CITY OF FLAGLER BEACH
BUILDING DEPARTMENT

INTERIOR / EXTERIOR RENOVATION / FIRE SAFETY PERMIT CHECKLIST

Contractors must be current with Flagler County Building Services for permitting.

- ☐ **Permit Application**
- ☐ **Proof of Property Ownership** (Copy of recorded warranty deed or print out from the Property Appraiser's Office)
- ☐ **Disclosure Statement** (owner is acting as his/her own contractor) **FS 489.103**
- ☐ **Notice of Commencement** (required when value of labor and materials is over **$2,500.00**) Recorded and certified by the Flagler County Clerk of Court FS sec 713.135
- ☐ **2 Sets of Sealed Plans** (detailed scope of work**,** manufacturers drawings or booklet , including wind loads & fastening detail)

Applicant must obtain all required inspections including the final inspection. Failure to close out permits may result in additional fees and/or suspension of permitting rights.