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NEW SINGLE FAMILY HOME SUBMITTAL CHECKLIST

City of Daytona Beach

All items must be addressed and completed. Place checkmark by all items (applicant submitted) or N/A for items not needed.

Jobsite Address _____

Contractor/Agent or Owner/Builder _____ Contact Phone _____

Applicant
Submitted N/A

- Completed permit application.
- Recorded Notice of Commencement.
- Water/sewer application and/or Septic Tank permit from Volusia County (if applicable).
- Stormwater Management Plan.
- Disclosure Statement (only required for owner/builder applicant).
- Architectural Approval (LPGA & Pelican Bay only).
- Permit authorization of license holder.
- Recorded Warranty Deed (if different from the Property Appraisers webpage).
- Two copies of a signed and sealed survey providing all of the following:
 - All proposed improvements showing the setback measurements for the principal structure, driveway, A/C pad, and any accessory structures- from all property lines.
 - Proposed Finish Floor Elevation (minimum 12" above the crown of the road and 1' above base flood elevation).
 - Elevations at the crown of the road, all corners (including one between each corner), and mechanical equipment.
 - Flow arrows showing storm water runoff (a depiction of type "A, B or C" drainage shall be acceptable).
 - Flood Zone according to the most current FEMA map.
- IF Applicable*** - signed, and sealed Elevation Certificates **IF** in 100 year Flood Zone or non-FIRM.
- Two copies of our tree permit form along with 2 copies of a landscape plan. Show if trees are being removed.
- Construction plans designed by a Florida registered architect or engineer to meet the requirements of the current Florida Building Code section 107 submittal documents signed, sealed, and dated.
1 set of paper plans and 1 digital copy of plans submitted on a CD, DVD, or USB Jump drive.
- Two sets of truss plans signed, sealed, and dated.
- Two completed copies of our Product Approval Form. Supply 1 complete set of installation specifications on the jobsite.
- Two complete sets of Energy Forms signed, dated & 1 copy of front page.
All forms requiring a signature must be signed by all parties
- If applicable, provide two copies of a snapshot of the subdivision plot plan showing the lot along with all adjacent lots.

Additional plans, documents, and information may be required

* Volusia County Impact Fees are due prior to Certificate of Occupancy being issued

Contact: impactfees@Volusia.org