value is more than \$2500.00)
- Y( ) N( ) Per FBCR chapter 315 provide the location of carbon monoxide detectors.  
If the space is a bedroom, provide the location of smoke detectors. They must be interconnected and battery backed up.

Submitted by: \_\_\_\_\_  
Print Name Signature

Date: \_\_\_/\_\_\_/\_\_\_