Single Family Residence
Planning and Development Engineering/Building
Permit Requirements
For Contractors

- Permit application
- Mechanics Lien Affidavit
- Drainage Affidavit
- Notice of Commencement or Affidavit of Notice of Commencement Filing Only if over $2,500.00 (Recorded and Certified copy not required until first inspection)
- Copy of Recorded Warranty Deed (Property Appraiser printout is not acceptable)
- Sub cards for all applicable Sub Contractors with postage affixed
- Mailing envelope addressed to the property owner with postage affixed (to be used for mailing Mechanics Lien Notice FS CH 713)
- Proof of water and wastewater disposal hookup (water and sewer receipt from utility company or well and septic tank permit from Environmental Health Dept.)
- 2 Proposed surveys or site plans with elevations of proposed and existing structures with setbacks to property lines, showing all tree protection, landscape compliance, easements, and driveway dimensions (including surface type) shall be in N.G.V.D. 1929, per ordinance 98-03 (must be signed and sealed by a surveyor, architect, or engineer).
- Flagler County Residential Tree Protection and Landscape Compliance- LDC section 6.01.03. (A) Index tree protection/replacement requirements. - Single-family dwelling lots: Each single-family residential lot must preserve or replant at least forty (40) percent of the total pre-development caliper inches existing on the site. Preserved index trees may be substituted for tree planting required by the landscaping section of this Code.
- Copy of Floor Plan including dimensions to scale (not sealed)

*** 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.

Revised 04/ 2015
A fire sprinkler permit application signed by a licensed contractor will be required prior to approval by fire services. *(Painters Walk, Golden Beach Subdivision or as required by Florida Building Code)*

Right of Way permit application; signed by the contractor requires 2 driveway plans & 2 site plans *(Driveway must be flagged or staked for inspector at application stage)* FC Ordinance 98-04. If on State Right-of Way a DOT permit is required *(additional comments will be made by the Engineering Dept. & will be returned to the contractor with the permit at time of issuance.)*

The following items must be grouped into 2 separate packages for final approval by the Building Department:

- 2 sets of energy calculations for North climate zone and 3 copies of EPL display card *(signed by owner and contractor with Permitting Office listed as Flagler County and Jurisdiction Number 281000).*

- 1 original and 1 copy of the Flagler County Product Approval Permit Application form for all exterior windows, doors, overhead garage doors, skylights, roof materials other than shingles.

- 2 sets of Construction Drawings designed to the current codes and standards and to the area of the project *(folded & stapled)*

- 2 sets of signed and sealed truss engineering or plans must have engineered framing layout and connector schedule.

*** 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.

Revised 04/ 2015
Flagler County
Building Permit Application

1. Property Owners Name: ____________________________________________________________
   Mailing Address: ________________________________________________________________
   Phone Number: _________________________ E-mail: ________________________________

2. Location of Property/ Job Address: ________________________________________________
   Legal Description: __________________________________________________________________
   Parcel #: _________________________ Block: ___________ Lot: ___________

3. Contractor / Installer: _____________________________________________________________
   Address: _____________________________________________________________ State License: 
   City/State/Zip Code: ___________________________ Phone #: _____________________
   Fax #: ___________________________ Cell #: ___________________________ E-mail: 

4. Description of Work: ___________________________________________________________
   □ Commercial □ Residential
   Mobile Home: Make ___________________________ Model ___________________________ Year ___________________________
   Serial Number: __________________________________________________________________
   Specify Single or Double Wide Width: ____ x Length: ______ (without hitch) = Sq Ft: ___________
   Is this a replacement home? [ ] YES or [ ] NO (If yes provide proof)

5. Total Square Footage Under Roof: ________________________________________________

6. Type of Construction, Occupancy Classification and Area Totals:
   □ IA □ IB □ IIA □ IIB □ IIIA □ IIIB □ IV □ VA □ VB
   Living Area: _______ Square feet. Non Living: _______ Square feet.
   Number of Rooms (total): _______ Number of Bedrooms: _______ Number of Bathrooms: _______
   Number of Stories: _______ Habitable Floors: _______ Number of Elevators: _______
   Patio: _______ Square feet. Driveway: ____ x _______ Pool Area (including deck): _______
   Fire Sprinklers: [ ] YES or [ ] NO (If yes, separate permit required)

7. Potable Water Supplied by: _____________________________________________ Septic Tank Permit #: _______________
   or Water and Sewer Company: ________________________________________________

8. Total Cost of Improvements: _________________________________________________

9. Sub Contractor Information:
   Electrical Contractor: 
   DBA: ___________________________ License Holders Name: ___________________________
   State License Number: ___________________________ Size of Electrical Service: Phase: ______ Amps:
   Plumbing Contractor: 
   DBA: ___________________________ License Holders Name: ___________________________
   State License Number: ___________________________ Number of Bathrooms: _______
   Number of Fixtures, Floor Drains and Traps: __________________________________________
<table>
<thead>
<tr>
<th><strong>Mechanical Contractor:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Cost of Mechanical:</td>
</tr>
<tr>
<td>Size of Unit, tons.</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Roofing Contractor:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Cost of Roof:</td>
</tr>
<tr>
<td>Type of Roof to be Installed:</td>
<td>Square Footage of Structure:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Aluminum Contractor:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Cost of Aluminum Structure:</td>
</tr>
<tr>
<td>Square Footage under Solid Roof Panels:</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Gas Contractor:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Number of Outlets:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Elevator / Fence:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Cost of Elevator / Fence:</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th><strong>Others Contractor:</strong></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>DBA:</td>
<td>License Holders Name:</td>
</tr>
<tr>
<td>State License Number:</td>
<td>Total Cost of Others:</td>
</tr>
</tbody>
</table>

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

"FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS"

(Signature) ____________________________ (Printed Name) ____________________________

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER* (Check one)

State of ____________________________ County of ____________________________

Sworn to and subscribed before me, the _____ Day of __________________, 20____ by ____________________________ who is personally known to me or has produced ____________________________ as identification.

(Type of Identification) ____________________________

Signature of Notary Public or Staff Signature* ____________________________ Print, Type or Stamp of Notary ____________________________

*To qualify as an owner/builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)
Mechanics Lien Affidavit

I__________________________________________, the owner of the real property upon which improvements are to be constructed have received a copy of the Mechanics Lien Law Warning, Chapter 713, part 1, Florida Statutes.

Improvements to be constructed on lot _________________, block_____________, subdivision _______________________. If not in platted subdivision attach legal description.

_________________________________________
Owner’s signature

_________________________________________
Address

_________________________________________
City, State, Zip

The foregoing was acknowledged before me this ______day of______, 20____, by__________________________who is personally known to me or has produced ________________________as identification and who DID or DID NOT take an oath.

_________________________________________
Notary Public
Florida's Construction Lien Law
Protect Yourself and Your Investment

According to Florida law, those who work on your property or provide materials, and are not paid-in-full, have a right to enforce their claim for payment against your property. This claim is known as a construction lien.

If your contractor fails to pay subcontractors or material suppliers, the people who are owed money may look to your property for payment, even if you have paid your contractor in full.

This means that if a lien is filed against your property, your property could be sold against your will to pay for labor, materials, or other services which your contractor may have failed to pay.

This document provides information regarding Florida Statute 713, Part 1, as it pertains to home construction and remodeling, and provides tips on how you can avoid construction liens on your property.

Protecting Yourself

If you hire a contractor and the improvements cost more than $2,500, you should know the following:

- You may be liable if you pay your contractor and he then fails to pay his suppliers or contractors. There is a way to protect yourself. A Release of Lien is a written statement that removes your property from the threat of lien. Before you make any payment, be sure you receive this waiver from suppliers and subcontractors covering the materials used and work performed on your property.

- Request from the contractor, via certified or registered mail, a list of all subcontractors and suppliers who have a contract with the contractor to provide services or materials to your property.

- If your contract calls for partial payments before the work is completed, get a Partial Release of Lien covering all workers and materials used to that point.

- Before you make the last payment to your contractor, obtain an affidavit from your contractor that specifies all unpaid parties who performed labor, services or provided services or materials to your property. Make sure that your contractor provides you with final releases from these parties before you make the final payment.

- Always file a Notice of Commencement before beginning a home construction or remodeling project. The local authority that issues building permits is required to provide this form. You must record the form with the Clerk of the Circuit Court in the county where the property being improved is located. Also post a certified copy at the job site. (In lieu of a certified copy, you may post an affidavit stating that a Notice of Commencement has been recorded. Attach a copy of the Notice of Commencement to the affidavit.)

- In addition, the building department is prohibited from performing the first inspection if the Notice of Commencement is not also filed with the building department. You can also supply a notarized statement that the Notice has been filed, with a copy attached.

The Notice of Commencement notes the intent to begin improvements, the location of the property, description of the work and the amount of bond (if any). It also identifies the property owner, contractor, surety, lender and other pertinent information. Failure to record a Notice of Commencement or incorrect information on the Notice could contribute to your having to pay twice for the same work or materials.
Notice To Owner
Prior to filing a lien, a lienor who does not have a direct contract with the owner, must serve the owner with a Notice to Owner. The Notice to Owner must state the lienor’s name and address, and a description of the real property and the nature of the services or materials being furnished. The Notice to Owner must be served before commencing, or within 45 days of commencing, to furnish the services or materials (but before owner’s final payment to the contractor). A lien cannot be enforced unless the lienor has served the Notice to Owner as described above.

Whose Responsibility is it To Get These Releases?
You can stipulate in the agreement with your contractor that he must provide all releases of lien. If it is not a part of the contract, however, or you act as your own contractor, YOU must get the releases.

If you borrow money to pay for the improvements and the lender pays the contractor(s) directly without obtaining releases, the lending institution may be responsible to you for any loss.

What Can Happen If I Don’t Get Releases Of Lien?
You will not be able to sell your property unless all outstanding liens are paid. Sometimes a landowner can even be forced to sell his property to satisfy a lien.

Who Can Claim A Lien On My Property?
Contractors, laborers, materials suppliers, subcontractors and professionals such as architects, landscape architects, interior designers, engineers or land surveyors all have the right to file a claim of lien for work or materials. Always require a release of lien from anyone who does work on your home.

Contesting A Lien
A lien is valid for one year, unless a lienor files a lawsuit to enforce the lien prior to the expiration of the year. An owner has a right to file a Notice of Contest of Lien during the one-year period. Upon the filing of a Notice of Contest of Lien, a lienor must file a lawsuit to enforce the lien within 60 days. Failure of the lienor to timely file a lawsuit renders the lien invalid.

THE CONSTRUCTION LIEN LAW IS COMPLEX AND CANNOT BE COVERED COMPLETELY IN THIS DOCUMENT. WE RECOMMEND THAT WHENEVER A SPECIFIC PROBLEM ARISES, YOU CONSULT AN ATTORNEY.

To register a complaint (or learn if complaints have been filed against a prospective contractor), contact the Florida Department of Business and Professional Regulation’s Customer Contact Center at: 850.487.1395 or CallCenter@dbpr.state.fl.us

Or write to: Florida Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, Florida 32399-1027

Or visit online at: www.MyFloridaLicense.com

License verification is available 24 hours a day and 7 days a week by calling our Customer Contact Center at 850.487.1395 or going online to www.MyFloridaLicense.com. Search for a Licensee.

You may also contact your local building department or the Better Business Bureau.
NOTICE OF COMMENCEMENT

State of __________________
County of__________________

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of property: (legal description of the property, and street address if available)

2. General description of improvement:

3. Owner information:
   a. Name and address:
   b. Interest in property:
   c. Name and address of fee simple titleholder (if other than Owner):

4. Contractor:
   a. Contractor name and address:
   b. Contractor’s phone number:

5. Surety:
   a. Surety name and address:
   b. Phone number:
   c. Amount of bond:

6. Lender:
   a. Lender’s name and address:
   b. Lender’s phone number:

7. a. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)(7), Florida Statutes: (name and address).
   b. Phone numbers of designated persons:

8. a. In addition to himself or herself, Owner designates _______________ of _______________ to receive a copy of the Lienor’s Notice as provided in Section 713.13(1)(b), Florida Statutes.
   b. Phone number of person or entity designated by owner:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _______________________

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

____________________________________________________ _________________________________
(Signature of Owner or Owner’s Authorized Officer/Director/Partner/Manager)  (Signatory’s Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, ________, by __________________________
(year) (name of person)
as __________________________________________ for __________________________
(type of authority, e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

________________________ (Signature of Notary Public - State of Florida)

Print, Type, or Stamp
Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification_____
Type of Identification Produced ______________________

Verification pursuant to Section 92.525, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.
AFFIDAVIT OF
NOTICE OF COMMENCEMENT FILING

I, ________________________________, of
(Owner’s Name)

_____________________________________
(Street Address)

_____________________________________
(City, State and Zip)

hereby certify the attached is a copy of the Notice of Commencement
that is being filed with the Clerk of the Circuit Court for the improvement
as noted:

_____________________________________
(Please specify the improvement/work)

as permitted by Flagler County Building Department.

_____________________________________
(Owner’s or Contractor’s Signature)  (Date)

State of ______________________
County of ______________________
Sworn and subscribed before me this _____ day of ________________, 20____ who is personally known to me or produced: _____________________________
as identification.

_________________________________
(Notary Public Signature)          (Seal)

_________________________________
(Printed or Typed Name of Notary)

My Commission Expires: ________________
Flagler County
Residential Tree Protection and Landscape Compliance
(For a New Residential Structure)
Page 1 of 2

A tree survey is required and shall include at a minimum a description of the species, size, quantity and location of all trees and depiction of the site including proposed structures and vehicle use areas. Tree survey shall be prepared by a Florida licensed land surveyor.

I, ___________________________, the undersigned, certify that

Print or Type Name(s)

I am the owner or duly appointed agent for the property described below:

Property Street Address

Parcel Number

I

Residential Tree Protection Compliance LDC, §6.01.03

Index tree protection/replacement requirements:
Each single-family residential lot must preserve or replant at least forty (40) percent of the total pre-development caliper inches existing on the site.

- Where replacement trees are required to be planted in order to maintain the minimum number of caliper inches, they shall be from the index tree list, have a minimum caliper of two and one-half (2 ½) inches measured six (6) inches above grade after planting and be Florida Grade #1 or better.

INDEX TREE: A Tree (listed below) having a caliper of 6 inches or greater.

<table>
<thead>
<tr>
<th>Common Name</th>
<th>Number of Trees Provided</th>
<th>Caliper Inches</th>
<th>Common Name</th>
<th>Number of Trees Provided</th>
<th>Caliper Inches</th>
</tr>
</thead>
<tbody>
<tr>
<td>Example:</td>
<td></td>
<td></td>
<td>Magnolia, Southern*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm*</td>
<td>3</td>
<td>6'', 6'', 10''</td>
<td>Magnolia, Sweetbay*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ash*</td>
<td></td>
<td></td>
<td>Maple, Red*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bay</td>
<td></td>
<td></td>
<td>Oak*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Black Cherry</td>
<td></td>
<td></td>
<td>Persimmon</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cherry Laurel</td>
<td></td>
<td></td>
<td>Redbud, Eastern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cypress, bald</td>
<td></td>
<td></td>
<td>Red Cedar, Eastern</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Cypress, pond</td>
<td></td>
<td></td>
<td>Red Cedar, Southern*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Devil's Walking Stick</td>
<td></td>
<td></td>
<td>Sweetgum*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Elm*</td>
<td></td>
<td></td>
<td>Sycamore, American*</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hackberry</td>
<td></td>
<td></td>
<td>Tupelo, Black</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hickory*</td>
<td></td>
<td></td>
<td>Tupelo, Swamp</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Holly</td>
<td></td>
<td></td>
<td>Yellow-Poplar (Tulip tree)</td>
<td></td>
<td></td>
</tr>
<tr>
<td>Totals:</td>
<td></td>
<td></td>
<td>Totals:</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
II

Residential Landscape Compliance, LDC §5.01.04(3)
Each single-family lot must provide at least one (1) tree per three thousand (3,000) square feet of lot area for first quarter (1/4) acre of lot area. For lots exceeding one-quarter (1/4) acre, one (1) tree for every additional one-quarter (1/4) acre, or major fraction thereof shall be planted. (i.e.) Four (4) trees required for the first 10,890 sq. ft. and one more tree for every 10,890 sq. ft, or major fraction, thereafter.

- When trees are planted to meet the minimum requirement they must be shade trees (see list above with *), have a minimum caliper of one and one-half (1 1/2) inches measured at four and one-half (4 1/2) feet aboveground at the time of planting.
- Existing shade trees, sabal palms and pine trees may be used to satisfy this requirement, in whole or in part, provided that they have a minimum caliper of two and one-half (2-½) inches and overall height of ten (10) feet.
- Other trees as may be allowed by the County Planner and State Forester.

<table>
<thead>
<tr>
<th>Flagler County Shade Trees to be planted</th>
</tr>
</thead>
<tbody>
<tr>
<td>Square Foot of Lot:</td>
</tr>
<tr>
<td>Number of Trees Required:</td>
</tr>
<tr>
<td>Common Name of Tree</td>
</tr>
<tr>
<td>Number of Trees Planted</td>
</tr>
<tr>
<td>Total:</td>
</tr>
</tbody>
</table>

III

Please initial the following Statement if no Protected Index Trees over 6 inches in caliper exist on the property.

_______ I certify that no protected index trees exist on the above-described property for which a building permit is sought.

IV

Please initial the following Statement if no Trees will be removed from the property.

_______ I certify that no trees will be removed on the above-described property for which a building permit is sought.

V

Please sign below to certify that the above information is true and accurate.

Owner/Agent Signature __________________________________________ Date __________________________
AFFIDAVIT OF DRAINAGE CONTROL FOR
RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

A. OWNER/SITE INFORMATION:

Name of Owner: _____________________________ Phone Number: ____________________
Address: _______________________________________________________________________
Subdivision Name: ______________________________ Lot Number of Site: _____________
Tax Parcel Number: Section: _____ Township: _____ Range: _______-_______-_______-_______

B. CERTIFICATE OF COMPLIANCE:
The undersigned owner of the above-described property hereby certifies that development of the above property will not result in:
1. Flooding of adjacent lands.
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbed materials onto adjacent lands or environmentally sensitive areas (as determined by Flagler County).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100-year frequency storm.
7. Construction to an elevation less than that required by the Flagler County Land Development Code. (Applicant is cautioned UNAUTHORIZED construction may be subject to demolition).
8. Inadequate onsite drainage in the vicinity of the proposed structure.
9. Deviation from the approved grading plan for this property.

C. RELEASE AND AUTHORIZATION:
1. The undersigned hereby release and holds harmless the County of Flagler and its authorized agents and/or employees from any and all claims of damage of every kind and nature whatsoever to said property, or contiguous properties, arising from the approval of this application or construction of required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the County of Flagler the right to enter upon said property for inspection and enforcement activities. Flagler County reserves the right to require the property owner to implement reasonable measures regarding drainage control including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature) _____________________________ (Printed Name) _____________________________
State of _____________________________
County of _____________________________
Sworn to and Subscribed before me, the _____ Day of ______________________, 20_____ by _____________________________ who is personally known to me or has produced _____________________________ as identification.
(Type of Identification)

Signature of Notary Public _____________________________ Print, Type or Stamp of Notary
### PROJECT DESIGN CRITERIA

*Please answer the following questions*

<table>
<thead>
<tr>
<th>COASTAL CONSTRUCTION ZONE? (SEAWARD OF CCCL LINE)</th>
<th>YES</th>
<th>NO</th>
</tr>
</thead>
<tbody>
<tr>
<td>COASTAL BUILDING ZONE?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>WINDBORNE DEBRIS REGION?</td>
<td></td>
<td></td>
</tr>
<tr>
<td>EXPOSURE CATEGORY (CIRCLE)</td>
<td>[B] [C] [D]</td>
<td></td>
</tr>
</tbody>
</table>

### SPECIAL NOTE:

IT IS THE APPLICANTS’ SOLE RESPONSIBILITY TO VERIFY THAT SPECIFIC PRODUCTS HAVE BEEN INSTALLED IN ACCORDANCE WITH THEIR LIMITATIONS (FOR EX: WINDOWS, DOORS, GARAGE DOORS, SKYLIGHTS AND SHUTTER SYSTEMS NEED TO MEET THE MINIMUM REQUIRED DESIGN PRESSURES FOR THE PROJECT). SPECIFIC COMPLIANCE WILL BE VERIFIED DURING FIELD INSPECTIONS.

IN ADDITION TO THIS FORM, MANUFACTURER SPECIFICATIONS AND INSTALLATION INSTRUCTIONS FOR EACH PRODUCT ARE REQUIRED TO BE ON SITE AT THE TIME OF INSPECTION.

### IF APPLICABLE, METHOD OF COMPLIANCE WITH SECTION 1609.1.2 “PROTECTION OF OPENINGS”

<table>
<thead>
<tr>
<th>CHECK APPROPRIATE METHOD</th>
</tr>
</thead>
<tbody>
<tr>
<td>DESIGN FOR INTERNAL PRESSURE</td>
</tr>
<tr>
<td>SHUTTER SYSTEM</td>
</tr>
<tr>
<td>IMPACT RESISTANT GLASS</td>
</tr>
</tbody>
</table>

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### EXTERIOR DOORS

<table>
<thead>
<tr>
<th>TYPE</th>
<th>MANUFACTURER</th>
<th>MODEL # / SERIES</th>
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<th>FLORIDA APPROVAL PDF FILE # (IF APPLICABLE)</th>
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### WINDOWS

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**CONTRACTOR or OWNER/CONTRACTOR SIGNATURE:** ____________________________ ____________________________ DATE: __________ __________

**JOB LOCATION:** __________________________________________________________________________

**THE FOLLOWING ALTERNATIVES ARE ACCEPTABLE IF THE PROPOSED PRODUCTS DO NOT HAVE VOLUNTARY STATE APPROVAL OR MIAMI/DADE ACCEPTANCE:**

- Copy of product approval/testing information and copy of listing -or- report from a Product Certification Agency approved by the Florida Building Commission for each different covered product. Approved product certification agencies are shown at [www.floridabuilding.org](http://www.floridabuilding.org) (click on the product approval button, then click on the organization search tab).
- Copy of product approval/testing information from a Florida Building Commission approved Product Evaluation Entity or Product Testing Laboratory and documentation showing the manufacturer has a Florida Building Commission approved Quality Assurance Agency on retainer. Submittals are required for each different covered product. Approved Product Evaluation Entities, Product Testing Laboratories and Quality Assurance Agencies are shown on the above referenced website (click on the product approval button, then on the organization search tab).

[http://flaglercounty.org/forms/building/Product%20Approval%20application.pdf](http://flaglercounty.org/forms/building/Product%20Approval%20application.pdf)

Revised 12/2016
Flagler County

Right-of-Way Utilization Application

With Single Family Residential Application Please Submit:  
☐ Two (2) Sets of Driveway Cross Sections
☐ Two (2) Sets of Site Plans on 8 1/2 x 11 Improvement Plans

With Commercial Application Please Submit:  
☐ Three (3) Sets of Driveway / Offsite Improvement Plans

IMPORTANT: Instructions (page 2) are part of the Permit and must be submitted with application.

A Driveway Form inspection is required prior to concrete placement. Please call the inspection line at (386) 313-4090 with inspection code of 861 a minimum of two (2) working days prior to pour.

SUBJECT TO GENERAL LAW AND THE FOLLOWING ADDITIONAL REQUIREMENTS.
1. Install Culvert Pipe per Swale Sheet to be issued separately (if required).
2. Swale to meet grade on Swale Sheet from Property Line to Property Line (if required).
3. Right-of-Way area to be sodded per instructions. All disturbed areas in Right-of-Way must be sodded prior to final inspection.
4. Driveway Form Inspection required prior to placement of concrete.

<table>
<thead>
<tr>
<th>Type of Application: (check appropriate box)</th>
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<tbody>
<tr>
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<tr>
<td>☐ Underground Utility</td>
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<tr>
<td>☐ Subdivision</td>
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<tr>
<td>☐ Road Opening</td>
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<tr>
<td>☐ Emergency Repairs</td>
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<tr>
<td>☐ Right-of-Way Utility</td>
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<td>☐ Other Construction: ___________________</td>
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<table>
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<tr>
<th>Number and Type of Underground Road Crossings</th>
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<td>Open cuts only under special circumstances</td>
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<td>☐ Other (specify): ____________</td>
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<td>☐ Bore/Jack</td>
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<tr>
<td>☐ Open Cut (Paved)</td>
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<thead>
<tr>
<th>Name of Utility Company Notified (per Conditions in paragraph 2)</th>
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<tbody>
<tr>
<td>Franchise Number: ___________________</td>
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</table>

TOTAL COST OF IMPROVEMENTS$: ___________________  
Contractor/Installer: ___________________  
Contractor Address: ___________________  
Applicant’s Name: ___________________  
Applicant’s Address: ___________________  
Description of Proposed Work: ___________________  
Construction/Installation Location: ___________________  
Parcel #: ___________________  
Subdivision: ___________________  
Block: _________  
Lot: _________  

For Office Use Only

☐ Fee Paid  
Fee Amount: $_______  
Payment Type: _________  
Date Approved: ___________  
Permit Expires: ___________  

Approved by: ___________________  
☐ Additional Requirements Attached  

Title of Approved Plans & Date of County Approval (if applicable):  
Page 1 of 2  
Revised 5/2015
 Instructions and Conditions

General Information and Instructions:

Please fill out the application completely, sign the bottom of page 2 and submit to Central Permitting. The original application becomes the approved permit when Development Engineering completes the “For Office Use Only” section and the appropriate fees* are paid. Either the permit or a copy thereof must be available at all times at the worksite (where the work is being performed).

*Work Without Permit: Any work that commences without the required permits available on the job site shall be immediately suspended until such time as the required permits have been acquired. A fee for work commenced without a valid permit issued shall be assessed in addition to the normal permit fee. The charge shall be as prescribed by the Board of County Commissioners. Emergency work is excluded from the charge.

Conditions:

It is understood and agreed that the rights and privileges herein set out are granted to the extent of the County’s right, title and interest in the land to be entered upon and used by the permittee. The permittee shall at all times assume all risk and indemnify, defend and save harmless the County of Flagler from and against all loss, damage, cost or expense arising, in any manner, on account of the exercise or attempted exercise by said permittee of the aforesaid rights and privileges.

Applicant declares that prior to filing this permit he has ascertained the location of all existing utilities, both aerial and underground. The specific names of the agencies that have been notified must be typed or printed in the space provided, for the specific type of utility. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant.

In the event of widening, repair or reconstruction of a public road or highway, upon reasonable notice the permittee shall move its facilities to clear such construction at no cost to Flagler County, insofar as such facilities are within the public right-of-way.

The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as required by the Manual of Traffic Control Devices for Streets and Highways when working in the public right-of-way and shall also prevent any obstructions which are, or may become, dangerous to the traveling public.

Fees will be computed in accordance with the Fee Schedule adopted by the Board of County Commissioners and are payable upon issuance of the permit. For those driveways permitted as part of a Building Permit, a re-inspection fee in the amount stipulated in the Fee Schedule will be assessed if the Applicant requests an Inspection and the work is Incomplete. Sodding in the right-of-way, together with completion of a shoulder, swale, and back slope grading is considered an integral part of the permit.

Description of Proposed Work: ___________________________

Construction/Installation Location: ________________________

(Applicant’s Signature) (Applicant’s Title)
A site plan signed and sealed by a State of Florida registered professional is required. Items to be shown on the site plan are:

1. The location of the proposed structure with dimensions to all property lines, including all slabs, walls, walks, etc.
2. Existing and proposed site and proposed building corner elevations by either contours or sufficient spot elevations and elevations up to 15 feet onto adjoining properties to determine the existing drainage pattern of the site. All elevations are to be given in N.G.V.D. 1929 Datum.
3. Elevations or flow arrows along any existing swale to determine the direction of flow.
4. Road centerline elevations.
5. The proposed finished first floor and garage floor elevations.
6. Flow arrows showing the direction of the proposed site drainage.
7. Flood zone of the site with the Community Panel Number and effective date.
8. All easements affecting the site.
9. The location and dimensions of any proposed driveway, including driveway type, thickness, base material and subgrade.
10. Swale elevations, every 25 feet and 10 feet past the property lines if applicable.
11. Existing adjacent culvert size and invert elevations upstream and downstream if applicable.
12. The location and top elevation of the proposed septic system if applicable.

No alterations to the sealed site plan are permitted.

All information is to be shown on 1 (one) sheet.
Pavers installed 1/2" above E.D.P.

Saw Cut Edge

10' Minimum

Right of Way Line

Edge of Pavement (E.O.P.) or Curb

2.5' Paver Per Manufacturers Specifications

Concrete edge restraint (Both Sides)

Variable

Sod

Sand Layer (Variable)

Compacted Subgrade

4" Thick 3000psi Concrete base

Flagler County

Paver Driveway Detail

N.T.S.
Concrete placed 1/2" above E.D.P.,

Saw Cut Edge

Edge of Pavement (E.D.P.) or Curb
6", 3000psi concrete on compacted subgrade or 5" on lime rock or crushed concrete base

Sod

Compacted Subgrade

Depth of concrete can be reduced by 1" with the use of 6" x 6" welded wire or fiber mesh concrete.

Flagler County
Concrete Driveway Detail

N.T.S.