



SMALL BUILDING PERMIT REQUIREMENTS FOR RESIDENTIAL CONSTRUCTION

Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office to obtain the required building permits for residential construction projects. *(Note: All plans and documents are required to be legible.)*

- Residential **construction and repairs** such as adding a bedroom or family room, adding a porch, adding a deck, building a garage, closing in a carport or porch, changing a garage to a bedroom, adding a shed, installing a pool, installing a new roof or reroofing, upgrading an electrical service, changing out an air conditioning unit, changing doors or windows, residing, installing a fence, etc... **all require a building permit.** An application for a building permit for all intended work will need to be submitted to the Building and Zoning Department. Please see the "Volusia Residential Permit Application" for required details and information.
Permitting information, applications, forms and checklists can be found on the web <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning the application form and necessary documents can be directed to the Permit Technicians:
Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- If the **property is in a name other than the applicant**, is a rental property or is not occupied by the owner etc..., a contractor licensed to do business in the County of Volusia will need to apply for the permit. Appropriate licensed subcontractors will need to be named.
Licensing information, applications, forms and checklists can be found on the web <http://volusia.org/contractors> (Contractor Licensing Website). Questions concerning licensing should be directed to Contractor Licensing, please choose option 2 when you call:
Daytona Beach... 248-8158 *DeLand... 736-5957 *New Smyrna Beach... 424-6828
- State Law allows **owners to act as their own contractor** if the property is used only for the owner's own use and occupancy. If this is the situation, the owner can apply for the permit. Please review the Owner-builder Disclosure Statement <http://www.volusia.org/permitcenter/forms.htm> .
- An originally **signed and sealed boundary survey** (with Flood Zone Certification to current Federal Flood Insurance Rate maps and plot plans in duplicate showing changes to the building footprint or site will be required to be submitted with the building permit application for Zoning approval. These documents shall be legible. If the property is not located on a County maintained right of way, evidence of legal access will need to be provided. Contact phone numbers for Building setbacks and permitted land use are as follows:
Daytona Beach...254-4685 *DeLand...943-7059 *New Smyrna Beach...424-681
- Two duplicate sets of **construction plans** accurately depicting the project will be required to be submitted with the building permit application. Projects that are structural in nature or are of unusual design may need to be reviewed, signed and sealed by a design professional (Florida Registered Architect or Engineer) for wind load and structural compliance. Please see the "Residential Plan Review Check Sheet 2007 Florida Building Code" for details. That document can be found on the web <http://www.volusia.org/permitcenter/forms.htm>
Plans review, building codes or technical questions should be directed to the Plans Examiners at the following number: DeLand...386-626-6591

- A notarized **Affidavit of Drainage Control** signed by the property owner is required as part of the application for construction of buildings. This assures the county that any drainage issues arising from the development of the property will be addressed prior to completion of the project. Please see the form at <http://www.volusia.org/permitcenter/forms.htm>
- **Habitable areas** are required to be heated. If the construction includes space that is heated or cooled directly or indirectly, energy compliance forms from the State of Florida are required to be completed. Please see energy form 1100B-08 <http://www.volusia.org/permitcenter/forms.htm> . This is the most commonly used form for additions & alterations. 3 copies of completed energy forms will be required to be submitted with the building permit application.
- Remodeling, expansion, additions, or enclosing a screen room (habitable or non-habitable) **require septic system** approval from the Volusia County Health Department-Environmental Health. If your property is served by a septic system, a septic system approval will need to be applied for and copy of the receipt of application for an approval will be required to be submitted with the building permit application. Information, applications & forms can be found on the Environmental Health's website at <http://www.volusiahealth.com/eh/subjects.html>. Contact phone numbers for the Volusia County Health Department-Environmental Health are as follows:
 *Daytona Beach.....274-0694 *DeLand.....822-6250 *New Smyrna Beach...424-2061
- If the **property lies in flood zone "A"** per the Flood Insurance Rate Maps (FIRM) and the additions or alterations to the existing structure constitute a substantial improvement (construction value is greater than 50% of the existing value of the structure), a preconstruction elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify that the lowest floor is at the proper elevation. Detached structures for habitable space, workshops, garages and storage structures greater than 400 square feet need to comply with floor level requirements as well. Please see the attached "Flood Zone Information and Requirements". Questions concerning whether you are in a flood zone should be directed to the following numbers:
 *Daytona Beach...254-4685 *DeLand...943-7059 *New Smyrna Beach...424-6815
- Projects that lie **seaward of the Coastal Construction Control Line** will require a permit from the State of Florida, Department of Environmental Protection (DEP). Questions concerning State requirements should be directed to the Bureau Engineer at the following number:
 *Bureau of Beaches & Coastal Systems, Tallahassee, FL...(850) 921-7780
- If the property contains **wetlands** (areas that are saturated by water at a frequency and a duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soils), a wetland site plan and site review will be required. Questions concerning wetland requirements should be directed to **Environmental Management** at the following numbers:
 *Daytona Beach...254-4612 *DeLand... 736-5927 *New Smyrna Beach...423-3303

The above information is intended for general use only and may not be entirely inclusive. Upon successful submission, plans and documents will be reviewed for compliance with applicable laws, codes and ordinances. If you are unfamiliar with these requirements, it may be necessary to enlist the aid of a licensed contractor. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.