



VOLUSIA COUNTY

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 (2) complete permit packages are required & all items must be addressed and in proper order

Contractor or Owner/Builder _____

Jobsite Address (Complete) _____

<u>Submitted</u>	<u>Received</u>	
[]	[]	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 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 , with 2 <u>scaled</u> copies of stormwater & vegetation plans, if applicable
[]	[]	Crown of the Road Variance Application with 2 <u>scaled</u> 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, no more than 5 years old , with Flood Zone Certification to current Federal Flood Insurance Rate maps
[]	[]	2 copies of Survey for Zoning (Show <i>to scale, existing & proposed</i> 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 <u>connecting to a county road</u> (Show driveway & apron dimensions)
[]	[]	DOT permit (Dept. of Transportation), <i>if adding an additional driveway</i> and <u>connecting to a state road</u>
[]	[]	1 copy if Wetlands on site
[]	[]	Truss plans, if applicable, signed, sealed & dated (2 sets)
[]	[]	Two sets of Construction Plans (Designed by a <i>Florida registered architect or engineer, if applicable</i> 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 _____

Date _____

(Contractor, Authorized Agent, or Owner/Builder)