



# 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](mailto: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 the 'New Application' form in the Connect Live system. At the top, there is a progress bar with six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Review, and 6. Complete. Step 1 is currently active. The form itself has a title 'New Application' and a subtitle 'Please select an application type from the list.' Below this, there are three dropdown menus: 'Application Type' (set to 'Residential Permit'), 'Sub Type' (set to 'Single Family Residence'), and 'Work Type' (set to 'New Work'). Below these is a text area for 'Application Description' with the pre-filled text 'New single family residence'. At the bottom, there is a note: '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.' There are two buttons at the bottom: a red 'Cancel' button and a green 'Continue' button, which is circled in red.

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

**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

Progress: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Attachments, 5. Review, 6. Complete

**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

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

The screenshot shows the 'Attachments' page. At the top, it says 'Please provide the following required documents:' with a list: 'Construction Plan' and 'Site Plan'. A red box highlights this list with the text 'Items required for review will be listed here'. Below this, it says 'Please review and upload Attachments for your application'. There is a table with columns: 'Type', 'Description', 'File Name', 'Date Uploaded', and 'Actions'. The table has one row: 'Survey', 'Boundary Survey', 'attachment - 2024-05-28T104758.105.pdf', '2024-05-28', and 'Download Delete'. A red box highlights the 'Date Uploaded' column with the text 'Uploaded items will be listed here'. Below the table, it says '1 Result'. Underneath, there is a section 'Upload New Attachments' with the text 'Please upload attachment files for your application'. It has a 'Description' dropdown menu 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)', and 'Other'. To the right of the dropdown is a dashed box with the text 'Drag or Browse to select file(s) to upload'. Below the dropdown, it says '\* This input field is required.' At the bottom, there are three buttons: 'Back', 'Save for Later', and 'Upload Attachment'. The 'Upload Attachment' button is highlighted with a red box and the text 'Upload Attachment'.

Type	Description	File Name	Date Uploaded	Actions
Survey	Boundary Survey	attachment - 2024-05-28T104758.105.pdf	2024-05-28	<a href="#">Download</a> <a href="#">Delete</a>

1 Result

**Upload New Attachments**  
Please upload attachment files for your application

Description

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

Drag or Browse to select file(s) to upload

\* This input field is required.

[Back](#) [Save for Later](#) [Upload Attachment](#) [Continue](#)

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

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

The screenshot displays a web application interface for reviewing a submitted application. At the top, a progress bar shows six steps: 1. Select Type, 2. Property Details, 3. Additional Information, 4. Supporting Documents, 5. Review (current step), and 6. Complete. Below the progress bar, the 'Record Details' section contains a table with the following information:

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			

Below the record details is the 'Property Details' section, which includes a 'Linked Address(s)' field with the value '655 RHODES DR, DELAND FL, 32720' and a 'Jurisdiction' field with the value 'County'.

The 'Owner's Electronic Submission Statement' section contains a declaration: '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 this is a checkbox labeled 'I have read and understand the above statement.' The checkbox is currently unchecked, and a red error message 'This input field is required.' is displayed below it. At the bottom left is a 'Back' button, and at the bottom right is a 'Submit Application' 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 your 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.

**Permits (121)** Land Development (34) Planning (45) Impact Fees (9) Addressing (6) Environmental (28) Fire Rescue (2) Contractor License (4)

### My Permit Folders

Please use this section to view and manage your permits. For help determining what type of application to submit, click on **Application Wizard**. Otherwise, click on Apply to apply for new permits.

NOTE: 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 for review of compliance with the Florida Building Code. Documents submitted for pre-application approval are for review of compliance with the Volusia County Code Ordinances 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.

To sort results by columns, click the column headers. To filter results, use the filter box.

[Apply](#) [Application Wizard](#)

Reference #	Revision	Type	Folder Name	Status	Actions	Applicant?
20240419001		Res Accessory Permit	655 RHODES Drive, DELAND 32720	Notice to Proceed (PRE-APPLICATION)	<a href="#">Continue</a>	✓

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

Items required for review will be listed here

Uploaded items will be listed here

Type	Description	File Name	Date Uploaded	Actions
Survey	Boundary Survey	attachment - 2024-05-28T104758.105.pdf	2024-05-28	<a href="#">Download</a> <a href="#">Delete</a>

1 Result

**Upload New Attachments**  
Please upload attachment files for your application

Description

Affidavit of Drainage Control  
Construction Plan (Digitally signed/sealed by the design professional)  
Elevation Certificate (Required if building is located in a 100 year Flood Hazard area)  
Notice to Building Official (if applicant is using Private Provider)  
Truss Package (Digitally signed/sealed by the design professional)  
Other

Drag or Browse to select file(s) to upload

\* This input field is required.

[Back](#)
[Save for Later](#)
[Upload Attachment](#)
[Continue](#)

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”

[Select Type](#)
[Property Details](#)
[Additional Information](#)
[Supporting Documents](#)
**5 Review**
[6 Complete](#)

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

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

**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](#)