

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Deck Permit

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**
- 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
- 3** Surveys and **3** site plans (indicate setbacks, distance into water from waters edge and height of structure)
- 3** sets of signed and sealed construction drawings. For deck repair(deck board replacement; non-structural) a detailed scope of work to include attachments.
- Notice of Commencement 1 original and 2 copies or Affidavit of Notice of Commencement filing (required when value of labor and materials is over \$2500.00, Prior to any inspection must be recorded and certified Flagler County Clerk of Court) **FS sec 713.135**

***** 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.**