

VOLUSIA COUNTY

COMMERCIAL APPLICATION INFORMATION SHEET

Volusia County Building & Zoning Division would like to expedite the permit process for you. We recommend that you call the Permit Center before making formal application, (see reverse side for appropriate telephone numbers). The Permit Center can answer any questions regarding the completion of the application and the required documentation. The following checklist outlines the major requirements for submitting commercial applications. **Permit Package must be separated into three (3) complete sets.**

I. NEW BUILDING STRUCTURES

- Completed commercial application
- Energy Forms if applicable (Three 400A-04, sealed when required by law)
- Subcontractor information (license holder and state number)
- Water receipt or Well Permit receipt (If applicable) *
- Septic tank permit receipt or Sewer receipt (if applicable) *
- Any State permits/documents (i.e. D.O.T., St. Johns Water Management District, etc.)
- **3 sets** of construction drawings sealed by a Florida Registered Engineer or Architect, with Zoning or Land Development approved Site Plans (**3 sets**), with copy of Development Order revision dates to match dates on Development Order. Site plans must be to scale and showing existing and proposed site improvements with location of septic system, if applicable.
- Copy of Tree Permit (If applicable)
- **1** Site Plan showing square footage of the existing and proposed impervious area
- **1** Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rates maps, dated April 15, 2002
- Notice of Commencement, if work exceeds \$2500.00

****A copy of the Well Permit & Septic Tank Permit is needed before the permit will be issued, if applicable***

II. ADDITIONS/ALTERATIONS

- Completed commercial application
- Energy Forms if applicable (Three 400A-04, sealed when required by law)
- Subcontractor information (name of license holder and state number)
- **3 sets** of construction drawings sealed by a Florida Registered Engineer or Architect, with Zoning or Land Development approved Site Plans (**3 sets**), with copy of Development Order revision dates to match dates on Development Order. Site plans must be to scale and showing existing and proposed site improvements with location of septic system, if applicable.
- Other permits/documents where applicable (Contact Permit Center for determination)
- Health Department waiver for septic (if applicable)
- **1** Site Plan showing square footage of the existing and proposed impervious area
- **1** Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
- Notice of Commencement, if work exceeds \$2500.00

III. MISC. PERMITS

- Completed commercial application
- Subcontractor information (name of license holder and state number)
- **3 sets** of construction drawings sealed by a Florida Registered Engineer or Architect
- **1** original Sealed Boundary Survey, no more than 5 years old, unless waived by Zoning Activity
- **3** Zoning or Land Development approved Site Plans. Site plans must be to scale and showing existing and proposed site improvements with location of septic system, if applicable.
- Other permits/documents where applicable (Contact Permit Center for determination)
- **1** Site Plan showing square footage of the existing and proposed impervious area
- Notice of Commencement, if work exceeds \$2500.00

CONSTRUCTION DRAWINGS/SITE PLANS

Construction drawings to include: complete architectural, mechanical, electrical, and plumbing plans to determine code compliance.

Site plans to include: location of all existing buildings, utilities, property lines, location of the septic system, if applicable, dimensions of buildings, and elevations at the four corners of the buildings.

Site plans for County Use Permit approval are not required to be sealed, but must be the same as those submitted to Land Development.

All documents submitted must be suitable for microfilming. Documents that are too dark or not legible will not be accepted. **No graph or line paper!**

Notice of Commencement – A Notice of Commencement must be filed with the Clerk of the Circuit Court for all projects valued greater than \$2500.00. One inspection can be obtained by filing an affidavit with the Permit Center at time of application. This affidavit with original signature is submitted along with a copy of the NOC that has been filed with the Clerk. Additional inspections require a Recorded/Certified copy of the NOC to be mailed, faxed or brought into the Permit Center. Also a copy of the Recorded/Certified NOC is required to be on the job site.

Contact Information: _____ Office hours: 8:00 am – 5:00 pm (www.volusia.org/permitcenter)

	Permit Center	Zoning	Environmental Mgt.	Land
Development				
DeLand	386-736-5929	386-943-7059	386-736-5927	386-736-5942
Daytona Beach	386-254-4680	386-254-4685	386-254-4612	
NSB	386-423-3300	386-424-6815	386-423-3303	

This is not meant to be a comprehensive list for all submittals; specific situations may require additional documents.