



Permit Submittal Checklist

PROJECT ADDRESS:



Place a check mark by all items that are included in the package and an N/A by those items not needed. (All paperwork is accessible and printable from our website, www.debary.org, under Building Department downloadable forms)

At time of application:

<input type="checkbox"/>	Completed Application & deposit of \$900 for all New Single Family Residence applications due at the time of submittal. This fee will be used as a credit toward the permit fees.
<input type="checkbox"/>	Power of Attorney (unless permit is being picked up by License Holder)
<input type="checkbox"/>	Owner / Builder Statement if the homeowner is pulling the permit (if applicable)
<input type="checkbox"/>	Legal Description Printout (Property Appraisers Printout)
<input type="checkbox"/>	Two (2) copies of the Survey showing entire building, setbacks, wetland delineation, conservation areas, grading, lot drainage, proposed finish floor elevation, crown of road elevation, easements, lot dimensions, driveway access, adjacent streets, overall house dimensions. Threatened & Endangered Species Assessment. Wetlands Assessment & Delineation on survey required.
<input type="checkbox"/>	Two (2) copies of Construction Drawings (Drawings must be signed and sealed by a Florida Licensed Architect or Engineer if the work is structural or non-structural with a valuation greater than \$25,000.00. *)
<input type="checkbox"/>	Two (2) copies of NOA'S/Florida Product Approvals for Windows, Doors, All Components of Cladding, Roofing materials etc. Pre-manufactured building Components-Assemblies.
<input type="checkbox"/>	Two (2) copies Manual J for HVAC Two (2) copies of Strapping for outside unit, Duct Seal Certification at time of inspection.
<input type="checkbox"/>	A Storm Water Management Application is required if the new home is located outside of a PUD. A fee of \$400 is due at the time of submittal.
<input type="checkbox"/>	Tree Removal Permit may be required. \$200 Fee
*Exception: Structures with an area of 120 square feet or less.	

At Time of Permit Issue:

<input type="checkbox"/>	Recorded Notice of Commencement (if valuation of work is greater than \$2,500.00)
<input type="checkbox"/>	Volusia County Health Dept. Septic/Well Permit (if applicable)



Required Information on Construction Drawings for Permitting

FOUNDATION PLAN if applicable

<input type="checkbox"/>	Footer size, dowel locations, slab thickness, steel reinforcement, vapor barrier, termite treatment, etc.
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COMPLETE FLOOR PLAN OF BUILDING OR SUITE

<input type="checkbox"/>	Label all rooms with intended use. (Bedroom, living room, bathroom, etc.)
<input type="checkbox"/>	Room sizes, door size, and egress windows.
<input type="checkbox"/>	Handicap accessible bath, ceiling heights, and shear walls.
<input type="checkbox"/>	Designed wind pressures for each opening @ windows, doors, garage doors, etc.

ELEVATIONS (If Applicable)

<input type="checkbox"/>	Denote all finishes. Note: Stucco thickness to be indicated with elevations
<input type="checkbox"/>	Denote roofing type. (Shingle, tile, built-up, etc.)

ELECTRICAL

<input type="checkbox"/>	Floor plan showing layout of all switches, outlets, light fixtures, smoke detectors, etc.
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PLUMBING

<input type="checkbox"/>	Floor plan showing all plumbing fixture locations.
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MECHANICAL

<input type="checkbox"/>	Floor plan showing equipment locations, air handler, compressor, duct layout, etc.
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GAS

<input type="checkbox"/>	Type of gas.
<input type="checkbox"/>	Delivery pressure.
<input type="checkbox"/>	Point of Service location.
<input type="checkbox"/>	Basic piping layout, location and type of appliance with BTU input, location of LP tank.
<input type="checkbox"/>	Venting type.



REQUIRED DETAILS ADDITIONAL ENGINEERING

<input type="checkbox"/>	Two (2) copies of Signed/sealed engineering for trusses and other engineered components, with truss layout matching truss engineering.
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REQUIRED DETAILS ADDITIONAL ENGINEERING INFORMATION

<input type="checkbox"/>	Energy calculations. (Required for new construction and additions.)
<input type="checkbox"/>	Statement of design criteria.
<input type="checkbox"/>	Statement of compliance with wind load requirements.
<input type="checkbox"/>	Door and window schedule
<input type="checkbox"/>	Lintel schedule (if applicable) with lintel manufactures load tables
<input type="checkbox"/>	Connector schedule. (Truss connectors and all connectors for continuous load path from footer to roof.)

Any other document you are including, Please list:

<input type="checkbox"/>	_____
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