



VOLUSIA COUNTY

ONE & TWO FAMILY 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.

One (1) complete permit package is 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**
- Water Receipt** or **Well Permit Receipt** listing jobsite address
- Septic Tank Permit, Septic Receipt** or **Sewer Receipt** listing jobsite address
- Energy Forms** with complete jobsite address, signed & dated (1 long form, 1 copy of front page, manual J calcs & EPL display card)
- 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 scaled copies of stormwater & vegetation plans, if applicable
- Crown of the Road **Variance Application** with 1 scaled site plan showing existing & proposed elevations & drainage patterns, if applicable
- 1 Original Sealed Boundary Survey, no more than 5 years old**, with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
- 1 copy of Site plan for Zoning** (Show *to scale, existing & proposed* site improvements, with location of well & Septic, if applicable)
- 1 copy** for **Tree** review (Show the area to be cleared & location of tree protection barrier, if not exempt from the Tree Ordinance)
- 1 copy** for **Driveway** review, if connecting to a county road. (Show driveway & apron dimensions).
- 1 copy** if **Wetlands** on site
- 1 copy** 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 months (If applicable)
- Truss plans, signed, sealed & dated** (1 set)
- One set of Construction Plans** (Designed by an **Florida registered architect or engineer** to meet the requirements of **2007 Florida Building Code, section R301.2, 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, Authorized Agent, or Owner/Builder)

Date _____