



VOLUSIA COUNTY
COMMERCIAL CONCURRENCY REVIEW
APPLICATION SUBMITTAL CHECKLIST
(ONLY to be used during the site plan review process)

Directions: Commercial applications must start in the County Land Development Office. Place a checkmark by all items that are included in the package.

Three (3) complete permit packages are required & all items must be addressed and in proper order

NEW STRUCTURES, ADDITIONS & ALTERATIONS

Contractor or Owner/Builder _____

Jobsite Address (**Complete**) _____

Site Plan Number _____

Submitted Received

- [] [] **Application** (Front & Back)
- [] [] **Energy Forms** with complete jobsite address, signed & dated. (*Three copies*, sealed when required by law).
- [] [] **One copy of site plans** submitted to the County Land Development Office.

The following items may also be carried forward to your commercial building permit application checklist

- [] [] **One Original Sealed Boundary Survey, no more than 5 years old**, with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002
- [] [] **One copy of survey, site plan and one set of construction plans** if county is providing water & sewer utilities to this location
- [] [] **Three sets of Construction Plans** (Designed by an **Florida registered architect or engineer** To meet the requirements of the *current Florida Building Code, section 107 submittal documents & 1609 wind loads, signed, sealed & dated.*
- [] [] **Truss plans, signed, sealed & dated** (2 sets)
- [] [] **Recorded Warranty Deed** if property has transferred within the last 6 month (if applicable)

I hereby acknowledge that the above listed plan requirements are hereby submitted for my Concurrency Review application. I fully understand that a completed application for a building permit must be submitted with the necessary documents as listed on the commercial checklist on the reverse side. If the above listed minimum requirements (documents & plans) have not been met, the review process will be delayed.

Signature _____
 (Contractor, or Authorized Agent)

Date _____



VOLUSIA COUNTY

COMMERCIAL STRUCTURE PERMIT

SUBMITTAL CHECKLIST

Directions: Commercial applications must start in the County Land Development Office.

Place a checkmark by all items that are included in the package, and a N/A by those items not needed.

Three (3) complete permit packages are required & all items must be addressed and in proper order

NEW STRUCTURES, ADDITIONS & ALTERATIONS

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 Recorded/Certified Notice of Commencement. |
| [] | [] | Agent Authorization Letter |
| [] | [] | Septic Tank Permit, Septic Receipt or Sewer Receipt listing jobsite address |
| [] | [] | Water Receipt or Well Permit Receipt listing jobsite address |
| [] | [] | Energy Forms listing jobsite address, signed & dated. (Three copies , sealed when required by law) |
| [] | [] | 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) |
| [] | [] | 1 Original Sealed Boundary Survey, no more than 5 years old , with Flood Zone Certification to current Federal Flood Insurance Rate maps |
| [] | [] | 3 copies of Site plan for Zoning (Showing to scale, existing & proposed site improvements, with location of well & septic (If applicable) |
| [] | [] | 3 copies for Land Development , with copy of Development Order |
| [] | [] | 3 copies for Driveway review (unless approved with site plan review) if connecting to a County road, or copy of County Use Permit . |
| [] | [] | 3 copies for Fire Services review |
| [] | [] | 1 copy of Site plan & 1 copy of construction plans 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 month (if applicable) |
| [] | [] | Truss plans, signed, sealed & dated (2 sets: 1 set for file set & 1 for jobsite set) |
| [] | [] | Three sets of Construction Plans (Designed by an Florida registered architect or engineer to meet the requirements of the current Florida Building Code, section 107 submittal documents & 1609 wind loads, signed, sealed & dated. |

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 **current Florida Building Code**.

Signature _____

Date _____

(Contractor, or Authorized Agent)