



**GROWTH AND RESOURCE MANAGEMENT**

Building and Zoning  
123 West Indiana Avenue  
Deland, FL 32720

(386) 736-5929 Fax (386) 943-7096

**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 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> |  |
|------------------|-----------------|--|
| [ ]              | [ ]             | <b>Completed Application</b> (Front & Back) must include name & license number of subcontractors<br><b>** Owner/Builder must personally appear in office &amp; sign application **</b>   |
| [ ]              | [ ]             | <b>Owner/Builder Disclosure Statement (Owner/Builder Permits only)</b>   |
| [ ]              | [ ]             | <b>Private Provider Documents</b> , if applicable  |
| [ ]              | [ ]             | <b>Notice of Commencement Affidavit</b> with a <b>copy</b> of the Notice of Commencement that has been <b>filed</b> with the Clerk of the Circuit Court, or the <b>Recorded/Certified</b> Notice of Commencement   |
| [ ]              | [ ]             | <b>Agent Authorization Letter</b>  |
| [ ]              | [ ]             | <b>Existing Septic System Approval Letter, Septic Tank Permit, Septic Receipt or Sewer Receipt</b> listing jobsite address   |
| [ ]              | [ ]             | <b>Water Receipt, Well Permit Receipt, or Well Permit</b> listing jobsite address  |
| [ ]              | [ ]             | <b>Energy Forms</b> with complete jobsite address, signed & dated, <b>(3 copies)</b>   |
| [ ]              | [ ]             | <b>Affidavit of Drainage Control form (signed by owner &amp; notarized)</b>  |
| [ ]              | [ ]             | <b>Elevation Certificate</b> (Required if building is located in a 100 year Flood Hazard area)   |
| [ ]              | [ ]             | <b>Storm Water Application, (S.W.I.M.)</b> with 2 <u>scaled</u> copies of stormwater & vegetation plans, if applicable   |
| [ ]              | [ ]             | Crown of the Road <b>Variance Application</b> with 2 <u>scaled</u> site plans showing existing & proposed elevations & drainage patterns, if applicable  |
| [ ]              | [ ]             | <b>Recorded Warranty Deed</b> if property has transferred within the last 6 months, if applicable  |
| [ ]              | [ ]             | <b>1 Original Sealed Boundary Survey</b> with Flood Zone Certification to Federal Flood Insurance Rate maps, dated April 15, 2002  |
| [ ]              | [ ]             | <b>2 copies of Survey for Zoning</b> (Show <i>to scale, existing &amp; proposed</i> site improvements, with location of septic & well, if applicable)  |
| [ ]              | [ ]             | <b>3 copies of Site plans</b> for Boathouse, if applicable   |
| [ ]              | [ ]             | <b>1 copy for Tree review</b> , if applicable  |
| [ ]              | [ ]             | <b>2 copies for Driveway review, if adding an additional driveway</b> and <u>connecting to a county road</u> (Show driveway & apron dimensions)  |
| [ ]              | [ ]             | <b>DOT permit</b> (Dept. of Transportation), <i>if adding an additional driveway</i> and <u>connecting to a state road</u>   |
| [ ]              | [ ]             | <b>1 copy</b> if <b>Wetlands</b> on site   |
| [ ]              | [ ]             | <b>Truss plans, if applicable, signed, sealed &amp; dated</b> (2 sets)   |
| [ ]              | [ ]             | <b>Two sets of Construction Plans</b> (Designed by a <i>Florida registered architect or engineer, if applicable</i> to meet the requirements of <b>2007 Florida Building Code, section R301.2, signed, sealed &amp; dated or comply with Chapter 3 Exceptions</b> ) Or/& <b>2 copies scope of work</b> , if applicable, Or/& <b>2 copies of floor plan layout</b> , if applicable <b>** (Extra set of Plans are needed if Wetlands approval is required)</b> |

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 \_\_\_\_\_