

Typical Residential Permit Documentation Requirements

Note: Many thanks go to Volusia County for allowing the use of this form, with alterations to more closely match requirements of the City of Daytona Beach. This is only a general list of required documents. Also check submittal forms for specific job types.

Permit Type (Residential)	Plans/Documents/Forms/Affidavits, etc. needed for PLAN or Permit Tech sign off
Above Ground Pool	2 sets of pool specifications; safety feature must be addressed on application or with plans; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Addition (Aluminum)	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with Aluminum Framing Plan and copy of engineer's authorization letter; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Addition (Frame/Masonry)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure; energy forms.
Alteration	2 sets of construction plans with the architect's / engineer's seal if change is structural or affects the building envelope ... (Ex: convert garage to living area) or 2 copies scope of work list; 2 truss packets with the engineer's seal if applicable; 1 survey with the surveyor's seal and 2 site plans if changing footprint of building; floor plan showing location of work; energy forms if change to habitable area.
Alteration (Aluminum)	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with Aluminum Framing Plan and copy of engineer's authorization letter if change is structural or affects the building envelope; 1 survey with the surveyor's seal and 2 site plans if changing footprint of building; floor plan showing location of work; energy forms if heating or cooling project area.
Aluminum Structure with mobile home	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with Aluminum Framing Plan (including 4th wall construction) and copy of engineer's authorization letter; 1 survey with the surveyor's seal & 2 site plans or if inside a mobile home park, 2 site plans only.
Antenna	2 sets of construction plans with the architect's / engineer's seal that will address wind load; 1 survey with the surveyor's seal; 2 site plans if attached to a guy.
Building Moving	House Moving application (no owner builders) & Single Family Residential application for foundation (2 sets foundation plans with architect's / engineer's seal), but pick only 1 work type (Building Moving) with house mover as main contractor & owner can do the foundation portion (just list owner as a sub). Pull Pre-House Moving paperwork & put with this permit; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure; 2 copies of floor plan showing any improvements (**additional plans or scope of work list if alterations or repairs); proof of water (most current utility bill); energy forms.
Burglar Alarm/Security Systems (low voltage)	low voltage alarms that can be plugged into an existing outlet, do not need a permit. If a circuit needs to be run, pick "Electrical" instead of burglar alarm.*
Carport (Aluminum)	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with Aluminum Framing Plan and copy of engineer's authorization letter; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Carport (Frame/Masonry)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal if applicable; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Deck	2 sets construction plans (plans may be required to be sealed by an architect or engineer if deck is elevated more than 4' or of an unusual design); 1 survey with the surveyor's seal; 2 site plans showing location of proposed deck.
Demolition (Entire Structure)	Square footage of building must be indicated; current use of building. Complete the demolition permit package; 1 survey with the surveyor's seal; 2 site plans showing location of current building(s).
Demolition (Partial)	Not related to future use: square footage of building must be indicated; current use of building; floor plan indicating area to be demolished. *** Demolition for purpose of addition or renovation must be submitted as part of the overall project.
Dock and/or Boathouse	2 copies of DEP permits & ACOE if applicable; 2 sets of construction plans (plans will need architect's / engineer's seal); 2 surveys (1 with the surveyor's seal).
Driveway	1 survey with the surveyors seal; 2 site plans which show where the driveway is to be located. Driveways can be concrete, asphalt, or pavers. The apron shall be 3,000 P.S.I. concrete and 6" thick. Minimum 5' setback from side property line. Minimum width 12' & maximum width 20'. Additional requirements apply for circular/2 cuts.

Drywall – Replacing, Covering	2 sets of construction plans showing layout and location of all work. If on wall of exterior, provide insulation details. May require more detail including draftstopping, fireblocking, etc. If layout is changing, see ALTERATION.
Duplex (same parcel...1 permit... no owner contractor since both would not be for personal use)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal, 1 survey with the surveyor's seal 2 site plans showing location of proposed structure; all site plans should show shape & dimension of lot with street location & name, footprint of duplex, location of well & septic with required distances indicated and driveway dimensions at property line and flare (DOT permit if connecting to a state road); proof of water; energy forms (1 set for each side of the duplex).
Electrical	Permit required for all new wiring. Permits not generally required for replacing existing switches, receptacles, light fixtures, etc.
Electrical for Generator/Transfer Switch	specifications on the transfer switch must be on the job site
Fence (Non-Structural)	1 survey with the surveyor's seal; 2 site plans showing location of proposed fence.
Fence (Structural, requiring footers)	2 sets construction plans (if being used as a retaining wall, see that category for plan requirements); 1 survey with the surveyor's seal; 2 site plans showing location of proposed fence.
Fireplace/Chimney	2 sets of construction plans with the architect's / engineer's seal; 2 site plans showing location of proposed structure.
Garage	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Gas Connections	1 fixture only: Permit required, but no riser diagram needed. Multiple fixtures: 2 riser diagrams that include type of gas, pressure, piping material, pipe sizes, run lengths & BTU ratings of utilization equipment.
Generator	Specifications on generator & transfer switch must be on the jobsite for inspection; (if electric only for future generator, see the instructions for "electrical for generator/transfer switch" instead); 2 site plans showing location of proposed structure.
Generator with transfer switch	Specifications on generator & transfer switch must be on the jobsite for inspection; (if electric only for future generator, see the instructions for "electrical for generator/transfer switch" instead); 2 site plans showing location of proposed structure; name electric subcontractor; ** if generator is existing and this is a change out, only an electrical permit is required.
Glass Room / Vinyl Room	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineered pages with copy of engineer's authorization letter; 1 survey with the surveyor's seal 2 site plans showing location of proposed structure; Provide electrical permit application for Glass Rooms; do not need energy forms if non-conditioned (aluminum construction)...Vinyl Rooms: if removable panels need to be used it must be noted on the submission.
HVAC (replacement)	Replacing Existing Unit.
HVAC (Rooftop Equipment)	2 sets of Engineered Connection details; details on stands.
Hot Tub	Portable hot tub/spa that is delivered and plugged into an existing outlet does not require a permit. If portable hot tub/spa is hard wired, it requires just an electrical permit, without any specifications. These hot tubs/spas generally come with a cover to secure the hot tub/spa when not in use. In-ground unit (a package unit hot tub/spa). This requires plans similar to fiberglass pool. See "Swimming Pool"
Liquid Propane Gas Installation (above ground and inground)	Tank installation and related gas connections. If tank existing, use "gas connection" work type instead. For generator being issued to another contractor, generator specifications are not required with this submittal. 2 copies of riser diagram for multiple connections; 2 site plans showing size of tank, location of tank and location of generator if applicable.
Mechanical (also HVAC)	Permit required for replacing or installing HVAC system. Permit generally not required for minor maintenance such as minor part replacements, minor repairs, etc.
Mobile Home	Manufacturer's installation manual (for new units only); 1 copy manufacturer's blocking diagram; HUD Approved Manufactured Home Installation Worksheet; 1 survey with the surveyor's seal; 2 site plans or if inside a mobile home park, 2 site plans only; energy forms.
Mobile Home Replacement	Manufacturer's installation manual (for new units only); 1 copy manufacturer's blocking diagram; HUD Approved Manufactured Home Installation Worksheet; 1 survey with the surveyor's seal; 2 site plans or if inside a mobile home park, 2 site plans only; energy forms; proof of existing water & sewer; documentation to waive impacts.
Mobile Home Roofover	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with roof layout plan and copy of engineer's authorization letter.
Other	***Requirements will vary ... check for similarities with other work types.***

Park Model/RV Perm. Setup	Park Model: See "Mobile Home" requirements ...RV Permanent Set Up (Zoning will only allow RVs in areas zoned for RV Parks) similar to "Mobile Home" requirements, but no set up book (need 2 copies of manufacturer's tie down information); 1 survey with the surveyor's seal; 2 site plans or if inside a park, 2 site plans only; No energy forms needed for RVs.
Patio (covered) and Foundation	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Patio (covered) on Existing Foundation	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of existing foundation & proposed structure.
Permit to Complete	Contact Permits & Licensing 386-671-8140
Plumbing	Permit required for anything to do with the technical codes. Permit generally not required for minor repairs such as faucet washers, p-traps, routing of sewage lines, minor leaks, etc.
Pool Enclosure	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering with Aluminum Framing Plan and copy of engineer's authorization letter; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Pre Building Moving	4 photographs attached to Pre-House Moving Application; tax parcel # & address where structure is now; tax parcel # & address of new location; Historical approval will look at age of structure and historical concerns about relocation...OWNERS CANNOT ACT AS THE CONTRACTOR.
Renovation	2 copies scope of work list; 2 copies floor plan (Existing and proposed) ...if part or all of project more closely resembles "Alteration" or "Addition", see those work types for possible requirement of engineered plans, etc.
Repair	2 sets of construction plans with the architect's / engineer's seal for all structural repairs; 2 copies scope of work list for non-structural repairs ...if part or all of project more closely resembles a different work type, see that work type for requirements.
Reroof Metal or Tile	2 copies of Roof Supplemental Form; 1 copy manufacturer's data for reroof material. Skylights (replacement): 1 set of specifications and 2 footprint drawings of skylight location. (Specifications required to be on job site only, if roof form is properly filled out).
Reroof/No Structural Change (Owner contractor)	2 copies of Roof Supplemental Form; 1 copy manufacturer's data for reroof material. Skylights (replacement): 1 set of specifications and 2 footprint drawings of skylight location. (Specifications required to be on job site only, if roof form is properly filled out).
Reroof/No Structural Change (Licensed contractor)	2 copies of Roof Supplemental Form; 1 copy manufacturer's data for reroof material. Skylights (replacement): 1 set of specifications and 2 footprint drawings of skylight location. (Specifications required to be on job site only, if roof form is properly filled out).
Retaining Wall	2 sets construction plans (may need to be engineered if construction plans don't show standard engineering practices or if angle of repose is an issue); 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure.
Screened Porch/Patio	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure; if alum construction, see "Addition (Alum)".
Seawall	2 sets construction plans (may need to be engineered if construction plans don't show standard engineering practices or if angle of repose is an issue)... 3rd set for Wetlands (doesn't have to be sealed); 1 survey with the surveyor's seal; 3 site plans; select Wetland Alteration as additional work type.
Shed (Premanufactured) - 10 x 12 or smaller	set-up booklet with wind load info; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure; septic location... most Rubbermaid storage bins are exempt unless they have walk in doors & are very large. . Sheds less than 200 sq minimum 7.5' setback from side & rear.
Shed (Premanufactured) - larger than 10 x 12	2 sets of of plans with the architect's / engineer's seal or 2 copies of full size copies DCA approved plans; if anchoring is not shown on plans need engineered anchoring plan; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure. Sheds less than 200 sq minimum 7.5' setback from side & rear. Additional requirements apply for sheds over 200 sq.
Shed (Wood/Masonry) - 10 x 12 or smaller	2 sets of construction plans that include wind load info; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure. . Sheds less than 200 sq minimum 7.5' setback from side & rear.
Shed (Wood/Masonry) - larger than 10 x 12	2 sets of plans with the architect's / engineer's seal; 1 survey with the surveyor's seal; 2 site plans showing location of proposed structure. Sheds less than 200 sq minimum 7.5' setback from side & rear. Additional requirements apply for sheds over 200 sq.

Shutters	** ALL engineered shutter systems require a permit ** (ex. engineered corrugated shutters) Condominium shutters (even if on an individual unit) are commercial and have different permitting requirements. Residential permits: 2 copies of footprint drawing showing location and sizes of windows; 2 copies of shutter schedule if applicable (usually for roll down or accordion shutters); name of electrical subcontractor if motorized. Master plans are not accepted in place of these requirements. Fill out product approval form provided by the City. Specifications must be on job site. Shutters not required on mobile homes.
Siding/Soffit/Fascia (no tear off)	Manufacturer's specifications to be posted at site for inspection. Fill out product approval form provided by the City.
Siding/Soffit/Fascia (tear off and install)	No structural change. Wall section (not required to have engineer's seal) that show size/type of structural sheathing; manufacturer's specifications to be posted on site for inspection. Fill out product approval form provided by the City.
Single Family Residence (SFR)	2 set of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal, 1 survey with the surveyor's seal; 2 site plans for Zoning approval; additional site plans for tree, driveway, wetland and/or variance approvals if applicable ... all site plans should show shape & dimensions of lot with street location & name, footprint of SFR, driveway dimensions at property line and flare (DOT permit if connecting to a state road); energy forms.
Slab	2 sets of plans (seal of engineer not required) that include a layout showing existing structure (if applicable); statement indicating type, strength, and thickness of concrete; 1 survey with the surveyor's seal; 2 site plans. Note: if this is for a future structure, engineering may be required.
Solar	2 sets plans with the architect's / engineer's seal for the fastening system or 2 copies master plan engineering pages; 2 copies of Testing Specifications. Plumbing permit application only.
Spa/Whirlpool/Pool Heater	Refer to "Swimming Pool" requirements ... if more than 1 gas outlet, needs 2 copies of the gas riser.
Stucco	Installing stucco over block does not require a permit. Stucco over frame: 2 copies of wall section (engineer's seal not required). 2 copies of exterior house with dimensions neatly drawn.
Swimming Pool (Owner contractor)	2 sets of construction plans with the architect's / engineer's seal or 2 sets master plan engineering for pool; 2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages with copy of engineer's authorization letter for screen enclosure or fence information on application & site plans; 1 copy of Chapter 41 form (Pool Safety Requirements); 1 survey with the surveyor's seal; 2 site plans; septic location.
Swimming Pool (Licensed contractor)	2 sets of construction plans with the architect's / engineer's seal or 2 sets master plan engineering for pool; 2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages with copy of engineer's authorization letter for screen enclosure or Fence information on application & site plans; 1 copy of Chapter 41 form (Pool Safety Requirements); 1 survey with the surveyor's seal; 2 site plans; septic location.
Townhouse (separate parcels ...separate permits ... owner contractor allowed for the parcel where he/she will reside.)	**THESE PERMITS NEED TO GO THROUGH DEVELOPMENT REVIEW PRIOR TO SUBMITTAL FOR BUILDING PERMITS** Refer to "Single Family Residence" requirements.
Window/Door Replacement (same size /no structural change)	2 copies of footprint drawing for window/doors to be replaced. Wind-Borne Debris area is the land east of I-95 and 5-6 miles west of I-95). Fill out product approval form provided by the City. Note: Mobile homes not required to have protection – permit insures proper qualifier is installing windows.
Window/Door Replacement (different size /structural change)	2 sets of of plans with the architect's / engineer's seal; 2 copies of footprint drawing for window/doors to be replaced. ** If in wind-borne debris area, specify method of protection on our Product Approval Form** (ex. plywood shutters etc) Wind-Borne Debris area is the land east of I-95 and 5-6 miles west of I-95). Note: Mobile homes not required to have protection – permit insures proper qualifier is installing windows.