

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Storm Shutters

Please return this checklist with your application

Please provide 2 complete copies of all required documents unless otherwise noted
CONTRACTORS MUST HAVE CURRENT LICENSING DOCUMENTS ON FILE WITH FLAGLER COUNTY BUILDING SERVICES, IF YOU ARE NEW OR UNSURE OF YOUR STATUS PLEASE CALL (386) 313-4003

- Permit application
- Copy of recorded warranty deed
- Disclosure Statement (owner is acting as his/her own contractor) FS 489.103
- Sub card for electrician if shutters are motorized (ask staff for card)
- Mechanics Lien Affidavit (owner signs when using a contractor, required when value of labor and material is over \$2,500.00 in value) FS Ch 713 part 1
Provide a stamped envelope addressed to homeowner to mail mechanics lien letter.
- Notice of Commencement or Affidavit of Notice of Commencement Filing and copy of unrecorded Notice of Commencement (required when value of labor and material is over \$2500.00, must be recorded and certified Flagler County Clerk of Court) FS sec 713.135
- 3** sets of plans or scope of work (signed & sealed plans for any structural changes)

***** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE***** It is the applicant's responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13. prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.

The Building Department is closed from 12 – 1 p.m. daily.

FOR BUILDING USE ONLY

Permit # _____

Code # _____

Date _____

Flagler Beach Building Permit Application

1. **Property Owners Name:** _____
Mailing Address: _____
Phone Number: _____ Contact: _____

2. **Location of Property/ Job Address:** _____
Legal Description _____
Parcel # _____ Section _____ Block _____ Lot _____

3. **Contractor / Installer** _____ **F.C. Occupational Lic. #** _____
Address: _____ **State Lic. #** _____
City/State/Zip Code _____ Phone # _____
Fax # _____ Cell # _____
E-mail _____

4. **Description of Work:** _____

- Commercial Structure Commercial Addition Commercial Pool
 Residential Residential Addition Residential Pool
 Fence Storage Building Detached Garage Pole
Barn **Other** _____

Mobile Home: Make _____ Model _____ Year _____

Serial Number _____ Specify Single or Double Wide _____

Width _____ x Length _____ (**without hitch**) = Sq Ft _____

Is this a replacement home? ____ YES or ____ NO (**If yes provide proof**)

5. **List Area Totals:**

Living Area: _____ Sq. Ft. Open Porch: _____ Sq. Ft. Carport: _____ Sq. Ft.

Garage: _____ Sq. Ft. Patio: _____ Sq. Ft. Acc. Bldg: _____ Sq. Ft.

Screen Porch: _____ Sq. Ft. Driveway _____ x _____ **Number of Stories:** _____

6. **Potable Water Supplied by:** _____ **Septic Tank Permit #** _____
or Water and Sewer Company _____

7. **Total cost of Improvements** _____

8. **Sub Contractor Information:**

Electrical Contractor:

DBA _____ License Holders Name _____

State Lic. # _____ Flagler Occupational Lic. # _____

Size of electrical Service: Phase _____ Amps _____

Plumbing Contractor:

DBA _____ License Holders Name _____
State Lic. # _____ Flagler County Occupational Lic. _____
Number of Bathrooms _____ Number of Fixtures, floor drains and traps _____

Mechanical Contractor:

DBA _____ License Holders Name _____
State Lic. # _____ Flagler County Lic. # _____
Total Cost of Mechanical _____

Roofing Contractor:

DBA _____ License Holders Name _____
State Lic. # _____ Flagler County Occupational Lic.# _____
Total Cost of Roof _____ Type of Roof to be installed _____

Aluminum Contractor:

DBA _____ License Holders Name _____
State Lic. # _____ Flagler County Occupational Lic.# _____
Total Cost of Aluminum Structure _____

Gas Contractor:

DBA _____ License Holders Name _____
State Lic. # _____ Flagler County Occupational Lic.# _____
Total Number of Outlets _____

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

**“FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN
RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE
BUILDING IMPROVEMENTS**

X _____

Applicant Must Sign Here

CONTRACTOR, MOBILE HOME INSTALLER or OWNER
(Circle one)

*To qualify as an owner/builder, the owner of the property must personally appear at the Flagler Beach Building Department and sign this application. (FS 489.103.7b)

Mechanics Lien Affidavit

I _____, the owner of the real property upon which improvements are to be constructed have received a copy of the Mechanics Lien Law Warning, Chapter 713, part 1, Florida Statutes.

Improvements to be constructed on lot _____, Block _____, Subdivision _____.

If not in platted subdivision attach legal description.

Owner's Signature

Address

City, State, Zip

The Foregoing was acknowledged before me this _____ By _____ who is personally known to me or has produced _____ as identification and who DID or DID NOT take an oath.

Notary Public

SEAL

Tax Folio No. _____
Permit 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:** _____
(Legal description and street address) _____

2. **General Description of Improvement:** _____
(Be specific – no “all improvements”)

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 _____

The foregoing instrument was acknowledged before me this _____ day of _____, _____ (year) by _____ (name of person) as

(type of authority... officer, trustee, attorney in fact) for

(name of party on behalf of whom instrument was executed).

Signature of Notary Public – State of Florida
Print, type or stamp commissioned name of notary public commission number
Personally known _____ or produced identification _____

Stamp

Verification pursuant to Section 92.525, Florida Statutes

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing Above

FOR INSPECTIONS PLEASE CALL
Flagler County
BUILDING DEPARTMENT

COMPUTERIZED TELEPHONE ANSWERING SYSTEM
THE AUTOMATED INSPECTION REQUEST SYSTEM

DIAL 313-4090

Developed by:
Vetrol Data Systems, Inc.

Vero Beach, FL 407-562-1621

Inspection Type Codes:

General Inspections:

100 Threshold/Affidavit
102 Notice of Commencement

Lot Inspections:

150 Clearing Inspection
152 Companion Inspection

Plumbing Inspections:

200 Plumbing First Rough
202 Plumbing Second Rough
204 Plumbing Pressure Test

Foundation Inspections:

250 Monolithic Slab/Slab
252 Stem Footing Foundation
254 Second Floor Slab
258 Patio Inspection
260 Retaining Wall Foundation

Block/Lintel/Tie Beam Inspections:

300 Lintel Inspection
302 Tie Beam Inspection
304 Second Floor Tie Beam
306 Retaining Wall Inspection
308 Column Inspection
310 Poured Cell Inspection
312 Rake Beam Inspection
314 Grade Beam Inspection

Gas Piping Inspections:

650 Gas Piping Inspection
652 Gas Piping Pressure Test

Pool Inspections:

700 Pool Steel & Ground
702 Pool Deck Inspection
704 Commercial Pool State
Certification Inspection

Mobile Home Inspections:

800 Mobile Home Checklist
802 Mobile Home Tie Down

Miscellaneous Inspections:

850 Sea Wall Cap Inspection
852 Elevator Certification
854 Screen Enclosure
856 Re-Roofing Inspection
860 Demolition Inspection

Fire Prevention Inspections:

900 Fire Final
901 Firewall First Rough
902 Firewall Second Rough
903 Firewall Third Rough
904 Firewall Third Rough

Framing Inspections:

350 Framing, Plumbing, HVAC &
Electrical Rough
352 Exterior Wall Sheathing
354 Roof Sheathing
356 Shearwall Inspection
358 Exterior Strap or Clip
360 Column, Post, Beam Tie
Down, Connector Inspection

Heating Ventilating & Air Cond.:

400 H.V.A.C. Rough

Electrical Inspections:

450 Electrical First Rough
452 Electrical Second Rough
454 Temporary Pole Inspection
456 Residential Early Power
458 Commercial Power
460 Disconnect & Reconnect
462 Service Change

Insulation Inspection:

500 Drywall Inspection

Handicapped Inspections:

600 Handicapped Restroom
602 Handicapped Ramp Inspection
604 Handicapped Parking & Signage

910 Fire Alarm Inspection

911 Fire Alarm First Rough
912 Fire Alarm Final Inspection
920 Fire sprinkler Inspection
921 Fire Main, Placement, Size,
Thrust Blocking, ect. This is an
uncovered inspection
922 Fire Main Hydrostatic/Backflow
Preventors
923 Fire Sprinkler First Rough
924 Fire Sprinkler Second Rough
925 Fire Pumb First Rough
926 Fire Pumb Final Waterflow
Requirements
927 Fire Sprinkler Final Inspection
930 Commercial Hood & Exting-
uishing System Inspection
931 Final Commercial Hood &
Extinguishing System
Inspection

Final Inspections:

980 Check Old Permit - all
995 Partial Final
999 Final Inspection

