



VOLUSIA COUNTY

COMMERCIAL CONCURRENCY REVIEW APPLICATION SUBMITTAL CHECKLIST

(ONLY to be used during the site plan review process)

Directions: Commercial applications must start in the County Land Development Office.
Place a checkmark by all items that are included in the package.

Three (3) complete permit packages are required & all items must be addressed and in proper order

NEW STRUCTURES, ADDITIONS & ALTERATIONS

Contractor or Owner/Builder _____

Jobsite Address (Complete) _____

Site Plan Number _____

Submitted Received

- Application** (Front & Back)
- Energy Forms** with complete jobsite address, signed & dated. (**Three 400B-08**, sealed when required by law).
- One copy of site plans** submitted to the County Land Development Office.

The following items may also be carried forward to your commercial building permit application checklist

- One Original Sealed Boundary Survey, no more than 5 years old**, with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
- One copy of survey, site plan and one set of construction plans** if county is providing water & sewer utilities to this location
- Three sets of Construction Plans** (Designed by an **Florida registered architect or engineer** To meet the requirements of **2007 Florida Building Code, section 301.2, signed, sealed & dated or comply with Chapter 3 Exceptions**)
- Truss plans, signed, sealed & dated** (2 sets: 1 for file set & 1 for jobsite set)
- Recorded Warranty Deed** if property has transferred within the last 6 month (if applicable)

I hereby acknowledge that the above listed plan requirements are hereby submitted for my Concurrency Review application. I fully understand that a completed application for a building permit must be submitted with the necessary documents as listed on the commercial checklist on the reverse side. If the above listed minimum requirements (documents & plans) have not been met, the review process will be delayed.

Signature _____
(Contractor, or Authorized Agent)

Date _____



VOLUSIA COUNTY

COMMERCIAL STRUCTURE PERMIT

SUBMITTAL CHECKLIST

Directions: Commercial applications must start in the County Land Development Office.

Place a checkmark by all items that are included in the package, and a N/A by those items not needed.

Three (3) complete permit packages are required & all items must be addressed and in proper order

NEW STRUCTURES, ADDITIONS & ALTERATIONS

Contractor or Owner/Builder _____

Jobsite Address (Complete) _____

Submitted

Received

- Completed Application** (Front & Back) must include name & license number of subcontractors
**** Owner/Builder must personally appear in office & sign application ****
- Owner/Builder Disclosure Statement (Owner/Builder Permits only)**
- Private Provider Documents**, if applicable
- Notice of Commencement Affidavit** with a **copy** of the Notice of Commencement that has been **filed** with the Clerk of the Circuit Court, or **Recorded/Certified** Notice of Commencement.
- Agent Authorization Letter**
- Septic Tank Permit, Septic Receipt or Sewer Receipt** listing jobsite address
- Water Receipt or Well Permit Receipt** listing jobsite address
- Energy Forms** listing jobsite address, signed & dated. (**Three 400B-08**, sealed when required by law)
- Elevation Certificate** (Required if building is located in a 100 year Flood Hazard area)
- Storm Water Application**, with 2 scaled copies of stormwater & vegetation plans, if applicable
- Crown of the Road **Variance Application** with 2 scaled site plans showing existing & proposed Elevations & drainage patterns (If applicable)
- 1 Original Sealed Boundary Survey, no more than 5 years old**, with Flood Zone Certification to current Federal Flood Insurance Rate maps
- 3 copies of Site plan for Zoning** (Showing *to scale, existing & proposed* site improvements, with location of well & septic (If applicable)
- 3 copies for Land Development**, with copy of Development Order
- 3 copies for Driveway review (unless approved with site plan review)** if connecting to a County road, or **copy of County Use Permit**.
- 3 copies for Fire Services review**
- 1 copy** of Site plan & 1 copy of construction plans if county is providing **water & sewer** to this location
- DOT permit** (Dept. of Transportation) is required if on a state road
- Recorded Warranty Deed** if property has transferred within the last 6 month (if applicable)
- Truss plans, signed, sealed & dated** (2 sets: 1 set for file set & 1 for jobsite set)
- Three sets of Construction Plans** (Designed by an **Florida registered architect or engineer** to meet the requirements of **2007 Florida Building Code, section 301.2, signed, sealed & dated or comply with Chapter 3 Exceptions**)

I hereby acknowledge that the above mentioned plan requirements are hereby submitted with my permit application. I fully understand that if the minimum requirements (documents & plans) have not been met, the review, processing & issuing of my permit will be delayed. I further understand that I must submit plans in accordance with the requirements of the **2007 Florida Building Code**.

Signature _____

Date _____

(Contractor, or Authorized Agent)