



Residential Permit Submittal Checklist New Construction

PROJECT ADDRESS: _____

<input type="checkbox"/>	Power of Attorney (unless permit is being processed 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"/>	A copy 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"/>	Construction Drawings - Drawings must be electronically signed and sealed by a Florida Licensed Architect or Engineer
<input type="checkbox"/>	All NOA'S/Florida Product Approvals for Windows, Doors, All Components of Cladding, Roofing materials etc. Pre-manufactured building Components-Assemblies.
<input type="checkbox"/>	Manual J for HVAC , Specs 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. (to be processed by Growth Management Dept.)
<input type="checkbox"/>	Tree Removal Permit may be required. \$200 Fee (to be processed by Growth Management Dept.)
	Both of those permit can also be applied for in the permit portal under Planning & Zoning Permits
<input type="checkbox"/>	Recorded Notice of Commencement
<input type="checkbox"/>	Volusia County Health Dept. Septic/Well Permit (if applicable)

Required Information on Construction Drawings for Residential New Construction



FOUNDATION PLAN

<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

<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"/>	Electronically 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.
<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"/>	_____
<input type="checkbox"/>	_____
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