



## CITY OF FLAGLER BEACH BUILDING DEPARTMENT

### SHED / ACCESSORY STRUCTURE / SCREEN ENCLOSURE 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)
- Flagler Beach Product Approval Form** (Siding, Doors, Windows)
- 2 sets of Surveys, Site Plans**

**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.**