

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS
Residential Addition**

Provide 2 complete sets of all required documents unless otherwise noted. Return this checklist with your application

GENERAL REQUIREMENTS CHECKLIST

Note: Property owner responsibility to adhere to deed restrictions on certain subdivisions.

**PLEASE READ CAREFULLY
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
- Tree removal permit application (if applicable)
- 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
- Certified copy of Notice of Commencement or Affidavit of Notice of Commencement filing and unrecorded copy of Notice of Commencement Recorded and certified copy not required until first inspection (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
 - *Building dimensions and/or other proposed improvements
 - *Surface water management plan (to include compensating storage volume calculations) if fill is proposed
 - *Final grading plan
- 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

- 3** Sets of engineering and test reports for doors and windows – if not included on the signed and sealed construction plans **OR**
Flagler Beach Product Approval Application Information form – **1 original and 2 copies** - signed and dated (Applicant responsible to have **on the job site** - the original “Manufacturer’s Specifications and Product Approval” **and** one copy of the stamped Flagler Beach Product Approval Permit application).
- 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)