

**VOLUSIA COUNTY PERMITS  
SINGLE FAMILY RESIDENTIAL INFORMATION SHEET**

1. **Completed Application** - *Front & back*, notarized signature of qualifier (Notary must have no financial interest in the job). Owner/Builder must **personally appear** in office & sign application. ***No pencil***, please!
2. **Tax Parcel Number** – Tax parcel number of property ***is required***. This is a 12-digit number on your tax bill or you can obtain this number from the Property Appraiser’s Office.  
DeLand: 386-736-5901 Daytona: 386-254-4601 NSB: 386-423-3315 Orange City: 386-775-5257
3. **Address of Property** - Addresses are assigned by the County Graphics Activity (Mapping).  
DeLand: 386-736-5959 Daytona: 386-239-7776 NSB: 386-423-3367
4. **Proof of Domestic Utilities** – ***Paid receipt*** from water/sewer utility provider. If well, please provide a copy of the ***Well Permit***. If existing well, the **well permit number is needed**. A copy of the septic permit is needed if property is on a **septic system**. An application for the ***Well and Septic Permit*** is made separately with the ***Environmental Health Division*** of the ***County Health Dept., before applying for the building permit***. You can download septic tank applications by visiting the Health Department’s website at **www.Volusiahealth.net**.
5. **Energy Forms (2004)** - 1 long energy form, 1 copy of the front page, manual J calculations & EPL Display Card for **Central region**. Please sign both lines of the energy forms. You can download energy forms by visiting the Department of Community Affairs website at:  
**http://www.dca.state.fl.us/fhcd/fbc/committees/energy/energy\_forms/1\_energy\_forms.htm**
6. **Subcontractors** – ***Subcontractor’s name & license number*** is required. When a change of subcontractor is made after the permit is issued, a ***subcontractor postcard*** for the ***new*** subcontractor is to be submitted to this office.
7. **Power Company** - Name of electric power company is required.
8. **Affidavit of Drainage Control form** - Signed by owner & notarized.
9. **Notice of Commencement** - A NOC 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. This affidavit with original signature is submitted along with a copy of the NOC that is to be 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.
10. **Elevation Certificate** - Required if building is located in a 100 year ***Flood Hazard area***.
11. **Storm Water and Vegetation Plan** - Required for construction in Surface Water Improvement and Management Areas. If you do not know if you are within this area, please contact the County Zoning Office.
12. **One & Two Family Residential Permit Submittal Checklist**
13. **Owner Builder Disclosure Statement** (Owner Builder permits only).

(See reverse side)

14. **Survey** – (With Flood Zone Certification to Federal Flood Insurance Rate maps dated April 15, 2002) Submit **1 originally signed and sealed boundary survey** and copies of the survey. The copies should include the following:
- \*shape & dimensions of lot with street location and name
  - \*footprint of house (shape of house and where it will be located on the property)
  - \*location of well in relation to the septic system. Indicate actual distance between the well & septic (min 75'), the well and treated foundation of the house (min. 30'), and the well and the property lines (min. 5'0) if applicable.
  - \*driveway dimensions at the property line and the flare showing access from the county road to the property (drive: min 10'/max 24' flare: min 15'/max 29') if connecting to a **state road, a DOT permit from the Dept of Transportation is required.**
  - \*as many as 6 copies may be required.
    - 1 **sealed survey** and 1 **copy** for Zoning
    - 1 copy for Development Engineering approval if connecting to a County road.
    - 1 copy for Environmental if property is not exempt from the Tree Ord.
    - 1 copy if county is providing water &/or sewer to this location
    - 1 copy if wetlands on site
    - 1 copy if applying for a crown of the road variance
15. **One set of Construction Plans** – Designed by an **Architect or Engineer** to meet the requirements of **2004 Florida Building Code, section R301.2, signed, sealed and dated or comply with Chapter 3 Exceptions.**
- A.) **Truss plans, signed, sealed & dated. (1 set)**

Plans must contain roof assembly information including substrate, type of roofing system, materials, fastening requirements, flashing requirements, wind rating, product evaluation or site specific statement by Architect or Engineer. Construction plans are required to be a minimum scale of 1/4"=1', showing all proposed construction to include; floor plan, foundation plan, four elevations views, structural wall sections of house, covered patios, decks and fireplace details.

Plans & Site Plans must be on plain paper - **NO GRAPH OR LINE PAPER!**

**All documents submitted must be suitable for scanning. Documents that are too dark or not legible will not be accepted. This is not meant to be a comprehensive list for all submittals; specific situations may require additional documents.**

<b>Contact Information:</b>	Office hours: 8:00 am – 5:00 pm ( <a href="http://www.volusia.org">www.volusia.org</a> )		
	<b>Building Dept.</b>	<b>Zoning</b>	<b>Environmental Mgt.</b>
DeLand	736-5929	943-7059	736-5927
Daytona Beach	254-4680	254-4685	254-4612
NSB	423-3300	424-6815	423-3303

**Environmental Health Division of the Health Dept. Offices:** Office hours: 7:30 am – 6:00 pm ([www.volusiahealth.net](http://www.volusiahealth.net))

DeLand	386-822-6250	Daytona Beach	386-274-0694 or 274-0692
NSB	386-424-2061	Orange City	386-775-5289

**Clerk of Circuit Court:** Office hours: 8:00 am – 4:30 pm ([www.clerk.org](http://www.clerk.org))

DeLand:	736-5912	101 N. Alabama Ave., Room A121 (new courthouse)
Daytona Beach:	257-6006	125 E. Orange Ave., Room 100 (city island)
NSB:	423-3124	124 N. Riverside Dr.