



# 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) \_\_\_\_\_

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

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)