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:

- 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.
- Power of Attorney (unless permit is being picked up by License Holder)
- Owner / Builder Statement if the homeowner is pulling the permit (if applicable)
- Legal Description Printout (Property Appraisers Printout)
- 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.
- 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. *)
- Two (2) copies of NOA’s/Florida Product Approvals for Windows, Doors, All Components of Cladding, Roofing materials etc. Pre-manufactured building Components-Assemblies.
- Two (2) copies Manual J for HVAC Two (2) copies of Strapping for outside unit, Duct Seal Certification at time of inspection.
- 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.
- Tree Removal Permit may be required. $200 Fee

*Exception: Structures with an area of 120 square feet or less.

At Time of Permit Issue:

- Recorded Notice of Commencement (if valuation of work is greater than $2,500.00)
- Volusia County Health Dept. Septic/Well Permit (if applicable)
Required Information on Construction Drawings for Permitting

**FOUNDATION PLAN if applicable**
- Footer size, dowel locations, slab thickness, steel reinforcement, vapor barrier, termite treatment, etc.

**COMPLETE FLOOR PLAN OF BUILDING OR SUITE**
- Label all rooms with intended use. (Bedroom, living room, bathroom, etc.)
- Room sizes, door size, and egress windows.
- Handicap accessible bath, ceiling heights, and shear walls.
- Designed wind pressures for each opening @ windows, doors, garage doors, etc.

**ELEVATIONS** (If Applicable)
- Denote all finishes. Note: Stucco thickness to be indicated with elevations
- Denote roofing type. (Shingle, tile, built-up, etc.)

**ELECTRICAL**
- Floor plan showing layout of all switches, outlets, light fixtures, smoke detectors, etc.

**PLUMBING**
- Floor plan showing all plumbing fixture locations.

**MECHANICAL**
- Floor plan showing equipment locations, air handler, compressor, duct layout, etc.

**GAS**
- Type of gas.
- Delivery pressure.
- Point of Service location.
- Basic piping layout, location and type of appliance with BTU input, location of LP tank.
- Venting type.
**REQUIRED DETAILS ADDITIONAL ENGINEERING**

- Two (2) copies of Signed/sealed engineering for trusses and other engineered components, with truss layout matching truss engineering.

**REQUIRED DETAILS ADDITIONAL ENGINEERING INFORMATION**

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

**Any other document you are including, Please list:**

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