

# Building Permit Application Guide for Connect Live

Effective April 1, 2024

This guide will explain the process of applying for a residential/commercial structure building permit on Connect Live.

***A pre-application approval for all non-Florida Building Code reviews for site development is required before submitting a building permit application for a residential or commercial structure to the Building Division. Once the pre-application reviews are approved you will be notified to submit information required for the building permit application.***

Pre-Application Approval Submittal .....	2
Select Type.....	2
Select the Property .....	3
Application Information .....	3
Building Application Submittal .....	4
My Stuff.....	5
My Applications Section.....	5
Unfinished Applications Section .....	5
Message Board .....	6
Requests for Additional Information – Pre-Application Approval .....	6
Requests for Additional Information – Building Application.....	6

***A pre-application approval for all non-Florida Building Code reviews for site development is required before submitting a building permit application for a residential or commercial structure to the Building Division. Once the pre-application reviews are approved you will be notified to submit information required for the building permit application.***

## Pre-Application Approval Submittal

To begin, choose the application type for which you will be applying. This will ensure you receive the appropriate pre-application reviews for the type of building permit application you will be submitting. If you are unsure of which type of application to choose you can email the Permit Center at [permitctr@volusia.org](mailto:permitctr@volusia.org).








1. Click "Apply"

### Select Type

2. Select the type of application needed for pre-application approval

CONNECT LIVE - The Growth & Resource Management Online Information Center

**Note for building permits:** A pre-application review for compliance with the Volusia County Code of Ordinances is required before a building permit application is submitted to the Building Division. Documents submitted are for review of environmental/zoning review only and submission of any documents are not deemed a full or partial building permit application. Once the pre-application reviews are approved you will be notified to submit information required for the building permit application.

Application Type				
Please select an application type from the list below				
 <b>Planning</b> 660' Boundary Adjustment Conditional Use Permit Large Scale Amendment Outdoor Entertainment Permit Planned Unit Development Pre Application Meeting Rezoning Small Scale Amendment Special Exception Variance Zoning Determination Zoning Verification	 <b>Land Development</b> Conceptual Site Plan Concurrency Review Final Plat Final Site Plan Overall Development Plan Preliminary Plat Storm Water Management Permit Subdivision Exemption Technical Review Meeting Use Permit	 <b>Permits</b> Commercial Easy Demolition Permit Electrical Permit Fence Permit Fire Permit Gas Permit Generator Installation Permit Mechanical Permit Plumbing Permit Re-Roof Permit Residential Easy Sign Permit Solar Permit <b>Pre-Applications</b> Comm Accessory Permit Commercial Permit Res Accessory Permit Residential Permit Swimming Pool Permit	 <b>Impact Fees</b> Standalone Impact Fees   <b>Mapping &amp; Addressing</b> Mapping & Addressing	 <b>Environmental</b> Beach and Dune Protection Class II Permit Manatee Mitigation Tree Permit Wetland Alteration Permit   <b>Fire Rescue</b> Engineered Life Safety System Fire General Permit

Application types that require a pre-application approval

3. Select the applicable Sub Type
4. Select the applicable Work Type
5. Click Continue
6. Click "Ready? Click here to start" after reviewing required application information
7. Agree to the Owner's Statement by clicking in the box and click "Continue"

## Select the Property

8. Enter the 12-digit parcel number without dashes
9. Click "Retrieve Property"
10. Click Add Property to Application

## Application Information

11. Enter the description of work to be performed in the Application Description field
  - a. The scope of work entered will be copied to the building permit application and can not be edited for the building permit application
12. Complete the applicable fields
  - a. *The fields available are for pre-application approval. Fields required for building review will be requested at the building application submittal.*
13. Add applicable attachments
  - a. *Only submit documents requested for pre-application approval. Submission of any type of document is not deemed a full or partial building permit application.*
  - b. *Documents for building review will be requested at the building application submittal.*
14. Click Save & Proceed to submit the application for pre-application review

When the Pre-Application Review has been approved you will receive a notice to pay applicable fees. Upon payment of outstanding fees, you will receive a Pre-Application Approval document. **Your approved pre-application will be available in the "Unfinished Applications" section of "My Stuff" to continue to submittal of a building permit application.**

My Account | Apply | **My Stuff** | Messages | Inspections | Pay Now | Exit

**Volusia County FLORIDA** **Connect LIVE**

Home | Developments | Permits | Environmental | Code Compliance | Licensing | See on a Map | FAQs

CONNECT LIVE - The Growth & Resource Management Online Information Center

### My Licenses

We did not find any licenses associated with your account.

NOTE: If you have questions, please contact Contractor Licensing at (386) 736-5957 or [ContractorLicensing@volusia.org](mailto:ContractorLicensing@volusia.org).

### Unfinished Applications

Shown below is a list of the 1 open application we found that you are listed as the applicant. Click on the Reference Number to complete the application, or choose the "Delete" link at the right to permanently delete the application.

Reference Number	Action	Application Type	Folder Name	Status
20240321001	<a href="#">Continue</a>	Residential Permit	129 N 1ST Street, OAK HILL 32759	Notice to Proceed (PRE-APPLICATION)

### My Applications

Shown below is a list of the 23 open applications we found that you are listed as the applicant. Click on the Reference Number to view the current information for that application.

NOTE: If you have questions, click [here](#) for contact information to connect with the right person.

To search for a finalized or completed folder, enter the Reference Number here:

Reference Number	Revision	Application Type	Folder Name	Status
20190424009		Res Accessory Permit	4075 CRESTWOOD MANOR Drive, NEW SMYRNA BEACH	Expired
2024-Z-TRS-0003		Technical Review Meeting	test	TRS Prep
20240213002		Residential	TORCHWOOD Drive, PELAND 32724	Prior Review

# Building Application Submittal

Approved Pre-Application Approvals will be available in the “Unfinished Application” section of “My Stuff” with a “Continue” link in the Actions column. Clicking the “Continue” link will begin the process of submitting a building permit application.

1. Click on “My Stuff” (Do not click on “Apply”)
2. Click “Continue” in the Action column of your approved pre-application

My Account | Apply | **My Stuff** | Messages | Inspections | Pay Now | Exit

**Volusia County FLORIDA** **Connect LIVE**

Home | Developments | Permits | Environmental | Code Compliance | Licensing | See on a Map | FAQs

CONNECT LIVE - The Growth & Resource Management Online Information Center

**My Licenses**

We did not find any licenses associated with your account.

NOTE: If you have questions, please contact Contractor Licensing at (386) 736-5957 or [ContractorLicensing@volusia.org](mailto:ContractorLicensing@volusia.org).

**Unfinished Applications**

Shown below is a list of the 1 open application we found that you are listed as the applicant. Click on the Reference Number to complete the application, or choose the "Delete" link at the right to permanently delete the application.

Reference Number	Action	Application Type	Folder Name	Status
20240321001	<a href="#">Continue</a>	Residential Permit	129 N 1ST Street, OAK HILL 32759	Notice to Proceed (PRE-APPLICATION)

**My Applications**

Shown below is a list of the 23 open applications we found that you are listed as the applicant. Click on the Reference Number to view the current information for that application.

NOTE: If you have questions, click [here](#) for contact information to connect with the right person.

To search for a finalized or completed folder, enter the Reference Number here:

Reference Number	Revision	Application Type	Folder Name	Status
20190424009		Res Accessory Permit	4075 CRESTWOOD MANOR Drive, NEW SMYRNA BEACH	Expired
2024-Z-TRS-0003		Technical Review Meeting	test	TRS Prep
202403213002		Residential Permit	TORCHWOOD Drive, PELAND 32724	<a href="#">Click to view</a>

3. Complete the applicable fields for building review
  - a. Application Description is copied from the Pre-Application Approval application and cannot be edited.
4. Add applicable attachments
  - a. Any approved plans from the Pre-Application Approval will be attached to the building application. You do not need to upload them.
5. Click Save & Proceed to submit the application for building review

# My Stuff

## My Applications Section

Applications subject to the pre-approval requirements will indicate whether the folder is in pre-application review or building application review to help you track your applications.

My Applications				
Shown below is a list of the 4 open applications we found that you are listed as the applicant. Click on the Reference Number to view the current information for that application.				
NOTE: If you have questions, click <a href="#">here</a> for contact information to connect with the right person.				
To search for a finalized or completed folder, enter the Reference Number here: <input type="text"/> <input type="button" value="Search"/>				
Reference Number	Revision	Application Type	Folder Name	Status
<a href="#">20240319002</a>		Residential Permit	1010 TORCHWOOD Drive, DELAND 32724	Plan Review ( <b>BUILDING APPLICATION</b> )
<a href="#">20240321002</a>		Residential Permit	740 LIVE OAK Avenue, ORANGE CITY 32763	Building App Intake ( <b>BUILDING APPLICATION</b> )
<a href="#">24 000697 000 00 RAS</a>		Res Accessory Permit	TORCHWOOD Drive, DELAND 32724	Application ( <b>PRE-APPLICATION</b> )
<a href="#">24 000697 000 00 WET</a>		Wetland Alteration Permit	TORCHWOOD Drive, DELAND 32724	Application

## Unfinished Applications Section

Only folders that have received a Pre-Application Approval will have the “Continue” action available to submit a building application.

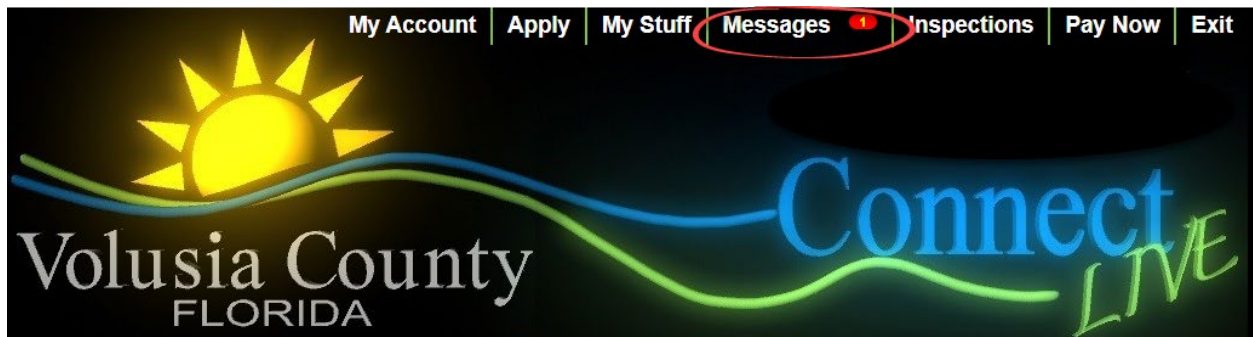
All other unfinished applications will still have the “Delete” option available to discard the application.

Unfinished Applications				
Shown below is a list of the 2 open applications we found that you are listed as the applicant. Click on the Reference Number to complete the application, or choose the “Delete” link at the right to permanently delete the application.				
Reference Number	Action	Application Type	Folder Name	Status
<a href="#">20240321001</a>	<a href="#">Continue</a>	Residential Permit	129 N 1ST Street, OAK HILL 32759	Notice to Proceed (PRE-APPLICATION)
<a href="#">24 000697 000 00 RAS</a>	<a href="#">Continue</a> <a href="#">Delete</a>	Res Accessory Permit	TORCHWOOD Drive, DELAND 32724	New (PRE-APPLICATION)

## Message Board

### Requests for Additional Information – Pre-Application Approval

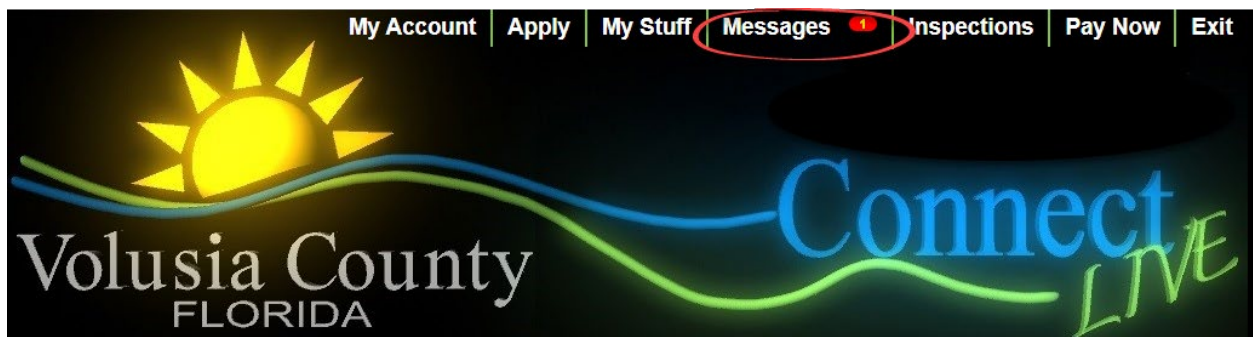
Requests for additional information will be sent to the applicant after **all** pre-application reviews have been complete. Requests will not be sent individually by each reviewer. When a request for additional information has been sent, you will receive an email as well as a notification on your Message Board.



When replying to a request for additional information be sure to address **all** comments listed in the request. Due to Florida Statutes, there is a limitation on the number of requests that can be made. Failing to address all requests at the time of submittal will result in additional requests. Reaching the maximum number of requests could result in the denial of your application.

### Requests for Additional Information – Building Application

Requests for additional information will be sent to the applicant after **all** building reviews have been complete. Requests will not be sent individually. When a request for additional information has been sent, you will receive an email as well as a notification on your Message Board.



When replying to a request for additional information be sure to address **all** comments listed in the request. Due to Florida Statutes, there is a limitation on the number of requests that can be made. Failing to address all requests at the time of submittal will result in additional requests. Reaching the maximum number of requests could result in the denial of your application.