



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

DUNE WALKOVER 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 **\$5,000.00**) Recorded and Certified by the Flagler County Clerk of Court_FS sec 713.135
- 1 Set of Sealed Construction Drawings**
- 1 Set of Electronic Plans for large formatted plans** (Thumb Drive, CD, e-mail...)
- 1 Surveys/Site Plans**
- ❖ **ALL STATE OR FEDERAL PERMITS MUST BE OBTAINED BEFORE COMMENCEMENT OF WORK**
- Additional State Permits that may apply** (Department of Environmental Protection, Florida Department of Transportation)

OTHER STATE OR FEDERAL PERMITS MAY APPLY

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.



CITY OF FLAGLER BEACH BUILDING DEPARTMENT
800 S Daytona Avenue, Flagler Beach, FL 32136

BUILDING PERMIT APPLICATION

FOR BUILDING USE ONLY
Permit No.:
Fee \$

1. Property Owners Name:
Mailing Address: Phone No.

2. Location/Job Address:
Parcel No.: Block Lot

3. License Contractor Name (must sign the application)
Business Name:
Address: State License No.:
City/State/Zip Code: Phone No.:
Email: Cell No.:

4. DESCRIPTION OF WORK: Commercial Residential
*** Indicate Water Meter Size requested for new build (if applicable)

5. Construction Dumpster Company: Contractor Owned Dumpster Company Name
Pursuant to Section 11-17, City of Flagler Beach Code of Ordinances, all collectors shall be required to obtain a license from the City to collect, transport, and dispose solid waste and construction and demolition debris from roll-off containers within the City limits.

6. Total Square Footage Under Roof: (Square footage subject to state surcharge):
Total square footage under roof - including but not limited to: new construction, carports, roofed screen room, modular buildings, boathouse, accessory structure) (DCA Rule 9B-62.003

7. Type of Construction, Occupancy Classification and Area Totals:
Type of Construction (Circle One): IA IB IIA IIB IIIA IV VA VB
Occupancy Classification (Circle One): A-1 A-2 A-3 A-4 B E F-1 F-2 H-1 H234 H-5 I-1 I-2 I-3 I-4 M R-1 R-2 R-3 R-4 S-1 S-2 U
Living Area: square feet Non Living: square feet Total # of Rooms
of Bedrooms # of Bathrooms # of Stories # of Habitable Floors:
Patio sq. ft Driveway: x Pool Area (including deck):
Mobile Home: Make Model Year Serial Number
Single Wide Double Wide Width x Length Without Hitch=sq. ft.
Is this a replacement home Yes No (If yes provide proof)

8. Total Cost Improvements: \$

WARNING TO OWNER: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

9. Sub-Contractor Information:

- **Electrical Contractor - Business Name:** _____
 License Holder Name: _____ State License No: _____
 Size of Electrical Service: Phase _____ Amps _____
 Email: _____ Phone No: _____
 Address: _____
- **Plumbing Contractor – Business Name:** _____
 License Holder Name _____ State License No: _____
 Number of Bathrooms: _____ Number of Fixtures, Drains & Traps _____
 Email: _____ Phone No: _____
 Address: _____
- **Mechanical Contractor – Business Name:** _____ License Holder Name _____
 State License No: _____ Total Cost of Mechanical\$ _____ Size of Unit _____ tons
 Email: _____ Phone No: _____
 Address: _____
- **Roofing Contractor – Business Name:** _____ License Holder Name: _____
 State License No: _____ Total Cost of Roof \$ _____
 Type of Roof to be installed: _____ Square Footage of Structure _____
 Email: _____ Phone No: _____
 Address: _____
- **Aluminum Contractor – Business Name:** _____
 State License No.: _____ License Holder Name: _____
 Email: _____ Phone No: _____
 Address: _____
- **Gas Contractor – Business Name:** _____
 State License No.: _____ License Holder Name: _____
 Email: _____ Phone No: _____
 Address: _____

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work be performed to meet the standards of all laws regulating construction in this jurisdiction.

******To qualify as an owner/builder, the owner of the property must personally appear at the Flagler Beach Building Department and sign this application (FS489.103.7).**

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER

Signature

Printed Name

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument acknowledged before me by means of physical presence or online notarization, this _____ day of _____, 20____, by _____, individual submitted: _____ who is personally known to me or has produced _____ as identification.

Signature of Notary Public

Typed, Printed or Stamped Name of Notary Public



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

Dune Remnants – Development Limitations and Permitting

Private owners of parcels lying east of State Road A1A constituting the beachfront (hereafter called “beach remnants”) are limited as it relates to dune remnant development opportunities. Such limitations are restricted to dune access walkovers unless otherwise authorized by the Department of Environmental Protection and/or another Federal agency provided that:

- a.) The owner has procured a permit from the Department of Environmental Protection and any permits from any other regulatory agency with jurisdiction. Such permit(s) must be active, that is, not expired. The owner shall provide such permit(s) to the City, including any drawings, plans and documents associated with such permit(s).
- b.) The owner of the dune remnant obtains a City of Flagler Beach building permit conditioned on compliance with all City inspections and pays all City fees in connection with such permit, including inspection fees and other applicable fees as promulgated by the City. As a condition of the issuance of the Certificate of Occupancy, or its equivalent, the owner shall provide an “as built survey” certified by a licensed surveyor, landscape architect or an engineer qualified to make such certification.
- c.) The owner shall maintain the structure in safe and good working order and shall cooperate with any City or other governmental entity authorized by the City, including their agents, to maintain and restore the beach dunes pursuant to a repair or maintenance program approved by the City.
- d.) The owner’s pursuit of a City permit for a structure requires the owner to execute as a condition of the Certificate of Occupancy, or its equivalent, an easement in recordable form. The easement will expressly allow for the bona fide repair, replacement, or restoration of the dune remnant on which the structure is located. The form of the easement shall be as prescribed by the City Attorney.
- e.) The City or its authorized agents may undertake such repair, replacement or restoration work. Bona fide programs include those operating under the auspices the Army Corps of Engineers, the Federal Emergency Management Agency, the Florida Department of Environmental Protection, the Florida Department of Transportation or Flagler County, or their agency successors.
- f.) The City shall approve of such activity and shall include provisions for the protection of the owner’s structure during such activity, including contractors repairing, replacing, or restoring dunes under a bona fide program and shall be responsible for any damages they may cause in pursuing the work. The agency performing the work shall procure all necessary permits except under a declared storm event when such permits are suspended, or the agency is delegated or authorized to exercise emergency powers to pursue the work.
- g.) Any failure of the owner to abide by the foregoing provisions shall be grounds for suspending or revoking the building permit issued by the City or otherwise terminate the use of the structure by the owner. Termination of use shall be subject to magistrate hearings under the City’s Code when the owner wishes to appeal any such determination.
- h.) Issuance of the City’s building permit shall not be construed to authorize parking of any duration in the right of way of State Road A1A where such parking is prohibited by the Florida Department of Transportation. The owner shall confirm the foregoing prohibition by executing an



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

Dune Remnants – Development Limitations and Permitting

acknowledgment form provided by the City as a condition for issuing a building permit and such provision shall be stated prominently on the building permit. The prohibition of parking includes any contractors, subcontractors, or any agent of the owner performing any part of the work on the structure, whether for its construction or maintenance.

- i.) The owner may not encroach into the SRA1A (Ocean Shore Blvd.) right of way with any component of a structure for which the owner seeks permits unless authorized by the Florida Department of Transportation.
- j.) The owner must acknowledge in writing the right of customary use of the beach by the public pursuant the City's Ordinance 2018-08. The owner acknowledges that the public has the right to use the dry sandy areas of the beach for traditional recreational activities, such as fishing, bathing, walking, surfing, exercising, bike riding, photographing, and picnicking. Such rights only include the public's right to walk or move laterally along the beach and not to use the owner's property to reach or exit the beach without the owner's express consent. The City will not imply consent for any member of the public to traverse across the beach remnant either to reach or exit the beach.
- k.) The owner reserves all rights to prohibit the public from using said structure except for law enforcement and emergency medical personnel authorized to use the structure or the beach remnant in a bona fide emergency affecting public health, safety, and welfare.

The City determines that the foregoing standards and conditions are based on the Recreation designation of the comprehensive plan (Section G. Recreation), the City's policies and actions to ensure appropriate public access to the beaches (Ord. 2018-08) and to protect the National Scenic Byway (Corridor Management Plan), and to manage its beaches in a sustainable and resilient manner in accordance with its Beach Management Plan.

Permit No. _____

Address: Tax Folio No. _____

Notice of Commencement

State of Florida
County of Flagler

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **Description of Property:** _____

2. **General Description of Improvement:** _____

3. **Owner Information:** Name and address: _____
Interest in Property: _____
Name and address of fee simple titleholder: (if other than owner): _____

4. **Contractor Information:** Name and address: _____
Phone number: _____

5. **Surety Information:** Name and address: _____
Phone number: _____
Amount of bond: _____

6. **Lender Information:** Name and address: _____
Phone number: _____

7. **Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:**
Name and Address: _____
Phone Number: _____

8. **In addition to himself, owner designates the following person(s) to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.**
Name and Address: _____
Phone number: _____

9. Expiration date of Notice of Commencement (*the expiration date is 1 year from the date of recording unless a different date is specified*) _____.

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

Signature of Owner or Owners Authorized Office/Director /Partner/Manger

Signatory's Title/Office

STATE OF FLORIDA
COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me by means of physical presence or online notarization, this _____ day of _____, by _____, who signed with a mark in the presence of these witnesses:

(Signature of Notary Public - State of Florida)

(Print, Type, or Stamp Commissioned Name of Notary Public)

Personally Known OR Produced Identification

Type of Identification Produced



City of Flagler Beach

P.O. Box 70 • 105 South Second Street
Flagler Beach, Florida 32136
Phone 386-517-2000 Ext. 248

Material & Waste Management

1. The purpose of this section is to promote good housekeeping practices that are designed to significantly reduce and control stormwater runoff pollution which runs into storm drains, treatment facilities and local waterways during construction operations.
2. All construction sites shall adhere to the following practices:
 - a. Never dispose of any waste material into storm drains or sanitary sewers.
 - b. Portable waste receptacles must be on the construction site and must be serviced on a regular basis.
 - c. Ensure the disposal of scraps, waste, recyclables and surplus materials is in accordance with Federal regulations and local codes.
 - d. Paint/solvent storage shall not be within fifty (50) feet of an Environmentally Sensitive Area (ESA) and shall be enclosed in weather/leak proof storage facility. Frequently schedule the safe collection and removal of combustible waste.
 - e. Fuel storage tanks shall be located seventy five (75) feet or more from an ESA or storm drain and shall be in a State approved leak proof container.
 - f. All above ground tanks for fueling shall be secondarily contained.
 - g. Construction site driveways can be installed with or without wheel washing stations, but must prevent construction site vehicle wheels from transporting soil and sediment off of construction site and onto roadways.
 - h. All hazardous waste material will be disposed of in a manner specified by Federal, State, local regulations and manufacturer's specifications.
 - i. All on-site vehicles and tanks will be monitored for leaks and receive regular preventative maintenance to reduce the chance of leakage. Petroleum products shall be stored in tightly sealed containers, which are clearly labeled. Storage shall be at least seventy-five (75) feet from an ESA or storm drain.
 - j. Any pesticide and herbicide usage shall be applied by a State licensed applicator.
 - k. Fertilizers used shall be applied only in the minimum amount recommended by the manufacturer. If stored on-site, covered storage shall be provided. Any contents of any partially used bags of fertilizers shall be transferred to a sealable container.