

**FLAGLER BEACH BUILDING DEPARTMENT
PERMIT REQUIREMENTS**

Window/Door Replacement

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.
- Notice of Commencement **1 original & 2 copies** or Affidavit of Notice of Commencement Filing and copy of unrecorded Notice of Commencement(required when value of labor and material is over \$2,500.00, must be recorded and certified Flagler County Clerk of Court prior to any inspections) FS sec 713.135
- Flagler Beach /Flagler County Product Approval Application Information form – **2 sets of 2 page signed. Applicant is responsible to have Flagler County stamped approved set of original Manufacturer Specifications and Product Approval on the job site.**
- 3** Sets of plans or scope of work (signed & sealed plans for any structural changes)

***** 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.