



CITY OF DELTONA
BUILDING AND ZONING SERVICES DEPARTMENT
2345 Providence Blvd
Deltona, FL 32725
386-878-8650

RESPONSE TO COMMENTS

[PERMITS NOT ISSUED]

MUST BE COMPLETED BY PERMIT APPLICANT

Incomplete submittals will be returned to applicant

Copies required:

Residential – 1 Copy

Commercial – 3 Copy

RESPONSES FOR PERMITS WILL NOT BE ACCEPTED VIA FAX

DATE: _____ Received By: _____
PERMIT # _____ PERMIT TYPE (SFR, Shed, etc) _____
JOB SITE ADDRESS _____
CONTRACTOR'S NAME _____
CONTACT NAME: _____ CONTACT PHONE # _____
CONTACT FAX # _____ E-MAIL _____

RESPONSE DUE TO: (See reverse for additional explanation)

- | | | |
|--|--|---|
| <input type="checkbox"/> Zoning (change of location or design, tree survey, etc) | <input type="checkbox"/> Building (Plan, Trusses, energy calculation, etc) | <input type="checkbox"/> Other (specify) _____ |
| <input type="checkbox"/> Land Development (Change of Grading, GEO, Finish Floor Elevation, Drainage, etc) | <input type="checkbox"/> Fire Marshal (fire suppression system, fire sprinklers, etc) | |

Information Submitted (including number of copies):

OFFICE USE ONLY

<input type="checkbox"/> Zoning:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> L.D.:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> Plan Review:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____
<input type="checkbox"/> Other:	Date: _____	Approved _____	Rejected _____	Faxed Date: _____

Comments:

RESPONSE # _____ **AMOUNT \$** _____

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GUIDELINES

Zoning

- For any response requested by Zoning, due to change of location or design of any structure on lot including Driveway, you must submit one plot plan. This must also go to Building Plan Review (and Land Development when required).
- Tree Survey – To revise your tree survey you must submit one copy of revised tree survey.

Land Development

- Drainage — Changes in finish grading that result in any amount of additional water being discharged onto adjacent private property or discharged in a different location, submit one plot plan with 1-ft contours of the side or rear yard to be changed and the adjacent side and rear yards affected by the additional water.
- Grading — Changes in finish grading that result in any ground slope steeper than 1(v):4(h), submit one plot plan with 1-ft contours of the side or rear yard to be changed.
- Grading — Changes in finish grading that result in any additional fill in a platted easement, submit one plot plan with 1-ft contours of the side or rear yard to be changed.
- Grading — Changes in finish grading over the drainfield that result in any higher elevation than original plot plan, one plot plan with 1-ft contours of the front, side or rear yard to be changed.
- FFE — Changes in the Finish Floor Elevation, submit the requested elevation and the reason this change is required. Requests without a reason will be denied. Requests for an FFE below the Base Flood Elevation will be denied. Requests for an FFE above the uphill house will be denied. Requests stating the reason is eliminate a septic pump will be denied. Requests giving a reason that was something that was known or should have been known at the time of the original submittal will be denied.

Building

- Any response requested by the plans examiner must be signed and sealed by registered architect or engineer of record. If you are submitting energy calculations, truss engineering, residential retaining wall, and engineering changes you must submit 1 copy of each. If the project is commercial (1) copy is required. Items must be signed and sealed by the same engineer or architect of record.

Fire Marshall

Any response request by the Fire Marshal such as fire suppression system or change to a fire sprinkler plans, must be submitted in 1set.