



GROWTH AND RESOURCE MANAGEMENT

Building and Zoning
123 West Indiana Avenue, Deland, FL 32720
(386) 736-5929 • PermitCtr@volusia.org

CHECKLIST FOR DOCKS, DUNE WALKOVERS, SEAWALLS, AND REVETMENTS

Coastal project reviews done by Sea Turtle HCP Program Manager*
Non-coastal project reviews done by Environmental Permitting

Note: No coastal construction east of the frontal dune or toe of armorment may take place during sea turtle nesting season, which is May 1 through October 31.

Contractor _____

Jobsite Address _____

City _____ Zip _____

- 1 completed building permit application** (front and back)
- 1 original sealed boundary survey no more than 5 years old**, with Flood Zone Certification to the current Federal Flood Insurance Rate maps.
- 3 copies of site plan**
 - **2 copies** for building permit application
 - **1 copy** for Sea Turtle HCP Program Manager/Environmental Permitting
- 3 copies of construction plans** (*engineered plans may be required*)
 - **2 sets** for building permit application
 - **1 set** for Sea Turtle HCP Program Manager/Environmental Permitting

The following may also apply:

- Copy of Longshoreman Harbor Workers Compensation insurance coverage**, if the construction is on or adjoining navigable waters.
- One of the following**, issued by the Florida Department of Environmental Protection (DEP):
 - **1 copy** Notice to Proceed or Field Permit for Sea Turtle HCP Program Manager
 - **1 copy** Notification of Exemption Request, Notice of General Permit, or Consolidated Environmental Resource Permit and Sovereign Lands Authorization (Standard General Permit) for Environmental Permitting
- Certified recorded Notice of Commencement** if the cost of the project, including labor and material, exceeds \$2,500.00

I hereby acknowledge that the plan requirements listed above are included with my permit application. I fully understand that if the minimum requirements are not met with the documents/plans submitted, the review, processing, and issuing of my permit will be delayed. I further understand that I must submit plans in accordance with the requirements of the current edition of the Florida Building Code. **Please note that the plans reviewer may require additional information.**

Signature _____ Date _____
Contractor or Authorized Agent

*Sea Turtle HCP Program Manager – 440 S. Beach St., Daytona Beach – (386) 239-6414