

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS SINGLE FAMILY RESIDENCE**

GENERAL REQUIREMENTS CHECKLIST

Return this checklist with your application

**Note: Property owner responsibility to adhere to deed restrictions on certain subdivisions.
Please provide 2 complete sets 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**

PLEASE READ CAREFULLY

Permit application

City of Flagler Beach Drainage Affidavit

1 Land Clearing Permit Application - (Flagler Beach to permit and inspect)

1 Driveway Permit Application - (Flagler Beach to permit and inspect)

Recorded warranty deed

Disclosure Statement (owner is acting as his/her own contractor) FS 489.103

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 - must be recorded and certified by the Flagler County Clerk of Court prior to any inspections (required when value of labor and materials is over \$2,500.00)FS sec 713.135

Sub cards for sub contractors with **postage affixed** (electrician, plumber, mechanical and roofing)

3 sets of Building plans - (folded & stapled) sealed by an architect or engineer (FB sec 104.2.1) ***Must include:** **Pervious/Impervious lot coverage** **Building height**

3 Surveys to include:

- Elevations relative to the National Geodetic Vertical Datum (NGVD)
- Proposed finished floor elevation
- Spot elevations at property corners, and at least two intermediate points along side property lines, and the high & low points along the centerline of the property
- Finished floor elevation of adjacent residences (if applicable)
- Wetlands jurisdiction line and wetlands buffer delineation (if applicable)

3 Site Plans to include:

- All proposed structures
- Setbacks to include all proposed cantilevered structures i.e. decks, covered doorway
- Building dimensions and/or other proposed improvements
- Surface water management plan (to include compensating storage volume calculations) if fill is proposed
- Final grading plan
- Proposed fill in cubic yards

3 sets of Energy calculations for climate zone 3w/EPL display card

3 sets of engineered truss plans, truss layout and connector schedule-conventional framing shall be included on the engineered plans

1 original and 2 copies of the Flagler Beach Product Approval Permit Application form or 3 sets of manufacturer's specifications and product approval for all exterior windows, doors, overhead garage doors, skylights, roof materials other than shingles

Certificate of Elevation at "Construction Drawings" (Flood Zone "A" only)

D.E.P. Permit for construction east of the CCCL Line and any property adjacent to wetland designated areas.

Health Department Septic Permit (if applicable)

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.**