



INFORMATION PACKAGE FOR OBTAINING A BUILDING PERMIT

Information package for obtaining a building permit

To apply for a building permit, you must be a licensed contractor or the legal property owner. Electrical, Mechanical, Plumbing and the Roofing subcontractors must be listed at the time of application.

If you apply as an owner/builder, the building must be for your own use and occupancy. It may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7). It is the owner/builder responsibility to make sure the employees working for them have the required licenses from the state and/or county municipal licensing ordinances. Any person working on the building who is not licensed must work under the owner/builder direct supervision and must be employed by them. The owner/builder must provide worker's compensation as prescribed by Florida law as well as comply with the IRS requirements concerning F.I.C.A. and withholding taxes.

You may not hire an unlicensed contractor to perform the work.

Homeowners who hire unlicensed contractors face several potentially costly penalties. The Department of Business and Professional Regulation can issue an order to stop construction and can levy a five-thousand-dollar (\$5,000.00) fine for aiding and abetting unlicensed contractors. Copies of state license, county license, city license, workers compensation or exemption, and general liability must be submitted for ALL state licensed contractors involved in the construction before the permit can be issued.

All documents submitted MUST be original – no photo/fax copies will be accepted.



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Single family / Duplex

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit application
- Two sets of signed and sealed construction drawings. (by licensed Florida Architect or Engineer)
- One sets of energy calculations.
- One survey plans indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways (materials and surface treatments to be used), landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One driveway detail plans. One topographic surveys/lot grading plan.
- Product Approvals.
- One copy of a sealed survey indicating flood zone by a licensed surveyor.
- Approval from Department of Health
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- **BEFORE SLAB INSPECTION CAN BE SCHEDULED THE BUILDER SHALL SUBMIT A FORM BOARD SURVEY AND COMPACTION REPORT TO THE DEVELOPMENT DEPARTMENT FOR APPROVAL.**



INFORMATION PACKAGE FOR OBTAINING A BUILDING PERMIT

Additions/Renovations (attached or detached)/Screen Enclosures with solid roof (including screening existing porches)

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit application.
- Two sets of signed and sealed engineered construction drawings Plans must include the elevation drawings of any/all sides being aesthetically changed by the addition, an existing floor plan and the proposed floor plan labeling all rooms including the intended “use” of the proposed area, (plans MUST display means of egress) wall sections, bearing walls and shear walls, footings and re-enforcement, roof slope, overhang and method of ventilations mechanical diagram, (if no AC is to be provided, indicate method of heating) electrical diagram (including interconnected smoke detectors), door and window load calculations from the manufacturer.
- One set of energy calculations (only required if adding a/c)
- One site plans indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used), landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One copy of a boundary survey indicating flood zone determination by a licensed surveyor (not for interior renovations unless altering a garage to living)
- Owner/Builder Disclosure – this is required when an owner is obtaining a permit.
- Notice of Commencement – a **certified** copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

Plans must include the existing floor plan and the proposed floor plan labeling all rooms including the intended “use” of proposed area, (plans MUST display means of egress) wall sections, bearing walls and shear walls, footings and reinforcement, roof slope, overhang and method of ventilation, mechanical diagram, (if no AC is to be provided, indicate method of heating) electrical diagram (including interconnected smoke detectors), door and window load calculations from manufacturer.



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Screen Enclosure/Aluminum (screen roof)

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- Two sets of signed and sealed engineering drawings. All drawings must include the House/addition elevation drawings of any/all sides being aesthetically changed by the addition. One site plans indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used), landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

Pools

All documents submitted MUST be original – no photo/fax copies will be accepted.

All pools must meet the state barrier requirements with a screen enclosure or a 4' fence.

- Completed Permit application
- Two sets of signed and sealed engineered construction drawings.
- One set of enclosure plans if the pool is to be enclosed. One survey indicating the setback dimensions from pool deck/enclosure to the property lines. Plans must include landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.



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Fence/Wall

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- One survey which indicate the property lines, all existing structures, and proposed fence locations with the setback measurements to the property line. Site plan must include landscaping (when required) and indicate any trees that are to be removed.
- Walls will require one set of signed and sealed engineered construction drawings
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

The finished side of all types of fences must face outward (towards street or neighbors). Saltwater Canal Lots – step down fences or chain link fences will be considered for approval. If the fence is to be located along the waterway property line, only chain link style will be permitted, it must be located a minimum of 5” to 8” inside the property line, with a gate, and a landscaping plan which aesthetically enhances and screens the fence.



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Docks and Boathouses/Boat Lifts

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Permit Application One PDF signed & sealed disc of all documents.
- Department of Environmental Protection Approval letter.
- Material Sheet
- Two sets of signed and sealed construction drawings (if lift station for boat, a copy of the electrical drawing and power source is required. Drawings must be cleaned and concise, drafted to scale, showing all types of materials, sizes, dimensions and locations. Include any other details necessary to convey design/construction intent.
- One set of the site plan which must include a drafted to scale professional drawing to show the lot, property lines, proposed structure location and width of the canal. All dimensions must be included on the site.
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)



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Seawall

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- One set of the site plan which must indicate a drafted to scale professional drawing to show the lot, property lines, proposed bulkhead/riprap location and width of canal. All dimensions must be included on this site plan.
- Two sets of signed and sealed engineered construction drawings to include detailed construction of the proposed bulkhead or coquina riprap. The attached sheets are the only acceptable types of bulk heading/riprap allowed in Palm coast and may assist you in your drawings.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.



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Deck (Wooden with no roof)

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- Two sets of signed and sealed engineered construction drawings
- Two sets of plans which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to the property lines.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.



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Slab/Patio (Concrete – no roof)

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit application
- Two sets of signed and sealed engineered construction drawings
- One site plan which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to the property lines.
- If patio/slab is to be structural one set of engineering drawings must be submitted. (structural slab permits will only be issued to state licensed contractors OR property owner)
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.



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Shed/Accessory Structure

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application One PDF signed & sealed disc of all documents.
- Two sets of site plans. The site plan must indicate property dimensions, all existing structures, and the proposed structure. The site plan MUST include ALL setbacks.
- Two sets of the manufactures drawings for the shed assembly, OR two copies of signed and sealed drawings for an accessory structure (detached garage, gazebo, etc.) Plans must include height. Plans must include diagram for anchoring system (must meet 160 mph wind load requirements).
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

Signs

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit application.
- Two sets of signed and sealed engineered construction drawings - must include electrical drawing if sign to be lighted. Walls signs must include elevation of the building indicating proposed sign.
- Two site plans which indicates the property lines, all existing structures and proposed location of monument sign with the setback dimensions to the property lines.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

COLORED RENDITIONS MUST BE SUBMITTED FOR ALL SIGNS.

If you do **NOT** meet the requirements of the Land Development Code, you must receive a variance prior to applying for a building permit. For sign regulations, please call 772-201-5052.



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Roofing

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- One set of Product Approvals. (First two pages)
- Tile Roofs must submit two copies of plans with a letter from an engineer OR the plans indicating the trusses can support the weight of the tile.
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

Hurricane Shutters

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application
- One set of Product approvals. (First two pages)
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.



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Driveway

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Right of Way Access application (IF DRIVEWAY IS TO BE LOCATED WITHIN RIGHT OF WAY) accompanied by One 8 ½ x 11 site plans that depict the driveway width at the property line and the edge of the road, and the drainage flow plan (water flow is not permitted to be directed onto an adjoining building lot) AND one driveway detail plans.
- One survey which indicates the property lines, all existing structures and proposed driveway location with the setback dimensions to the property lines. The water meter pit location must be indicated, pouring a driveway over a water meter pit is prohibited.

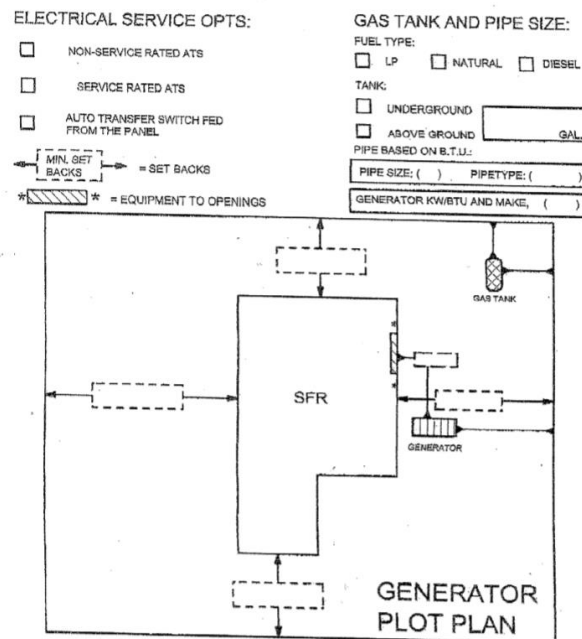


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Generator

All documents submitted **MUST be original – no photo/fax copies will be accepted.**

- If the gas company obtains the permit, they must list the electrical contractor as a sub. If the electrical company obtains the permit, they must list the gas contractor as a sub – **NO EXCEPTIONS**
- Completed Permit application.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.
- Two copies of plans to include: manufactures specifications including the generator transfer switch, the BTU rating of each appliance served, the type of pipe to be used, the size of pipe to each appliance and the length of the pipe run to each appliance.
- One copy depicting flood zone and all information as depicted in the following sample site plan.





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Gas/Propane Tank and piping

All documents submitted MUST be original – no photo/fax copies will be accepted.

- Completed Permit Application.
- Two sets of plans that include: BTU rating of each appliance served the type of pipe to be used, the size of pipe to each appliance and the length of the pipe run to each appliance.
- One Survey depicting flood zone and location of proposed tank.
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)
- Owner/Builder disclosure – this is required when an owner is obtaining a permit.

Fire Permits (alarm, suppression system, sprinkler etc.)

- Completed Permit application.
- Two sets of signed and sealed engineered construction drawings
- Notice of Commencement – a **certified copy** of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

Commercial Additions/Alterations

- Completed Permit Application.
- Two sets of signed and sealed engineered construction drawings.
- One set of energy calculations. (if applicable)
- Notice of Commencement – a **certified** copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00) This must be signed by the real property owner – not the tenant.



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Commercial (new construction)

- Completed Permit application.
- Two sets of signed and sealed construction drawings. (by licensed Florida Architect or Engineer)
- One set of energy calculations.
- One copy of the survey plans indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used), landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sodded, mulched and undisturbed areas).
- One driveway detail plan.
- One topographic survey/lot grading plan.
- Product Approvals, First 2 pages
- One copy of a sealed survey indicating flood zone by a licensed surveyor.
- Water and Sewer Receipt if applicable.
- Approval from Department of Health
- Notice of Commencement – a certified copy of the notice of commencement is required prior to construction. (only required if project is valued over \$2500.00)

BEFORE SLAB INSPECTION CAN BE SCHEDULED THE BUILDER SHALL SUBMIT A FORM BOARD SURVEY AND COMPACTION REPORT TO THE DEVELOPMENT DEPARTMENT FOR APPROVAL.

- Development Order along with any necessary paperwork required by the Development Order. If the Development Order was issued with conditions, those conditions must be met, and a clearance letter must be obtained from that department prior to applying for a building permit.



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Construction Trailer

- Completed application (this must include the proper parcel ID number)

- Site plan to include:
 - Location of trailer
 - Location of electric meter