



## BUILDING PERMIT INFORMATION for RESIDENTIAL CONSTRUCTION, REPAIRS, ALTERATIONS, CHANGE OF OCCUPANCY/USE, ADDITIONS, AND RELOCATION OF EXISTING BUILDINGS

10/23/2013

Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office to obtain the required building permits for residential properties. (Note: All plans and documents are required to be legible.)

- **Permits required:** Changing the occupancy or use of a structure or space (*Examples: conversion of a barn into a residence, converting a garage into living space, changing a carport into a garage or changing a porch into a florida room*) all require a building permit. Required plans (see plan section) will be reviewed for compliance with Chapter 9, Change of Occupancy requirements of the current edition of the Florida Existing Building Code. It is possible that upgrades will need to take place to conform to these Code requirements.
  - Permitting information, applications, forms and checklists can be found @ <http://www.volusia.org/services/growth-and-resource-management/building-and-zoning/permit-and-zoning-center/> (Permit Center Website). Questions concerning whether an activity requires a permit should be directed to the Permit Technicians at the following numbers:  
\*Daytona Beach...254-4680 \*DeLand...736-5929 \*New Smyrna Beach...423-3376
- **Construction Permits required:** Residential construction such as adding a storage area, reconfiguring floor area, adding dining area, adding a porch, adding a deck, adding a shed, installing a new roof, adding receptacles or lighting, upgrading an electrical service, changing out or reconfiguring air conditioning/heating, adding or replacing an exhaust system or adding or replacing a plumbing system all require a building permit.
  - Permitting information, applications, forms and checklists can be found @ <http://www.volusia.org/services/growth-and-resource-management/building-and-zoning/permit-and-zoning-center/> (Permit Center Website). Questions concerning whether an activity requires a permit should be directed to the Permit Technicians at the following numbers:  
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- **Permit application:** *An application for a building permit will need to be submitted to the Building Division. State Law allows owners to act as their own contractor on residential properties if the property appears in their name and the property is used only for the owner's own use and occupancy.* If the property appears in someone else's name, is a rental/lease property or is not occupied by the owner, a contractor licensed to conduct business in the County of Volusia will need to apply for the permit and appropriate subcontractors will need to be named. Please see the "Volusia County Commercial Permit Application" for required details and information.
  - Permitting information, applications, forms and checklists can be found @ <http://www.volusia.org/services/growth-and-resource-management/building-and-zoning/permit-and-zoning-center/> (Permit Center Website). Questions concerning application requirements should be directed to the Permit Technicians at the following numbers:  
\*Daytona Beach...254-4680 \*DeLand...736-5929 \*New Smyrna Beach...423-3376
- **Surveys & plot plans:** An originally signed and sealed boundary survey and plot plans in triplicate showing changes to the building footprint or site will be required to be submitted with the building permit application for Land Development and/or Zoning approval. Plot plans in triplicate will also be required for applications not involving a change in footprint. These documents shall be legible. If the property is not located on a County maintained right of way, evidence of legal access will need to be provided. Please see the "Residential Checklist" for submittal details.
  - Contact phone numbers for Zoning setbacks and allowed land use are as follows:  
\*Daytona Beach...254-4685 \*DeLand...943-7059 \*New Smyrna Beach...424-6815  
Contact phone numbers for Land Development and site plan requirements are as follows:  
\*DeLand...736-5942
- **Plans/ blueprints:** Duplicate sets of plans accurately depicting the existing conditions, proposed conditions or anticipated construction will be required to be submitted with the building permit application. Plans will be required for all permit applications. In general, the drawings will need to be of professional grade/ quality, meet the minimum submission requirements of the current edition of the FBC (as applicable) and will need to be reviewed for code requirements by a FL registered architect or engineer (requires professional's seal).
  - Questions concerning construction plan requirements should be directed to the Permit Technicians at the following numbers:\*Daytona Beach...254-4680 \*DeLand... 736-5929 \*New Smyrna Beach...423-3376

- **Energy forms:** If an addition or alteration includes modification or expansion of the heating/cooling system, energy compliance forms from the State of Florida are required to be completed. In most instances, the forms can be completed by the licensed air conditioning contractor. 3 copies of completed energy forms will be required to be submitted with the building permit application.
  - Questions concerning the energy form requirements should be directed to the Permit Technicians at the following numbers:  
\*Daytona Beach...254-4680 \*DeLand... 736-5929 \*New Smyrna Beach...423-3376
- **Health Department:** Remodeling, expansion, or additions that involve more than 100 square feet of building area (habitable or non-habitable) or classifies as a change of use require septic system approval from the Volusia County Health Department. If your property is served by a septic system, a septic system waiver will need to be applied for and copy of receipt will be required to be submitted with the building permit application.
  - Contact phone numbers for the Volusia County Health Department are as follows:  
\*Daytona Beach.....274-0694 \*DeLand.....822-6250  
\*New Smyrna Beach...424-2061 \*Orange City...775-5289
- **Florida Existing Building Code:** Repair, alteration, change of occupancy, addition, and relocation of existing buildings are required to comply with the requirements found in the current edition of the Florida Building Code – Residential and the current edition of the Florida Existing Building Code.
  - The Code can be viewed @ [http://www2.iccsafe.org/states/florida\\_codes/](http://www2.iccsafe.org/states/florida_codes/) .
- **Special Flood Hazard Area:** If the property lies in flood zone “A” per the Flood Insurance Rate Maps (FIRM) and the additions or alterations to the existing structure constitute a substantial improvement (construction value is greater than 50% of the existing value of the structure), a preconstruction elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify that the lowest floor is at the proper elevation. Detached structures for habitable space, workshops, garages and storage structures greater than 400 square feet need to comply with floor level requirements as well. Please see the “Flood Zone Information and Requirements” document.
  - Permitting information, applications, forms and checklists can be found @ <http://www.volusia.org/services/growth-and-resource-management/building-and-zoning/permit-and-zoning-center/> (Permit Center Website). Questions concerning flood zone requirements should be directed to the Zoning Technicians at the following numbers:  
\*Daytona Beach...254-4680 \*DeLand... 943-7059 \*New Smyrna Beach...423-3376
- **Coastal Construction Control Line:** Projects that lie seaward of the Coastal Construction Control Line are required to comply with Section 3109 of the current edition of the Florida Building Code. The Code can be viewed @ [http://www2.iccsafe.org/states/florida\\_codes/](http://www2.iccsafe.org/states/florida_codes/). These projects also require a permit from the State of Florida, Department of Environmental Protection (DEP). Questions concerning State requirements should be directed to the Bureau Engineer at the following number:
  - \*Bureau of Beaches & Coastal Systems, Tallahassee, FL...(850) 487-4475
- **Wetlands:** If the property contains wetlands (areas that are saturated by water at a frequency and duration sufficient to support a prevalence of vegetation typically adapted for life in saturated soils), a wetland site plan and site review will be required.
  - Questions concerning wetland requirements should be directed to Environmental Management at the following numbers:  
\*Daytona Beach...254-4612 \*DeLand... 736-5927 \*New Smyrna Beach...423-3303

*The above information is intended for general use only and is not entirely inclusive. Upon successful submission, plans and documents will be reviewed for compliance with applicable Laws, Codes and Ordinances. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.*