# Residential 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 Residential 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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