

FLAGLER BEACH BUILDING DEPARTMENT

PERMIT REQUIREMENTS

Shed Permit Checklist

Please provide 2 complete copies of all required documents unless otherwise noted.

Please return this checklist with your application

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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.
- 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
- 3** sets of Building plans - (folded & stapled) sealed by an architect or engineer for any storage area greater than 720 sq. ft. in size (FB sec 104.2.1)
Plans must include: Pervious/Impervious lot coverage & Building height
OR Manufacturer's book on shed installation under 720 sq. ft. (FS sec. 713.135)
- 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 existing and proposed structures
 - *Setbacks
 - *Building dimensions and/or other proposed improvements
 - *Surface water management plan (to include compensating storage volume calculations) if fill is proposed
- 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.

***** 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.**

