



CITY OF DELTONA
BUILDING AND ZONING SERVICES DEPARTMENT
 2345 Providence Blvd
 Deltona, FL 32725
 386-878-8650, Fax 386-878-8651

REVISION
[PERMITS ALREADY ISSUED]

MUST BE COMPLETED BY PERMIT APPLICANT

Incomplete submittals will be returned to applicant

Copies required:

Residential – 1 Copy

Commercial – 3 Copy

REVISIONS FOR PERMITS WILL NOT BE ACCEPTED VIA FAX

DATE: _____ Received By: _____
 PERMIT # _____ PERMIT TYPE (SFR, Shed, etc) _____
 JOB SITE ADDRESS _____
 CONTRACTOR'S NAME _____
 CONTACT NAME: _____ CONTACT PHONE # _____
 CONTACT FAX # _____ E-MAIL _____

REVISION DUE TO: (See reverse for additional explanation)

- | | | |
|--|---|--|
| <input type="checkbox"/> Zoning (change of location or design, tree survey, Elevation Certificate, etc) | <input type="checkbox"/> Building (Plan, Trusses, energy calcs, re-stamp plans, Inspector requests, contractor change, compaction test, etc) | <input type="checkbox"/> Fire Marshal (fire suppression system, fire sprinklers, etc) |
| <input type="checkbox"/> Land Development (Change Grading, GEO, Finish Floor Elevation, Drainage, etc) | | <input type="checkbox"/> Other (specify) _____ |

Information Submitted (including number of copies):

OFFICE USE ONLY

<input type="checkbox"/> Zoning:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> L.D.:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> Bldg. Plan Review:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> Fire:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> Other:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____

Comments:

FEE: () Yes - Amount: \$ _____ () NO CHARGE

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GUIDELINES

Zoning

- For a change of location or design of any structure on lot including Driveway, you must submit the original approved plot plan and one copy of revised plot plan. This must also go to Building Plan Review (and Land Development when required).
- Tree Survey – To submit new tree survey you must submit the original tree survey approved and one copy of revised tree survey.
- Elevation Certificate – Contractor must submit Elevation Certificate when required. The Certificate must be an original and one copy signed and sealed by a licensed land surveyor dated after slab and before lintel inspection.

Land Development

- Drainage — For changes in finish grading that result in any amount of additional water being discharged onto adjacent private property or discharged in a different location, submit a revised plot plan with 1-ft contours of the side or rear yard to be changed and the adjacent side and rear yards affected by the additional water.
- Grading — For changes in finish grading that result in any ground slope steeper than 1(v):4(h), submit a revised plot plan with 1-ft contours of the side or rear yard to be changed.
- Grading — For changes in finish grading that result in any additional fill in a platted easement, submit a revised plot plan with 1-ft contours of the side or rear yard to be changed.
- Grading — For changes in finish grading over the drainfield that result in any higher elevation than that on the approved plot plan, submit a revised plot plan with 1-ft contours of the front, side or rear yard to be changed.
- FFE — For changes in the Finish Floor Elevation, submit the requested elevation and the reason this change is required. Requests without a reason will be denied. Requests for an FFE below the Base Flood Elevation will be denied. Requests for an FFE above the uphill house will be denied. Requests stating the reason is eliminate a septic pump will be denied. Requests giving a reason that was something that was known or should have been known at the time of the original submittal will be denied.

Building

- Any structural revision must be signed and sealed by registered architect or engineer of record. If you are submitting revised energy calculation, truss engineering, residential retaining wall, and engineering changes or restamp plans, you must submit 1 copy of each. If the project is commercial (1) copy is required. Items must be signed and sealed by the same engineer or architect of record.
- Inspector Requests - If the inspector request engineered truss repairs, lintel repair, manufacturer's specification or any other information, you must submit 1 set of each information to Building and Zoning Services at Customer Service prior to next inspection. Please provide name of Inspector, explanation for request and date of inspection report (attach copy of inspection report)
- Contractor Change - If you are changing Contractor or Subcontractor, submit on Company letterhead the request to Building and Zoning Services. The new contractor must be registered at Volusia County and active at County System.

Fire Marshall

Any change to a commercial structure such as fire suppression system or change to a fire sprinkler plan, you must submit 1 set, showing new changes.