



CITY OF FLAGLER BEACH BUILDING DEPARTMENT

SEAWALL / DOCK / BOATHOUSE / BOATLIFT / DECK 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 Seawall Permit applications are to include:

1. Reference elevation datum 1929 or 1988 . Generally we are still using the 1929 datum.
2. Existing elevations on the property behind the proposed seawall location.
3. Length of the seawall.
4. Location of the proposed seawall measured from an existing point of reference such as a property line , residential home , street , right-of-way line
5. Tie- back or wrap around at ends is normally 10.0', please dimension this on the plan.
6. Elevation of the top of the proposed seawall cap.
7. Elevations of the seawalls on either end if they currently exist.
8. Weep holes proposed?
9. Proposed final grade elevations between the house / building and the proposed seawall to verify that drainage run-off will not be an issue.

- Long Shore and Harbor Notice**
- ❖ **ALL STATE OR FEDERAL PERMITS MUST BE OBTAINED BEFORE COMMENCEMENT OF WORK**
- Additional State Permits that may apply** (Department of Environmental Protection, Army Corp. of Engineers, St. Johns River Water Management)

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

LONG SHORE AND HARBOR NOTICE

Job Address: _____

PERMITS FOR DOCKS, SEAWALLS, BOATLIFTS OR ANY OTHER PERMITS WHERE IT MAY BE NECESSARY TO WORK ON, OVER OR ADJACENT TO NAVIGABLE WATER (SUCH AS BUT NOT LIMITED TO BARGES AND BOATS) MUST HAVE THE FOLLOWING NOTICE SIGNED AND DATED BY THE CONTRACTOR AND OWNER AT THE TIME THE PERMIT IS SUBMITTED FOR REVIEW.

IN REGARDS TO COVERAGE FOR WORKER'S COMPENSATION LIABILITY UNDER STATE LAW, SECTION 440.09(2) OF THE FLORIDA WORKER'S COMPENSATION STATUTES READS AS FOLLOWS:

Benefits are not payable in respect of the disability or death of any employee covered by the Federal Employer's Liability Act, the Longshoreman's and Harbor Worker's Compensation Act, the Defense Base Act, or the Jones Act.

"FEDERAL LAW ENTITLES CERTAIN LAND BASED EMPLOYEES ENGAGED IN WORK ADJACENT TO NAVIGABLE WATERS, INCLUDING BUT NOT LIMITED TO CONSTRUCTION WORKERS ON DOCKS, TO COMPENSATION FOR WORK RELATED INJURIES. ACCORDINGLY, YOU MAY NEED TO OBTAIN INSURANCE COVERAGE UNDER THE LONGSHORE AND HARBOR WORKERS' COMPENSATION ACT 33 U.S.C. 901, ET.SEQ". IF IN DOUBT, OBTAIN LEGAL ADVICE BEFORE PROCEEDING WITH CONSTRUCTION.

I HAVE READ AND UNDERSTAND THE AFFOREMENTIONED NOTICE:

General Contractor's Signature _____ General Contractor's Printed Name _____

License Number _____

State of Florida County of Flagler
The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this _____ day of _____, 20__ by _____ individual submitted by [] Personal knowledge [] Satisfactory Evidence; Type _____.

Signature of Notary Public _____ Notary Public
Typed, Printed or Stamped Name of Notary Public _____

Notary Seal

Owner's Signature _____ Owner's Printed Name _____

State of Florida County of Flagler
The foregoing instrument was acknowledged before me by means of [] physical presence or [] online notarization this _____ day of _____, 20__ by _____ individual submitted by [] Personal knowledge [] Satisfactory Evidence; Type _____.

Signature of Notary Public _____ Notary Public
Typed, Printed or Stamped Name of Notary Public _____

Notary Seal



CITY OF FLAGLER BEACH BUILDING DEPARTMENT OWNER BUILDER DISCLOSURE STATEMENT

Florida Statutes F.S.489.103(7) quoted here in part for your information to indicate the authority for exemptions for homeowners from qualifying as contractors and to express any applicable restrictions and responsibilities.

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county ordinance.
7. I understand that it is frequent practices of unlicensed persons to have the property owner obtain owner-builder permits that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.
9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. I am of aware of construction practices and I have access to the Florida Building Code.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.
11. I am aware of, and consent to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
12. I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board, the Department of Business and Professional Regulation and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is property licensed and the status of the contractor's workers' compensation coverage.

ACKNOWLEDGMENT: I do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above. I agree to comply with all provisions of the City of Flagler Beach ordinances and codes pertinent to the building. In the event the corrections are required to be completed for code violations, I will assume responsibility to insure they are made and upon completion I will call for a re-inspection before proceeding with the building. I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department. I agree to pay any additional fees, including re-inspection fees in full prior to requesting a final inspection.

Property Address: _____

Signature of Owner-Builder

Print Name

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.