



City of Deltona
Construction Services Division
2345 Providence Blvd - (386)878-8650
permitting@deltonafl.gov

ITEMS REQUIRED FOR EACH PERMIT TYPE

SINGLE FAMILY RESIDENCE PERMIT

- 1) Complete Building Permit Application listing subcontractors and applications from all each trade signed by license holder and signature notarized.
- 2) One set of signed and sealed plans designed by a Florida Registered Architect, Engineer or Certified Residential designer to meet the requirements of Chapter 16 of the current Florida Building Code.
- 3) One set of sealed Truss Engineering (with original signature)
- 4) One set of Energy Calculations including Manual 'J', Manual "D" and Manual "S" with 1 complete cover sheet
- 5) One survey of the existing conditions on and around the site. The survey must be signed and sealed by a Florida licensed Surveyor and Mapper. The information on the survey must comply with Section 3.0 of the Residential Lot Grading and Driveway Design Guidelines
- 6) One plot plan of proposed development. The information on the plot plan must comply with Section 2.0 of the Residential Lot Grading and Driveway Design Guidelines. The design must meet the Guidelines, the City Codes and the Florida Building Code
- 7) Tree Removal application and one Completed Certificate of Compliance, if no protected trees (6" (DBH) Diameter Breast Height or larger) are proposed to be removed at any location within required zoning setbacks
- 8) One set of windows and doors manufactured specifications and approved Florida product information
- 9) Septic permit including soil analysis sheet; or proof of sanitary sewer
- 10) City Right of Way Use permit application for driveway – If job is located on county maintained road, a Volusia County Use Permit is required
- 11) Proof of potable water by providing water receipt or copy of well permit
- 12) Recorded Notice of Commencement
- 13) Owner Builder Statement (if built by owner)

FENCE PERMIT

- 1) Completed Fence Permit Application
- 2) One copy of survey/plot plan showing location of all existing buildings, easements, driveway, septic drainfield and proposed fence. For fence around pools, other requirements apply)
- 3) Recorded Notice of Commencement (if valued over \$2500)
- 4) If not built by homeowner, notarized letter of authorization from property owner

DECK PERMIT – GROUND LEVEL

- 1) Completed Building Permit Application
- 2) May require engineered signed and sealed plans
- 3) One copy of survey/plot plan showing work to be done, including elevations.
- 4) Recorded Notice of Commencement (if valued over \$2500)
- 5) Owner Builder Statement (if built by owner)

DOCK PERMIT

- 1) Completed Building Permit Application
- 2) One copy of survey/plot plan showing work to be done, including elevations.
- 3) Recorded Notice of Commencement (if valued over \$2500)
- 4) Dock permits (contact the Building and Zoning Dept. for information on restrictions and additional permitting.
- 5) Owner Builder Statement (if built by owner)

SCREEN ROOM WITH NEW SLAB

- 1) Completed Building Permit Application
- 2) One copy of survey/plot plan showing location of screen room
- 3) One set of engineered drawings including footer details
- 4) Recorded Notice of Commencement (if valued over \$2500)
- 5) Owner Builder Statement (if built by owner)



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SCREEN ROOM WITH EXISTING SLAB

- 1) Completed Building Permit Application
- 2) One copy of survey/plot plan showing location of screen room
- 3) One set of engineered drawings
- 4) Recorded Notice of Commencement (if valued over \$2500)
- 5) Owner Builder Statement (if built by owner)

POOLS

ABOVE GROUND POOL

- 1) Completed Above Ground Swimming Pool Permit Application
- 2) One copy of survey/plot plan showing location of all existing buildings, easements, driveway, septic drainfield, power lines, fences and proposed pool location
- 3) Recorded Notice of Commencement (if valued over \$2500)
- 4) Description of pool, size, equipment and method of providing electric
- 5) Residential Safety Pool Act
- 6) Owner Builder Statement (if installed by owner)

INGROUND POOL - CONCRETE

- 1) Complete Inground Swimming Pool Permit Application listing subcontractors and applications from all each trade signed by license holder and signature notarized.
- 2) One set of signed sealed engineered drawings of pool
- 3) One set of layout of pool deck showing depth, distance to structure and property line
- 4) Pool bearing statement
- 5) One set of specs of equipment
- 6) One set of plot plans with **CURRENT** elevations, location of all existing buildings, easements, driveway, septic, drainfield, power lines, fences and proposed pool location.
- 7) Recorded Notice of Commencement (if valued over \$2500)
- 8) Owner Builder Statement (if installed by owner)

INGROUND POOL – FIBERGLASS

- 1) Complete Inground Swimming Pool Permit Application listing subcontractors and applications from all each trade signed by license holder and signature notarized.
- 2) One set of signed sealed engineered drawings of pool
- 3) One set of layout of pool deck showing depth, distance to structure and property line
- 4) Pool bearing statement
- 5) One set of specs of equipment
- 6) One plot plans with **CURRENT** elevations
- 7) Owner Builder Statement (if installed by owner)
- 8) Recorded Notice of Commencement (if valued over \$2500)

POOL ENCLOSURE

- 1) Complete Building Permit Application
- 2) One copy of survey/plot plan showing location of pool enclosure
- 3) One set of engineered drawings
- 4) Recorded Notice of Commencement (if valued over \$2500)
- 5) Owner Builder Statement (if installed by owner)

RESIDENTIAL DRIVEWAY EXPANSION, PATIO, AND CONCRETE FLATWORK

- 1) Complete Building Permit Application
- 2) One copy of survey/plot plan showing proposed parking and building material
- 3) Recorded Notice of Commencement (if valued over \$2500)
- 4) Owner Builder statement (if built by owner)
- 5) Completed ROW Use Permit Application, if extending onto the right of way with one copy of site plan with proposed project



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DEMOLITION PERMIT – Residential (one set) Commercial (two sets)

- 1) Completed Demolition Permit application
- 2) Survey showing all existing buildings, septic tank, wells, and etc.
- 3) Complete scope of work indicating what the final site be
- 4) Asbestos renovation form (if applicable) – Notice of Asbestos Renovation or Demolition shall be completed for the following:
 - a) All commercial jobs
 - b) Single family homes with known asbestos products in them
 - c) Single family zoning changing to Commercial
 - d) Single family homes that are part of the City projects: e.g. Urban renewal projects, highway construction, etc..
- 5) Recorded Notice of Commencement and “Notice” form (if applicable \$2500 or more)
- 6) If commercial (interior demolition). Submit 2 sets of prints showing existing and removal (what will it look like after the demolition)

SHED PERMIT I (120sq ft or less)

- 1) Completed Building Permit application.
- 2) Hand drawn plans or manufacturer plans with assembly instructions and anchoring procedure
- 3) One copy of site plan/plot plan showing location of proposed structure.
- 4) Recorded Notice of Commencement and Notice form (if applicable).
- 5) Owner Builder statement (if built by owner)

SHED PERMIT II (more than 120 sq ft)

- 1) Completed Building Permit application
- 2) Signed and sealed plans including anchoring requirements and design standards compliance.
- 3) One set of door and window wind load calculation from the manufacturer, manufacturer’s design and installation requirement for doors, windows, mullion sliding glass door, and garage door
- 4) One copy of site plan/plot plan showing location of proposed structure
- 5) Recorded Notice of Commencement and Notice form (if applicable)
- 6) Owner Builder Statement (if built by owner)

GARAGE ENCLOSURE

- 1) Completed Building Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) One set of engineered, signed and sealed drawings that meet the 140 mph wind load requirements
- 3) One set of manufacturers installation specifications for windows and/or exterior door and Florida Product Approval
- 4) Energy form R402-214 with calculations and mechanical diagram
- 5) County Health Department septic tank verification or sewer receipt
- 6) Recorded Notice of Commencement (if over \$2500.00)
- 7) Owner Builder statement (if built by owner)

GARAGE DOOR, ENTRY DOOR, OR WINDOW REPLACEMENT

- 1) Completed Building Permit Application
- 2) One set of manufacturer’s installation specifications for the garage door and Florida Product Approval
- 3) Owner Builder Statement (if installed by owner)
- 4) Recorded Notice of Commencement (if valued over \$2500)

RETAINING WALL (for walls higher than 24”)

- 1) Completed Building Permit Application
- 2) One set of signed and sealed engineered drawings
- 3) One plot plan with CURRENT elevations and PROPOSED elevations
- 4) Owner Builder Statement if built by owner
- 5) Recorded Notice of Commencement if valued over \$2500



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ADDITION

- 1) Complete Building Permit application listing subcontractors and applications from all each trade signed by license holder and signature notarized.
- 2) One set of engineered, signed and sealed drawings that meet the wind load requirements FBC 5th Edition 2014, including, floor plan, wall sections, bearing walls, footing and reinforcement, roof slope, overhand and method of roof ventilation, electrical diagram, adjacent rooms
- 3) Engineered truss packet if applicable
- 4) One copy of survey/plot plan showing all existing structures and the proposed location of addition with setback requirements
- 5) One set of door and window wind load calculation from the manufacturer, manufacturer's design and installation requirement for doors, windows, mullion sliding glass door, and garage door
- 6) Energy form R402-2014 and one HVAC duct layout
- 7) Letter from the Health Department about Septic tank verification
- 8) Recorded Notice of Commencement (if valued over \$2500)
- 9) Location of smoke detector and carbon monoxide if the space is a bedroom. They must be interconnected and battery back up
- 10) Owner Builder Statement (if built by homeowner)

GLASS ROOM/SUNROOM

- 1) Complete Building Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) One set of engineered, signed and sealed plans indicating compliance with the
- 3) National Electrical Code for Sunrooms.
- 4) One set of door and window wind load calculation from the manufacturer, manufacturer's design and installation requirement and Florida product approval.
- 5) One copy of survey/plot plan showing all existing structures and the proposed location of sunroom with setback requirements
- 6) County Health Department septic tank verification or sewer receipt
- 7) Recorded Notice of Commencement (if valued over \$2500)
- 8) Owner Builder Statement (if built by homeowner)

ELECTRIC SERVICE UPGRADE/REPAIR

- 1) Complete Electrical Permit Application
- 2) Scope of Work
- 3) Owner Builder statement (if done by owner)
- 4) Recorded Notice of Commencement (if valued over \$2500)

GARAGE OR CARPORT

- 1) Complete Building Permit Application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) One copy of survey/plot plan showing all existing structures and the proposed location of garage/carport with setback requirements
- 3) One set of engineered, signed and sealed drawings that meet the wind load requirements including Engineered truss packet walls, footing and reinforcement, roof slope, overhang and method of roof ventilation, electrical diagram (if applicable)
- 4) One set of door and window wind load calculation from the manufacturer, manufacturer's design and installation requirement for doors, windows and garage door
- 5) Recorded Notice of Commencement (if valued over \$2500)
- 6) Owner Builder Statement (if built by owner)

MECHANICAL

- 1) Complete Mechanical Permit Application (Only contractors can apply for Mechanical Permits)
- 2) Scope of Work
- 3) One set of energy calculations with manual D, J and S (when applicable)
- 4) Recorded Notice of Commencement (if valued over \$7500)

REROOF

Shingle

- 1) Complete Re-roof Permit Application
- 2) Owner Builder Statement (if installed by owner)
- 3) Recorded Notice of Commencement (if valued over \$2500)



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Metal/Flat/Tile

- 1) Complete Re-roof Permit Application
- 2) Product approval and Installation (1 copy)
- 3) Owner Builder Statement (if installed by owner)
- 4) Recorded Notice of Commencement (if valued over \$2,500)

SIDING

- 1) Complete Building Permit Application
- 2) Scope of Work
- 3) Florida Product Approval and installation instructions
- 4) Owner Builder Statement (if installed by owner)
- 5) Recorded Notice of Commencement (if valued over \$2500)

GENERATOR

- 1) Complete Generator Permit Application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) One copy of site plan specifying the locations of the generator, fuel tank type (above or below ground and size) and generator of capacity. Generator manufacturer's specs with installation instructions with transfer switch diagram
- 3) Recorded Notice of Commencement (if valued over \$2500)

FOUNDATION GROUT

- 1) Completed Building Permit application
- 2) Specifications from Engineer regarding repair work.
- 3) Specifications to bear Engineer's seal
- 4) Recorded Notice of Commencement (if valued over \$ 2,500)

GAS INSTALLATION

- 1) Completed Gas Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) Piping diagram specifying pipe size with setbacks fuel tank, fuel source, tank location and size of tank.
- 3) Recorded Notice of Commencement (if valued over \$2500)

HOOD

- 1) Completed Mechanical Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) Three sets of drawings signed and sealed by a professional engineer for the installation of the hood, indicating the requirements of the fire suppression system, location of hood within structure, sight plan indicating the location of the hood in regards to the property line
- 3) Recorded Notice of Commencement (if valued over \$2500)

INTERIOR REPAIR

- 1) Contact Building and Zoning Services, 386-878-8650, to discuss the particular details of the repair

MOBILE HOME

- 1) Complete Building Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) One site plan specifying the location of the mobile home
- 3) One copy of scope of work for attachments of utilities, anchoring requirements with installation instructions per Florida Administrative Rule 15C-1.0102 and soil capacity
- 4) Recorded Notice of Commencement (if valued over \$2500)
- 5) Owner Builder Statement (if installed by owner)



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PLUMBING

- 1) Complete Plumbing Permit Application
- 2) Scope of Work
- 3) Fixture or equipment layout if applicable
- 4) Owner Builder Statement (if installed by owner)
- 5) Recorded Notice of Commencement (iv valued \$ 2,500)

MONUMENT SIGN

- 1) Complete Sign Permit application (electrical sign requires a licensed electrical contractor listed with application signed and notarized by license holder)
- 2) One set: site plans indicating the location of the monument sign, construction drawings signed and sealed by a professional engineer, size of signage in square feet, and any electrical requirements.
- 3) Recorded Notice of Commencement (if valued over \$2500)
- 4) Notarized letter of authorization from property owner or legal representative.

SIGNS

- 1) Complete Sign Permit application (electrical sign requires a licensed electrical contractor listed with application signed and notarized by license holder)
- 2) **One** site plans showing sign location
- 3) One set of signed and sealed documentation for the attachment to the building (wall sign).
- 4) One set of plans with elevations showing locations of signage, and electrical hookup if applicable
- 5) Recorded Notice of Commencement (if valued over \$2500)
- 6) Notarized letter of authorization from property owner or legal representative.

SOLAR PANELS

- 1) Complete Solar Permit application
- 2) One set of manufacture's specs with installation instructions and Florida product approval.
- 3) Recorded Notice of Commencement (if valued over \$2,500)

COMMERCIAL BUILD OUT

- 1) Complete Building Permit application listing subcontractors and applications from each trade signed by license holder and signature notarized (if applicable)
- 2) Two sets of signed, sealed plans
- 3) Recorded Notice of Commencement (if valued over \$2500)