

## **ITEMS REQUIRED FOR EACH PERMIT TYPE**

### **SINGLE FAMILY RESIDENCE PERMIT**

1. Completed Building Permit Application
2. One set of signed and sealed plans designed by a Florida Registered Architect, Engineer or Certified Residential designer to meet the requirements of Chapter 16 of the Florida Building Code.
3. One set of sealed Truss Engineering (with original signature)
4. One set of Energy Calculations including Manual ‘J’ and Manual ‘D’ with three complete cover sheets
5. One survey of the existing conditions on and around the site. The survey must be signed and sealed by a Florida licensed Surveyor and Mapper. The information on the survey must comply with Section 3.0 of the Residential Lot Grading and Driveway Design Guidelines
6. Two plot plans of proposed development. The information on the plot plan must comply with Section 2.0 of the Residential Lot Grading and Driveway Design Guidelines. The design must meet the Guidelines, the City Codes and the Florida Building Code
7. Tree Removal application and one Completed Certificate of Compliance, if no protected trees (6”(DBH) Diameter Breast Height or larger) are proposed to be removed at any location within required zoning setbacks
8. One set of window and door manufactured specifications and approved Florida product information
9. Septic permit including soil analysis sheet; or proof of sanitary sewer
10. City Right of Way Use permit application for driveway – If job is located on county maintained road, a Volusia County Use Permit is required
11. Proof of potable water by providing water receipt or copy of well permit
12. Notice of Commencement
13. Disclosure Statement (if built by homeowner)

### **FENCE PERMIT**

1. Completed Building Permit Application
2. One copy of survey/plot plan showing location of all existing buildings, easements, driveway, septic drainfield and proposed fence.
3. Notice of Commencement (if valued over \$2500)
4. Disclosure Statement (if built by owner)

### **DECK PERMIT**

1. Completed Building Permit Application
2. May require engineered signed and sealed plans
3. One copy of survey/plot plan showing work to be done, including elevations.
4. Notice of Commencement (if valued over \$2500)
5. Disclosure Statement (if built by owner)

## **DOCK PERMIT**

1. Completed Building Permit Application
2. One copy of survey/plot plan showing work to be done, including elevations.
3. Notice of Commencement (if valued over \$2500)
4. Disclosure Statement (if built by homeowner)
5. Dock permits (contact the Building and Zoning Dept. for information on restrictions and additional permitting).

## **SCREEN ROOM WITH NEW SLAB**

1. Completed Building Permit Application
2. One copy of survey/plot plan showing location of screen room
3. One set of engineered drawings
4. Notice of Commencement (if valued over \$2500)
5. Disclosure Statement (if built by owner)

## **SCREEN ROOM WITH EXISTING SLAB**

1. Completed Building Permit Application
2. One copy of survey/plot plan showing location of screen room
3. One set of engineered drawings
4. Notice of Commencement (if valued over \$2500)
5. Disclosure Statement (if built by owner)

## **POOLS**

### **ABOVE GROUND POOL**

1. Completed Above Ground Swimming Pool Permit Application
2. One copy of survey/plot plan showing location of all existing buildings, easements, driveway, septic drainfield, power lines, fences and proposed pool location
3. Notice of Commencement (if valued over \$2500)
4. Disclosure Statement (if installed by owner)
5. Description of pool, size, equipment and method of providing electric
6. Residential Safety Pool Act

### **INGROUND POOL - CONCRETE**

1. Complete In-ground Swimming Pool Permit Application
2. One set of signed sealed engineered drawings of pool
3. One set of layout of pool deck showing depth, distance to structure and property line
4. Pool bearing statement
5. One set of specs of equipment
6. One set of plot plans with **CURRENT** elevations
7. Disclosure statement (if built by owner)
8. Notice of Commencement (if valued over \$2500)

### **INGROUND POOL – FIBERGLASS**

1. Complete In –ground Swimming Pool Permit Application
2. One set of signed sealed engineered drawings of pool
3. One set of layout of pool deck showing depth, distance to structure and property line
4. Pool bearing statement
5. One set of specs of equipment
6. One set of plot plans with **CURRENT** elevations
7. Disclosure statement (if built by owner)
8. Notice of Commencement (if valued over \$2500)

### **POOL ENCLOSURE**

1. Complete Building Permit Application
2. One copy of survey/plot plan showing location of pool enclosure
3. One set of engineered drawings
4. Notice of Commencement (if valued over \$2500)
5. Disclosure Statement (if installed by owner)

### **RESIDENTIAL DRIVEWAY EXPANSION, PATIO, AND CONCRETE FLATWORK**

1. Complete Building Permit Application
2. One copy of survey/plot plan showing proposed parking and building material
3. Notice of Commencement and Notice, Notice, Notice form (if valued over \$2500)
4. Disclosure statement (if built by owner)
5. Completed ROW Use Permit Application, if extending onto the right of way
  - a. One copy of site plan with proposed project

### **DEMOLITION PERMIT**

1. Completed Demolition Permit application
2. Asbestos renovation form (if applicable) – Notice of Asbestos Renovation or Demolition shall be completed for the following:
  - All commercial jobs
  - Single family homes with known asbestos products in them
  - Single family zoning changing to Commercial
  - Single family homes that are part of the City projects: e.g. Urban renewal projects, highway construction, etc..
3. Notice of Commencement and “Notice” form (if applicable \$2500 or more)
4. If commercial (interior demolition). Submit 3 sets of prints showing existing and removal (what will it look like after the demolition)

**SHED PERMIT I (120sq ft or less)**

1. Completed Building Permit application.
2. Hand drawn plans or manufacturer plans with assembly instructions and anchoring procedure
3. One copy of site plan/plot plan showing location of proposed structure.
4. Notice of Commencement and Notice form (if applicable).
5. Disclosure statement (if built by owner)

**SHED PERMIT II (120sq ft or more)**

1. Completed Building Permit application
2. Signed and sealed plans including anchoring requirements.
3. One copy of site plan/plot plan showing location of proposed structure
4. Notice of Commencement and Notice form (if applicable)
5. Disclosure Statement (if built by owner)

**GARAGE ENCLOSURE**

1. Completed Building Permit application
2. One set of engineered, signed and sealed drawings that meet the 120 mph wind load requirements
3. Energy form 600C with calculations and mechanical diagram, if space is to be heated.
4. County Health Department septic tank verification or sewer receipt, if space is a bedroom.
5. Notice of Commencement (if over \$2500.00)
6. Disclosure statement (if built by owner)

**GARAGE DOOR, ENTRY DOOR, OR WINDOW REPLACEMENT**

1. Completed Building Permit Application
2. One set of garage door or window installation instructions and Florida Product Approval
3. Disclosure Statement (if installed by owner)
4. Notice of Commencement (if valued over \$2500)

**RETAINING WALL**

1. Completed Building Permit Application
2. One set of signed and sealed engineered drawings
3. One set of plot plan with CURRENT elevations
4. Disclosure Statement if built by owner
5. Notice of Commencement if valued over \$2500

### **ADDITION**

1. Complete Building Permit application
2. One set of engineered, signed and sealed drawings that meet the wind load requirements FBC-2004, Chapter 16. including Engineered truss packet (when applicable), floor plan, wall sections, bearing walls, footing and reinforcement, roof slope, overhand and method of roof ventilation, electrical diagram, adjacent rooms
3. Truss packet if applicable
4. One site plan showing new addition and setback requirements
5. One set of door and window wind load calculation from the manufacturer, manufacturer's design and installation requirement for doors, windows, mullion sliding glass door, and garage door
6. One HVAC duct layout (if the space is to be "living area")
7. Letter from the Health Dept about Septic tank verification
8. Notice of Commencement (if valued over \$2500)
9. Location of smoke detector if the space is a bedroom. They must be interconnected and battery back up
10. Disclosure Statement (if built by homeowner)

### **SUNROOM**

1. Complete Building Permit application
2. One set of engineered, signed and sealed plans indicating compliance with the National Electrical Code for Sunrooms.
3. One site plan showing sunroom and setback requirements
4. Notice of Commencement (if valued over \$2500)
5. Disclosure Statement (if built by homeowner)

### **ELECTRIC SERVICE UPGRADE/REPAIR**

1. Complete Electrical Permit Application
2. Scope of Work
3. Disclosure statement (if done by owner))
4. Notice of Commencement (if valued over \$2500)

### **GARAGE OR CARPORT**

1. Complete Building Permit Application
2. One set of surveyed plot plan of site showing location of proposed garage indicating dimensions of the garage and measurements from all permanent structures including the house, fence, pool, etc.
3. One set of engineered, signed and sealed drawings that meet the wind load requirements including Engineered truss packet walls, footing and reinforcement, roof slope, overhang and method of roof ventilation, electrical diagram (if applicable)
4. One set of door and window wind load calculation from the manufacturer, manufacturer's design and installation requirement for doors, windows and garage door
5. Notice of Commencement (if valued over \$2500)

6. Disclosure Statement (if built by owner)

### **MECHANICAL**

1. Complete Mechanical Permit Application
2. Scope of Work (1 copy),
3. One set of energy calculations with manual D and J (where applicable)
3. Disclosure statement (if installed by owner)
4. Notice of Commencement (if valued over \$7500)

### **REROOF**

#### **Shingle**

1. Complete Re-roof Permit Application
2. Disclosure Statement (if installed by owner)
3. Notice of Commencement (if valued over \$2500)

#### **Metal**

- 1 Complete Re-roof Permit Application
- 2 Product approval and Installation (1 copy)
3. Disclosure Statement (if installed by owner)

### **SIDING**

1. Complete Building Permit Application
2. Scope of Work
3. Florida Product Approval and installation instructions
4. Disclosure Statement (if installed by owner)
5. Notice of Commencement (if valued over \$2500)

### **GENERATOR**

1. Complete Generator Permit Application
2. One copy of site plan specifying the locations of the generator, fuel tank type (above or below ground and size) and generator of capacity. Generator manufacturer with installation instructions with transfer switch diagram
3. Notice of Commencement (if valued over \$2500)

### **FOUNDATION GROUT**

1. Completed Building Permit application
2. Specifications from Engineer regarding repair work.
3. Specifications to bear Engineer's seal

### **GAS INSTALLATION**

1. Completed Gas Permit application
2. Piping diagram specifying pipe size with setbacks fuel tank, fuel source, tank location and size of tank.
3. Notice of Commencement (if valued over \$2500)

## **HOOD**

1. Completed Mechanical Permit application
2. Three sets of drawings signed and sealed by a professional engineer for the installation of the hood, indicating the requirements of the fire suppression system, location of hood within structure, sight plan indicating the location of the hood in regards to the property line
3. Notice of Commencement (if valued over \$2500)

## **INTERIOR REPAIR**

1. Contact Building and Zoning Services, 386-878-8650, to discuss the particular details of the repair

## **MOBILE HOME**

1. Complete Building Permit application
2. One site plan specifying the location of the mobile home
3. One copy of scope of work for attachments of utilities, anchoring requirements with installation instructions per Florida Administrative Rule 15C-1.0102 and soil capacity
4. Notice of Commencement (if valued over \$2500)

## **PLUMBING**

1. Complete Plumbing Permit Application
2. Scope of Work
3. Fixture or equipment layout if applicable

## **MONUMENT SIGN**

1. Complete Building Permit application
2. Two site plans indicating the location of the monument sign, construction drawings signed and sealed by a professional engineer, size of signage in square feet, and any electrical requirements.
3. Notice of Commencement (if valued over \$2500)

## **SIGNS**

1. Complete Building Permit application
2. Two site plans
3. Two sets of signed and sealed documentation for the attachment to the building.
4. Two sets of plans with elevations showing locations of signage, and electrical hookup if applicable
5. Notice of Commencement (if valued over \$2500)

## **SOLAR PANELS**

1. Complete Plumbing Permit application
2. One set of manufactured with installation instructions
3. Notice of Commencement (if applicable)

## **COMMERCIAL BUILD OUT**

1. Complete Building Permit application
2. Three sets of signed, sealed plans
3. Notice of Commencement (if valued over \$2500)