



**GROWTH AND RESOURCE MANAGEMENT**

Building and Zoning  
123 West Indiana Avenue  
Deland, FL 32720  
(386) 736-5929 Fax (386) 943-7096

**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.

**All items must be addressed and in proper order**

**NEW STRUCTURES, ADDITIONS & ALTERATIONS**

PERMIT PACKAGES MUST BE SEPARATED INTO THREE (3) COMPLETE SETS

Contractor or Owner/Builder \_\_\_\_\_

Jobsite Address (**Complete**) \_\_\_\_\_

Site Plan Number \_\_\_\_\_

Submitted    Received

- Application** (Front & Back)
- Energy Forms** with complete jobsite address, signed & dated. (**Three 400A-04**, 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** 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 \_\_\_\_\_



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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 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 400A-04, 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 with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
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 \_\_\_\_\_
(Contractor, or Authorized Agent)

Date \_\_\_\_\_