

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Please return this checklist with your application.

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**

Electric Permit

- Permit Application
- Copy of recorded warranty deed
- Disclosure Statement (Owner is acting as his/her own contractor) FS489.103
- Mechanics Lien Affidavit and **Stamped Envelope addressed to owner**
(owner signs when using a contractor, required when value of labor and materials is over \$2500 in value) FS Ch 713 part 1
- Certified copy of recorded Notice of Commencement or Affidavit of Notice of Commencement filing and copy of unrecorded Notice of Commencement
(required when value of labor and materials is over \$2500 prior to any inspections must be recorded and certified –Flagler County Clerk of Court) FS sec 713.135

**** SEE LAST PAGE FOR THE AUTOMATED INSPECTION REQUEST SYSTEM****

***** 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.**

