



Building Permit Application Guide

This guide will explain the two-step process of applying for a building permit on Connect Live.

A pre-application review for compliance with the Volusia County Code of Ordinances is required before submitting the application to the Building Division for a building review in compliance with the Florida Building Code. Once the pre-application reviews are approved you will be notified to submit information required for the building permit review.

Step 1: Pre-Application Review

To begin, choose the building 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 need help determining what type of building permit application to submit, use the **Application Wizard**.

The Application Wizard will help guide you to the correct application type through a series of questions and answers. If you are still unsure of which type of application to choose you can email the Permit Center at PermitCtr@volusia.org.

1. Login to your Connect Live account
2. Click “Permits”
3. Click the “Apply” or “Application Wizard”

Select Type

4. Select the Application Type, Sub Type, and Work Type (the Application Wizard will prefill this information if you use it)
5. Enter the description of work to be performed in the Application Description field
6. Click “Continue”

A screenshot of a web-based application titled "New Application". The top navigation bar shows a progress bar with six steps: 1. Select Type (highlighted in blue), 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Review, and 6. Complete. The main form area has sections for "Application Type" (Residential Permit), "Sub Type" (Single Family Residence), and "Work Type" (New Work). Below these is an "Application Description" field containing "New single family residence". A note at the bottom states: "This is a Pre-Application for a building permit. Once you are notified of your pre-application approval, you will be able to submit a building permit application by clicking the Continue button on your Pre-Application." At the bottom left is a "Cancel" button, and at the bottom right is a "Continue" button, which is circled in red.

7. Place a checkmark in the Electronic Signature Acknowledgment box
8. Click “Submit”

Waiver of Limitations:

Special Note:
Due to various conditions and restrictions, the County does not guarantee the acceptance of any application. Staff will review your application to make sure that nothing is missing, but your application will not be processed until all requirements have been met. An e-mail will be sent to you if additional information is needed, or if any additional fees need to be paid.

Electronic Signature Acknowledgment?

[Back](#) Submit

Property Details

9. Enter the address or parcel number of the work location
10. Click “Search”
11. Click “Select” on the appropriate property record
12. Click “Continue” if the correct record was chosen

Property Detail

Please type the address you want to search:

Search Address
700901050033

Search

Select Addresses
123 INDIANA AVE E, DELAND FL, 32724
Roll Number: 700901050033
Jurisdiction: DeLand

Select

Back Continue

Additional Information

13. Enter applicable fields
 - a. Mandatory fields must be completed to advance to the next screen.
14. Click “Continue” to advance to the next screen
 - a. Click “Save for Later” to save to application and finish it at a later time.

Attachments

A list of documents required for pre-application review is listed. Failure to provide required information may result in an incomplete application submittal.

You may browse for files or use the drag & drop feature.

You may attach multiple files of the same description at one time by choosing the description and then browsing or using the drag and drop feature. Once all files have been added, click the “Upload Attachment” button.

15. Attach applicable files

- a. Choose the Description of the file
- b. Browse or drag and drop the file
- c. Click the “Upload Attachment” button
- d. After all files have been uploaded, click “Continue”

The screenshot shows the 'Attachments' page with the following interface elements:

- Required Documents:** A list of required documents is shown in a red box with a red arrow pointing to it: "Items required for review will be listed here". The list includes: Construction Plan, Site Plan.
- Uploaded Items:** A red box with a red arrow pointing to it: "Uploaded items will be listed here".
- Table:** A table showing the uploaded item: Survey, Boundary Survey, attachment - 2024-05-28T104758.105.pdf, 2024-05-28, Actions (Download, Delete).
- Upload New Attachments:** A section for uploading new attachments. It includes a dropdown menu for "Description" with options: Boundary Survey (Digitally signed/sealed by a registered surveyor to scale less than 5 years old.), Construction Plan, Site Plan (Dimensioned, showing all proposed improvements; location of septic if applicable), Other. A note below says: "Drag or Browse to select file(s) to upload". A red box highlights the "Description" dropdown with a red arrow pointing to it.
- Buttons:** Back, Save for Later, Upload Attachment (highlighted with a red circle), Continue (highlighted with a red circle).

You can delete files before moving on to the next step by clicking the “Delete” button in the list of uploaded files.

Review

16. Review submitted information

- a. To make changes click the “Back” button
- b. To submit, check the submission statement and click “Submit Application”

The screenshot shows a digital application review interface. At the top, a horizontal progress bar is divided into six segments, each with a circular icon containing a checkmark. The segments are labeled: 'Select Type', 'Property Details', 'Additional Information', 'Supporting Documents', 'Review', and 'Complete'. The 'Review' segment is highlighted with a blue circle and the number '5'. The 'Complete' segment is highlighted with a grey circle and the number '6'. Below the progress bar, the interface is divided into sections:

- Record Details:** A section for reviewing application details and making payments. It includes fields for File # (24 001060 000 00 RES), Type (Residential Permit - Single Family Residence - New Work), Date (2024-05-28), Description (test), and Condition. To the right, Name (655 RHODES Drive, DELAND 32720), Status (Internet Wait), and Expiry Date (2024-11-24) are listed.
- Property Details:** A section showing the linked address (655 RHODES DR, DELAND FL, 32720) and jurisdiction (County).
- Owner's Electronic Submission Statement:** A section containing a statement of declaration and a required checkbox. The statement reads: "Under penalty of perjury, I declare that all the information contained in this application is true and correct. I agree to allow County staff to access the property for inspection and review purposes." Below the statement is a checkbox labeled "I have read and understand the above statement." A red circle highlights this checkbox. A small note below it says "This input field is required." At the bottom of this section is a "Back" button.
- Submit Application:** A green button with a checkmark icon and the text "Submit Application". A red circle highlights this button.

Pre-Application Ready for Release

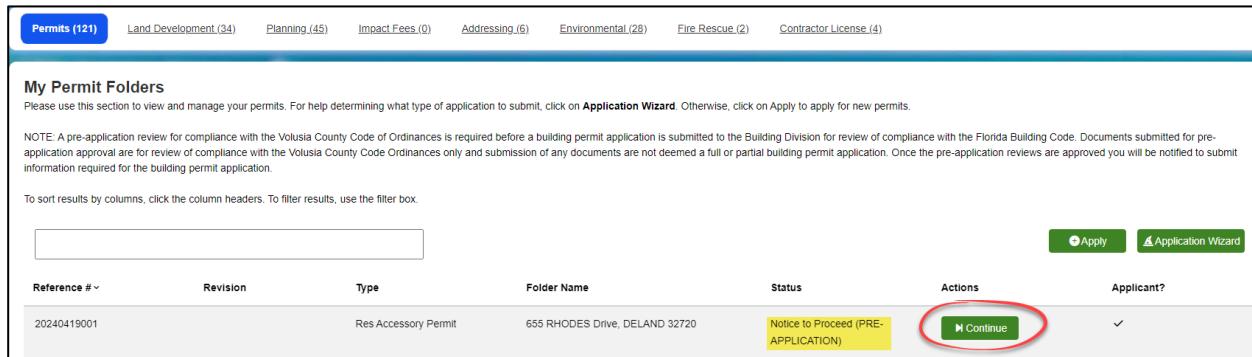
Upon approval of applicable reviews, you will receive a notice to pay outstanding fees associated with these reviews. Once the fees are paid you will receive a Pre-Application Approval. *Note: if no fees are due the Pre-Application Approval notice will be sent.*

Pre-Application Approval

Once all pre-application reviews have been approved and fees have been paid you will receive a Pre-Application Approval notice to proceed with submittal of information for a building review.

Step 2: Building Application

Once you have received your Pre-Application Approval notice your application for building review will appear in your “Permits” list. The status will be Notice to Proceed and a “Continue” button will be available to proceed to step 2.



The screenshot shows a list of permits in a table format. The columns are: Reference #~, Revision, Type, Folder Name, Status, Actions, and Applicant?. The first row shows a permit with Reference # 20240419001, Type Res Accessory Permit, Folder Name 655 RHODES Drive, DELAND 32720, Status Notice to Proceed (PRE-APPLICATION), and Actions containing a 'Continue' button. The 'Continue' button is circled in red.

Reference #~	Revision	Type	Folder Name	Status	Actions	Applicant?
20240419001		Res Accessory Permit	655 RHODES Drive, DELAND 32720	Notice to Proceed (PRE-APPLICATION)		✓

1. Click the “Continue” button to begin entering information for a building review

Additional Information

1. Enter applicable fields
 - a. Mandatory fields must be completed to advance to the next screen
 - b. Some fields may become required based on answers to certain fields.
 - c. You do not need to list yourself as a subcontractor
2. Click “Continue” to advance to the next screen
 - a. Click “Save for Later” to save to application and finish it at a later time.

Attachments

A list of documents required for pre-application review is listed. Failure to provide required information may result in an incomplete application submittal.

You may browse for files or use the drag & drop feature.

You may attach multiple files of the same description at one time by choosing the description and then browsing or using the drag & drop feature. Once all files have been added, click the “Upload Attachment” button.

3. Attach applicable files
 - a. Choose the Description of the file
 - b. Browse or drag and drop the file
 - c. Click the “Upload Attachment” button
 - d. After all files have been uploaded, click “Continue”

Attachments

Please provide the following required documents:

- Affidavit of Drainage Control
- Construction Plan
- Truss Package

Please review and upload Attachments for your application

Type	Description	File Name	Date Uploaded	Actions
Survey	Boundary Survey	attachment - 2024-05-28T104758.105.pdf	2024-05-28	Download Delete

1 Result

Upload New Attachments

Please upload attachment files for your application

Description

Drag or Browse to select file(s) to upload

* This input field is required.

Upload Attachment Upload Attachment

Continue Continue

[Back](#) [Save for Later](#)

You can delete files before moving on to the next step by clicking the “Delete” button in the list of uploaded files.

Review

1. Review submitted information
 - a. To make changes click the “Back” button
 - b. To submit, check the submission statement and click “Submit Application”

6

5

4

3

2

1

Record Details

Please review your application and make payments if there are outstanding fees.

File #	24 001060 000 00 RES	Name	655 RHODES Drive, DELAND 32720
Type	Residential Permit - Single Family Residence - New Work	Status	Internet Wait
Date	2024-05-28	Expiry Date	2024-11-24
Description	test		
Condition			

Property Details

Linked Address(s)

655 RHODES DR . DELAND FL, 32720
Jurisdiction: County

Owner's Electronic Submission Statement

Under penalty of perjury, I declare that all the information contained in this application is true and correct. I agree to allow County staff to access the property for inspection and review purposes.

I have read and understand the above statement.
* This input field is required.

[Back](#) [Submit Application](#)