Single Family Residence
Building Permit Requirements
For Owner/Builder

- Permit application

- Owner Builder 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 (A copy of the Recorded Deed can be obtained from Flagler County Clerk's office, Recording Department.) https://apps.flaglerclerk.com/Landmark/

- 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 2017
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 2017
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:
   Type of Construction (check one):  IA  IB  IIA  IIB  IIIA  IIIB  IV  VA  VB
   Occupancy Classification (check one): A-1  A-2  A-3  A-4  B  E  F-1  F-2  H-1  H23  H-5  I-1
                     I-2  I-3  I-4  M  R-1  R-2  R-3  R-4  S-1  S-2  U
   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: _______ 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: _________________________________
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)

______________________________  Print, Type or Stamp of Notary

Signature of Notary Public or Staff Signature*

*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)
Florida Statutes are quoted here in part for you information to indicate the authority for exemptions for homeowners from qualifying as contractor and to express any applicable restrictions and responsibilities.

### OWNERS MUST PERSONALLY APPEAR AT CENTRAL PERMITTING TO SIGN THIS DOCUMENT AND THE PERMIT APPLICATION

**BY SIGNING THIS STATEMENT, I ATTEST:** *(Initial to the left of each statement)*

<table>
<thead>
<tr>
<th>Statement</th>
</tr>
</thead>
<tbody>
<tr>
<td>I understand that state law requires constructions to be done by licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that, as the owners of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.</td>
</tr>
<tr>
<td>I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.</td>
</tr>
<tr>
<td>I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contractor.</td>
</tr>
<tr>
<td>I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if costs do exceed $75,000.00. The building or residence must be my only use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improve myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.</td>
</tr>
<tr>
<td>I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.</td>
</tr>
<tr>
<td>I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise person working on my building or residence. It is my responsibility to ensure that the person whom I employ have the licenses required by law and by county ordinance.</td>
</tr>
<tr>
<td>I understand that it is a frequent practice of unlicensed person to have the property owner obtain owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner’s insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and I am aware of the limits of my insurance coverage for injuries to workers on my property.</td>
</tr>
<tr>
<td>I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal insurance Contributions Act (FICA) and provide workers compensation for the employee. I understand that my failure to follow these laws my subject me to serious financial risk.</td>
</tr>
</tbody>
</table>
I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builder as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

I am aware of construction practices and I have access to the Florida Building Code.

I understand that I may obtain more information regarding my obligations as an employer from internal Revenue Service the United States Small Business Administration, the Florida Department of Financial services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry License Board at 1-850-487-1395 or at www.myflorida.com/dbpr/pro/cilb/ for more information about licensed contractors.

I am aware of, and consent, to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.

I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.

Licensed contractors are regulated by laws designed to protect the public. If you contractor with a person does not have license, the Construction Industry Licensing Board, the Department of Business and Professional Regulations and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is property licensed and status of contractor workers compensation coverage.

I agree to comply with all provisions of the county ordinances and codes pertinent to the building.

In the event the corrections are required to be completed for code violations, I will assume responsibility to insure they are made and up completion I will call for a reinspection before proceeding with building.

I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department.

I agree to pay any additional fees, including reinspection fees in full prior to requesting a final inspection.

---

THE BELOW AFFIDAVIT MUST BE SIGNED IN FRONT OF A PERMIT TECHNICIAN

Property Address: ________________________________________________________________________.

I, _____________________________________________, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

_________________________________________  Date
Signature of Owner-Builder

_________________________________________
Form of identification: ______________________
(Must be Photo ID)  Permit Technician Signature

A Violation of this exemption is a misdemeanor of the first degree punishable by term of imprisonment not exceeding 1 year and a $1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.

Revised 01/2018
Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor’s license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers’ compensation for that employee.

Without workers’ compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners’ insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.

Not only is it dangerous, but it’s against the law.

Section 455.227(1)(J), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to $5,000.

Is it worth it?
For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com.

Revised 01/2018
NOTICE OF COMMENCEMENT

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. 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 ____________________________
as __________________________________________ for _________________________________
(type of authority, . . . e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

Personally Known ______________________ OR
Produced Identification ______________________
Type of Identification Produced __________________

(Signature of Notary Public - State of Florida)

Print, Type, or Stamp
Commissioned Name of Notary Public

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.

Revised 01/2018
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)

________________________________     Print, Type or Stamp of Notary

Signature of Notary Public

Revised 07/14
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

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>Flagler County Protected Index Trees</th>
</tr>
</thead>
<tbody>
<tr>
<td>Predevelopment Tree Caliper Inches (TCI):</td>
</tr>
<tr>
<td>Total Caliper Inches Post Development:</td>
</tr>
<tr>
<td>Common Name</td>
</tr>
<tr>
<td>Example:</td>
</tr>
<tr>
<td>Elm</td>
</tr>
<tr>
<td>Ash*</td>
</tr>
<tr>
<td>Bay</td>
</tr>
<tr>
<td>Black Cherry</td>
</tr>
<tr>
<td>Cherry Laurel</td>
</tr>
<tr>
<td>Cypress, bald</td>
</tr>
<tr>
<td>Cypress, pond</td>
</tr>
<tr>
<td>Devil's Walking Stick</td>
</tr>
<tr>
<td>Elm*</td>
</tr>
<tr>
<td>Hackberry</td>
</tr>
<tr>
<td>Hickory*</td>
</tr>
<tr>
<td>Holly</td>
</tr>
<tr>
<td>Totals:</td>
</tr>
</tbody>
</table>
II

Residential Landscape Compliance, L.D.C §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>Common Name of Tree</td>
</tr>
<tr>
<td>---------------------</td>
</tr>
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<td></td>
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<td></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.
Right-of-Way Culvert / Driveway

Residential Application Please Submit:
Two (2) Sets of Driveway Cross Section
Two (2) Sets of Site Plans on 8 ½ x 11

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

IMPORTANT: Instructions on pages 2 & 3 are part of the Permit and must be submitted with application.

Type of Application
(check appropriate box)

Driveway Apron
(Paved or Unpaved)
(Circle one)
To Unpaved Road
To Unpaved Road w/Culvert

Concrete Driveway Apron
To Paved Road
To Paved Road w/Culvert Pipe

Name of Utility Company Notified
(per Conditions in paragraph 4)

Contractor/Installer:__________________________  State License__________________________

Contractor Address:__________________________  Phone/Fax__________________________

Applicant Name:__________________________  Firm Name:__________________________

Applicant/Owner Address:__________________________  Phone/Fax__________________________

Parcel #: ___________________________  Block: _________  Lot: _______  

Subdivision: ________________________________  ________________________________

Estimated Job Value $__________________________

REQUIRED CULVERT SPECIFICATIONS 30’ CONCRETE OR HIGH DENSITY POLYETHELENE (HDPE) WITH *MITRED ENDS

*MITERED ENDS SPECIFICATION PER FDOT DESIGN STANDARDS INDEX 273 SHEET 2

www.fdot.gov/rddesign/DS/12/Idx/00273.pdf
Right-of-Way Culvert/Driveway

Instructions and Conditions

General Information and Instructions:
Complete the application and sign the bottom of page 2 before submitting 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 backslope grading is considered an integral part of the permit.

Detailed Description of Proposed Work: ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Construction/Installation Location: ____________________________________________

_________________________________________________________________________

_________________________________________________________________________

_________________________________________________________________________

Applicant/Owner Signature __________________________ Applicant/Owner Title __________________________

http://flaglercounty.org/forms/otherpermits/ROW%20permit.pdf

Revised 08/2015
Right-of-Way Culvert/Driveway

Standard Operating Procedures for Permit Issuance

- All Disturbed areas shall be restored and stabilized prior to Final Engineering Inspection
- No Sidewalks Driveways, roadways, or other surfaces shall be disturbed unless clearly defined on this application
- Concrete must be a minimum of six inches (6”) in the right-of-way, four (4”) from the right-of-way line into the private property
- The only types of culvert pipe permitted are concrete and high density polyethylene (HDPE), specification sheets must be provided with either type indicating that they meet the Flagler County Right-of-Way utilization ordinance minimum standards
- Concrete that is placed one foot (1’) or less from any exterior structure was requires a termite pre-treatment
- Flagler County does allow pavers to be used in the Right-of-Way. However, if a sidewalk exists, it must remain concrete. Below is a list of approved materials suitable for base construction and the required minimum thicknesses delivered directly from the Florida Department of Transportation’s Design Standards, Index No. 514. All thicknesses are post-compaction.

Flagler County Right-of-Way
  - Pavers – 4 inch (4”) 3000 PSI concrete base on compacted subgrade

Non-County Right-of-Way:
  - Limerock LBR100 – eight inches (8”)
  - Graded Aggregate Base LBR100 – nine inches (9”)
  - Crushed Concrete – eight inches (8”)
  - Placed Concrete at 3000 PSI – four inches (4”)

Concrete Driveway:

Flagler County Right-of-Way:
  - 6 inch (6”) 3000 PSI concrete subgrade or five inch (5”) on limerock or crushed concrete base

Non-County Right-of-Way:
  - 6 inch (6”) 3000 PSI concrete subgrade or five inch (5”) on limerock or crushed concrete base

Specifications
  - Inspections (as applicable)
    - Paver Driveways: Prior to placement of base (verify base thickness and material)
    - Concrete Driveway: When form boards are in place (verify thickness)
    - Temporary Driveway Final
  - Fees
    - Per Fee Schedule
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.O.P.

Saw Cut Edge

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

2.5' Paver Per Manufacturers Specifications

Concrete edge restraint (Both Sides)

Variable

8' Minimum

4" Thick 3000psi Concrete base

Compacted Subgrade

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 limierock 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 PRODUCT APPROVAL PERMIT APPLICATION INFORMATION**

**PROJECT DESIGN CRITERIA**

*Please answer the following questions*

| COASTAL CONSTRUCTION ZONE? (SEAWARD OF CCCL LINE) | YES | NO |
| COASTAL BUILDING ZONE? | |
| WINDBORNE DEBRIS REGION? | |
| EXPOSURE CATEGORY (CIRCLE) | (B) (C) (D) |

**IF APPLICABLE, METHOD OF COMPLIANCE WITH SECTION 1609.1.2 "PROTECTION OF OPENINGS"**

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

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[http://flaglercounty.org/forms/building/Product%20Approval%20application.pdf](http://flaglercounty.org/forms/building/Product%20Approval%20application.pdf)
Revised 01/2018
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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 @ 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
Revised 1/2018