



# CITY OF FLAGLER BEACH BUILDING DEPARTMENT

## SINGLE FAMILY RESIDENCE / RESIDENTIAL ADDITON 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) must be recorded and certified Flagler County Clerk of Court FS sec 713.135
- Sub Cards** for sub contractors with **postage affixed** (electrician, plumber, mechanical and roofing)
- 3 sets of Building Plans** - (folded & stapled) sealed by an architect or engineer FB sec 104.2.1 \*Must include Pervious/Impervious lot coverage & Building height
- 3 Surveys** to include:
  - \*Elevations relative to the National Geodetic Vertical Datum (NGVD)
  - \*Proposed finished floor elevation
  - \*Spot elevations at property corners, and at least two intermediate points along side property lines, and the high & low points along the centerline of the property
  - \*Finished floor elevation of adjacent residences (if applicable)
  - \*Wetlands jurisdiction line and wetlands buffer delineation (if applicable)
- 2 Site Plans** to include:
  - \*All proposed structures, improvements and their dimensions & setbacks
  - \*Surface water management plan (to include compensating storage volume calculations) if fill is proposed
  - \*Final grading plan
- 2 sets of Energy Calculations** for climate zone 3w/EPL display card
- 2 sets of Engineered Truss Plans, Truss Layout and Connector Schedule** conventional framing shall be included on the engineered plans
- 2 Sets of Engineering and Test Reports** for doors and windows – if not included on the signed and sealed construction plans
- Flagler Beach Product Approval Application Information Form – 1 original and 1 copy** - signed and dated
- Certificate of Elevation at "Construction Drawings"** (Flood Zone "A" only)  
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- ❖ **ALL STATE OR FEDERAL PERMITS MUST BE OBTAINED BEFORE COMMENCEMENT OF WORK**
- D.E.P. Permit** for construction east of the CCCL Line and any property adjacent to wetland designated areas.
- Health Department Septic Permit** (if applicable)
- Tree Removal Permit Application / Grading Permit Application** (if applicable)

### OTHER STATE OR FEDERAL PERMITS MAY APPLY

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

**It is the property owner responsibility to adhere to any deed restriction on certain subdivisions. If property is in Mirror Lake we encourage you to purchase the Mirror Lake Ordinance. Cost of the Ordinance is \$2.00 and is available in the Building Department**