



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 NEW STRUCTURES

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.

NEW COMMERCIAL BUILDING STRUCTURES

- Completed Building application
- General Contractor Information (license holder and state number)
- Subcontractor information (license holder and state number)
- (3) Set of Sealed Commercial Energy Calculations (Complying with Florida Building Code Chapter 13-4).
- Water receipt or Well permit receipt (if applicable)
- Septic tank permit receipt or Sewer receipt (if applicable)
- All state, county permits and documents (i.e. D.O.T., St. Johns Water Management District, NYPDES, etc.) (If applicable)
- Volusia County Right-of-Way Use Permit (if applicable)
- (3) Set of construction drawings sealed by a Florida Registered Engineer or Architect.
- (3) Set of truss layouts and engineered truss drawings (if applicable).
- (3) Set of all Manufacturers' approval and manufacturer's installation details for: Windows, Doors, Metal Roofing, etc.
- Tree Permit application (if applicable)
- (3) Set of approved site plans stamped by Development Services from the Final Site Plan Review process. If the original site plans are unavailable or changes are made to the approved Final site plan, then all changes should be clearly highlighted and will need additional review by Development Services.
- Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002.
- Notice of Commencement, if works exceeds \$2500.00

Refer to Fire Loss Management checklist for Life Safety Requirements

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.