

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Seawall/Dock/Boathouse/Boatlift 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
- Disclosure Statement (owner is acting as his/her own contractor) **FS 489.103**
- Mechanics Lien Affidavit and stamped envelope addressed to owner (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**
- 2 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** (marine contractor must have a sealed set on file with Flagler County Building Dept., an owner pulling the permit must have sealed drawings at submittal)
- Copy of recorded warranty deed
- 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 \$2500.00, must be recorded and certified Flagler County Clerk of Court prior to any inspections) **FS sec 713.135**
- Sub Cards for sub contractors with postage affixed (if applicable – ask staff for cards)
- Department of Environmental Protection, Army Corp. of Engineers and St. Johns River Water Management permit (for intracoastal waterways & wetlands)
- Long Shore and Harbor Notice

**** 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.**