



RESIDENTIAL CONSTRUCTION STARTED or COMPLETED WITHOUT A BUILDING PERMIT

It has been reported that building construction has taken place on your property without the required permits. If this is the case, then an “after-the-fact” building permit and required inspection approvals will need to be obtained to bring your property into compliance. Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office for review to obtain the required building permits.

(Note: All plans and documents are required to be legible.)

- An application for a building permit for **all work included in the Violation Notice** will need to be submitted to the Building Department. State Law allows owners to act as their own contractor if the property is used only for the owner’s own use and occupancy. If this is the situation, the owner can apply for the permit. If the property appears in someone else’s name, is a rental property or is not occupied by the owner etc..., a contractor licensed to do business in the County of Volusia will need to apply for the permit. Appropriate license subcontractors will need to be named. Please see the attached “**Volusia County Residential Permit Application**” for required details and information. 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
- An originally signed and sealed boundary survey and plot plans in duplicate showing changes to the building footprint or site will be required to be submitted with the building permit application for Zoning approval. 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 attached “**Residential Plan Review Check Sheet 2004 Florida Building Code**” for details. Contact phone numbers for Zoning setbacks and land use are as follows:
*Daytona Beach...254-4685 *DeLand...943-7059 *New Smyrna Beach...424-6815
- Two duplicate sets of construction plans accurately depicting the project and marked “**as-built**” by the designer of record (Florida registered architect or engineer) will be required to be submitted with the building permit application. Please see the attached “**Residential Plan Review Check Sheet 2004 Florida Building Code**” for details. Basic 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
Building code or technical questions should be directed to the Plans Examiner at the following Number: DeLand....386-626-6531
- **Habitable areas** are required to be heated. If the construction includes space that is heated or cooled directly or indirectly, energy compliance forms from the State of Florida are required to be completed. Please see attached form **600C-04R**. This is the most commonly used form for additions & alterations. **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

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- 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 or as-built elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify 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 attached “**Flood Zone Information and Requirements.**” Basic questions concerning flood zone requirements should be directed to the Permit Technicians at the following numbers:
**Daytona Beach...254-4680 *DeLand... 736-5929 *New Smyrna Beach...423-3376*
- If the property contains **wetlands** (areas that are saturated by water at a frequency and a 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*
- Remodeling, expansion, or additions that involve 1 or more bedrooms or more than 100 square feet of building area (habitable or non-habitable) require septic system approval from the **Volusia County Health Department**. If your property is served by a septic system, an Existing System Approval letter will need to be applied for and a copy of the receipt will be required to be submitted with the building permit application. Contact phone numbers for the Volusia County Health Department are as follows:

<i>*Daytona Beach.....274-0694</i>	<i>*DeLand.....822-6250</i>
<i>*New Smyrna Beach...424-2061</i>	<i>*Orange City...775-5289</i>
- ***If work has been covered without required inspection approvals, certification affidavits on County forms will be required to be completed.*** Depending on the work completed, these affidavits will need to be completed by the designer of record, electrical contractor, plumbing contractor, heating and air contractor and insulation contractor. All contractors completing affidavits need to be licensed to do business in the County of Volusia. Please see attached “**Affidavit” forms**. Questions regarding inspection approvals and required certification affidavits are to be directed to the Chief Building Inspector at the following numbers:

<i>*Daytona Beach...257-6000 Ext.5739</i>	<i>*DeLand... 822-5739</i>
<i>*New Smyrna Beach...423-3300 Ext. 5739</i>	
- Projects that lie **seaward of the Coastal Construction Control Line** will 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*

The above information and attachments provided are intended for general use only and are not entirely inclusive. Upon successful submission, plans and documents will be review for compliance with applicable laws, codes and ordinances. If you are unfamiliar with these requirements, it may be necessary to enlist the aid of a licensed contractor. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.