



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

WINDOW / DOOR REPLACEMENT / STORM SHUTTERS / SOLAR / ELECTRIC / PLUMBING / GAS / IRRIGATION / UTILITY 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
- Product Approval Information Form**
- 2 Sets of Plans or Detailed Scope of Work** (include wind loads, fastening detail and percentage of glazing for proposed for replacement versus total glazing area, riser diagram for Electric)
- Sub Card** (For electrician if shutters are motorized)
- 2 Surveys, Site Plans** (For Gas)

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.