



Growth and Resource Management  
Building and Zoning  
123 W. Indiana Ave., DeLand, FL. 32720  
(386)736-5929 • [www.volusia.org](http://www.volusia.org)

10/23/2013

## APPLICATION REQUIREMENTS TO OBTAIN LOCAL GOVERNMENT ACCEPTANCE LETTER REQUIRED FOR DEPARTMENT OF ENVIRONMENTAL PROTECTION PERMITTING IN COASTAL AREAS

A permit is required from the DEP (Department of Environmental Protection), Bureau of Beaches and Coastal Systems for all construction of new structures, substantial improvements to existing structures, additions/alterations requiring foundation work or accessory structures when structures are impacted by or located seaward of the CCCL (Coastal Construction Control Line). A Field Permit from the DEP may be appropriate for small incidental projects, repair projects or minor projects where the site development is existing. The contact phone number to direct inquiries to determine if a project qualifies for a Field Permit is 1-850-488-7708. If it is determined that the complete DEP permit application needs to be made, the following is a list of submission items needed to be reviewed and accepted by this Office in order to issue the local governmental acceptance letter (DEP letter) that is required to accompany your application to the State for the required DEP permit.

Bureau of Beaches and Coastal Systems permitting information can be obtained by calling the agency at (850) 921-7848 or by visiting their website @ <http://www.dep.state.fl.us/beaches/programs/ccclpmt.htm>.

Volusia County permitting information can be obtained by calling the Permit Center at (386) 736-5929 or by visiting the website <http://www.volusia.org/services/growth-and-resource-management/permit-and-zoning-center/>.

### INITIAL SUBMISSION REQUIREMENTS

#### ITEM DESCRIPTION

- 1) A completed Building permit application. The Application is to contain as much information as possible and be signed by the contractor or the design professional (Florida registered architect or engineer of record).
- 2) An original signed and sealed survey with flood zones (including V zones), and CCCL plotted in relation to building location. Plot plans in duplicate are required for zoning approval. *Note: Flood zone information needs to be based upon the current FIRM (Flood Insurance Rate Maps).*
  - EXISTING GRADE ELEVATIONS & CONTOUR LINES WILL NEED TO BE SHOWN ON SURVEY FOR ALL NEW CONSTRUCTION & SUBSTANTIAL IMPROVEMENTS. EXISTING GRADE ELEVATIONS & CONTOUR LINES MAY BE REQUIRED FOR PROJECTS INVOLVING EXCAVATIONS, FILL OR FOUNDATION WORK.
- 3) For properties located within Indian River Lagoon Surface Water Improvements and Management Zone, a completed storm water and vegetation permit application needs to be submitted for review.
  - The Zoning Division determines properties affected. Zoning can be contacted at (386) 943-7059
  - Storm water, vegetation, turtle lighting and beach & dune protection requirements and information can be obtained by contacting the Environmental Management Division at (386) 736-5927.
- 4) For additions, alterations & revisions (*ONLY*), please complete and submit attachment "A" (Volusia County Substantial Improvement Disclosure Statement) for review.
- 5) For additions, alterations & revisions (*ONLY*), a notarized itemized project cost estimate originally signed by a Florida registered architect, engineer or contractor licensed to work in Volusia County needs to be submitted for review. Please see attachment "B" for guidance in completion of the estimate (attachment "C"). *NOTE: A COPY OF THE SIGNED CONTRACT MAY BE REQUESTED FOR VERIFICATION.*
- 6) Minimum of one complete set of preliminary construction plans.

Upon Issuance of the "DEP" letter, a complete permit application package can be accepted by this Division for con-current review pending the issuance of the DEP permit.

Note: Applications are required to be submitted in person to the Deland Office or the Daytona Beach Satellite Office.



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ATTACHMENT  
"A"

**VOLUSIA COUNTY SUBSTANTIAL IMPROVEMENT DISCLOSURE STATEMENT**  
**(PROJECTS IMPACTED BY CCCL AND/OR FEMA REQUIREMENTS)**

OWNER: \_\_\_\_\_

CONTRACTOR: \_\_\_\_\_

DATE: \_\_\_\_\_

PROJECT ADDRESS: \_\_\_\_\_

STREET: \_\_\_\_\_

CITY: \_\_\_\_\_ STATE \_\_\_\_\_ ZIP: \_\_\_\_\_

PARCEL NUMBER: \_\_\_\_\_

TOTAL COST of INCLUDED ITEMS: \$ \_\_\_\_\_

Please see attachment "B" and complete attachment "C".

This disclosure is used for clarification of substantial improvement requirements and verification of non-applicability of these requirements in regards to this particular project. (pre-FIRM or pre-CCCL project is less than a 50% improvement)

The definition of substantial improvement is found in Sec. 72-745 of the Volusia County Land Development Code and Section 1612.2 of the current edition of the Florida Building Code. In essence, substantial improvement means: *any reconstruction, rehabilitation, addition, or other improvements of a structure, the cost of which equals or exceeds 50 percent of the market value of the structure before the "start of construction" of the improvement.* A project that exceeds the substantial improvement threshold may be required to meet new construction standards for the complete structure.

Owner and contractor agree that the total scope and cost of this project shall not be increased in any manner without the express written consent of the Volusia County Building Department. Further acknowledgment is made that any increase may require the entire structure to comply with current Volusia County flood regulations and applicable building codes.

I fully understand all work outside the scope of the permit, additional defects, reconstruction costs, damage, and/or unforeseen repairs (i.e. termite damage, deteriorated wood) occurring on this project may trigger the requirement for total compliance with flood and/or coastal regulations of this structure.

OWNER'S SIGNATURE

STATE OF FLORIDA – County of Volusia  
The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_  
by \_\_\_\_\_, who is personally  
known to me or has produced,  
\_\_\_\_\_ as identification and who did/did not take an oath.

CONTRACTOR'S SIGNATURE

STATE OF FLORIDA – County of Volusia  
The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_  
by \_\_\_\_\_, who is personally  
known to me or has produced,  
\_\_\_\_\_ as identification and who did/did not take an oath.



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ATTACHMENT  
"B"

### SUBSTANTIAL DAMAGE/IMPROVEMENTS COST ITEMS

ITEMS TO BE INCLUDED -	
Any item included under permits issued for the addition, alteration or reconstruction (materials & labor ( <i>fair market value</i> )) including, but not limited to the following:	
1	All structural elements including foundation
2	Light fixtures
3	Built-in appliances
4	Heating, machinery and air conditioning equipment
5	Installed carpeting over sub flooring
6	Windows and Doors
7	Electrical and plumbing facilities
8	Roofing and Gutters
9	Demolition costs other than debris removal

ITEMS TO BE EXCLUDED	
1	Plans and specifications costs
2	Survey costs
3	Building permit(s) cost
4	Items not considered a permanent part of the structure, e.g. throw rugs, furniture, refrigerators, stoves (if not built in), etc...
5	Other items separate from or incidental to the addition, alteration or repair of the damaged structure, e.g., landscaping, sidewalks, fences, low voltage yard lights, etc.

Note: Acceptable sources for itemized estimates are Florida registered architects, engineers and contractors licensed to conduct business in Volusia County (general, building or residential (*if residential project*)). Estimates need to be originally signed, notarized and broken down into "INCLUDED" and "EXCLUDED" items.



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ATTACHMENT  
"C"

***DAMAGE/IMPROVEMENTS COST ESTIMATE***

<b>INCLUDED ITEMS:</b> Any item included under permits issued for the addition, alteration or reconstruction (materials & labor <i>(fair market value)</i> ) including, but not limited to the following:	<b>COST</b>
STRUCTURAL ELEMENTS – <i>i.e. foundations, slabs, framing, masonry, sheathing, truss repair, balconies, decks, stairs etc...</i>	
ELECTRICAL – <i>i.e. service, panelboards, circuits, receptacles, switches, fixtures etc...</i>	
PLUMBING – <i>i.e. water heater, fixtures, piping etc...</i>	
MECHANICAL – <i>i.e. air handler, condensing unit, exhaust hoods and fans, heaters, built-in appliances, gas piping etc...</i>	
PERMANENT INTERIOR FINISHES – <i>i.e. floor coverings, drywall, moldings, cabinetry, wall and ceiling textures etc...</i>	
PERMANENT EXTERIOR FINISHES – <i>i.e. soffit, siding, stucco, roofing, vents etc...</i>	
DEMOLITION – <i>associated w/structure (not to include debris removal)</i>	
OTHER	
<b>TOTAL</b>	<b>\$</b>

<b>EXCLUDED ITEMS</b>	<b>COST</b>
Plans and specifications costs	
Survey costs	
Building permit(s) cost	
Items not considered a permanent part of the structure, e.g. throw rugs, furniture, refrigerators, stoves (if not built in), etc...	
Other items separate from or incidental to the addition, alteration or repair of the damaged structure, e.g., landscaping, sidewalks, fences, low voltage yard lights, etc.	
<b>TOTAL</b>	<b>\$</b>

<b>INCLUDED AND EXCLUDED ITEMS</b>	<b>ESTIMATE GRAND TOTAL</b>	<b>\$</b>
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Note: Acceptable sources for itemized estimates are Florida registered architects, engineers and contractors licensed to conduct business in Volusia County (general, building or residential *(if residential project)*). Estimates need to be originally signed, notarized and broken down into "INCLUDED" and "EXCLUDED" items.

\_\_\_\_\_  
ESTIMATOR'S SIGNATURE  
STATE OF FLORIDA – County of Volusia  
The foregoing instrument was acknowledged before me  
this \_\_\_\_\_ day of \_\_\_\_\_, 200\_\_\_\_\_  
by \_\_\_\_\_, who is personally  
known to me or has produced,  
\_\_\_\_\_  
as identification and who did/did not take an oath.