



GROWTH AND RESOURCE MANAGEMENT

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

MINOR RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

Directions: Place a checkmark by all items that are included in the package, and a N/A by those items not needed
Two complete permit packages are required & all items must be addressed and in proper order

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 the Recorded/Certified Notice of Commencement
Agent Authorization Letter
Existing Septic System Approval Letter, Septic Tank Permit, Septic Receipt or Sewer Receipt listing jobsite address
Water Receipt, Well Permit Receipt, or Well Permit listing jobsite address
Energy Forms (600C-04R) with complete jobsite address, signed & dated, (3 copies)
Affidavit of Drainage Control form (signed by owner & notarized)
Elevation Certificate (Required if building is located in a 100 year Flood Hazard area)
Storm Water Application, (S.W.I.M.) 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
Recorded Warranty Deed if property has transferred within the last 6 months, if applicable
1 Original Sealed Boundary Survey with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
2 copies of Survey for Zoning (Show to scale, existing & proposed site improvements, with location of septic & well, if applicable)
3 copies of Site plans for Boathouse, if applicable
1 copy for Tree review, if applicable
2 copies for Driveway review, if adding an additional driveway and connecting to a county road (Show driveway & apron dimensions)
DOT permit (Dept. of Transportation), if adding an additional driveway and connecting to a state road
1 copy if Wetlands on site
Truss plans, if applicable, signed, sealed & dated (2 sets)
Two sets of Construction Plans (Designed by a Florida registered architect or engineer, if applicable to meet the requirements of 2007 Florida Building Code, section R301.2, signed, sealed & dated or comply with Chapter 3 Exceptions ) Or/& 2 copies scope of work, if applicable, Or/& 2 copies of floor plan layout, if applicable \*(Extra set of Plans are needed if Wetlands approval is required)

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, Authorized Agent, or Owner/Builder)

Date