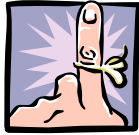


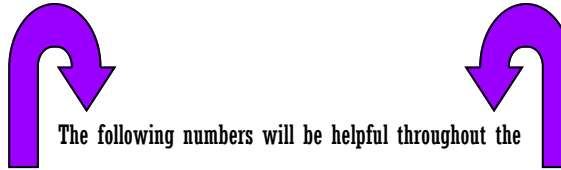
## What do I need?

The required documents for submittal:

**Only complete submittals are accepted**



- Permit application
- Color/material information— Provide colors of all architectural features on elevation plans or on a separate attached paper, complete with manufacturer name and color description (including, but not limited to roof, exterior wall, trim, door, garage, brick, quoins, stone/rock, decorative shutters).
- Construction Drawings (sealed)
- Provide colors of all architectural features on elevation plans or on a separate attached paper, complete with manufacturer name and color description (including, but not limited to roof, exterior wall, trim, door, garage, brick, quoins, stone/rock, decorative shutters).
- Right of Way Access application
- Energy calculations (if applicable)
- Site plans indicating the setback dimensions from all structures to the property lines. Include patios, driveways, walkways, (materials and surface treatments to be used), landscaping and tree protection requirements (include plant types, sizes, quantities, and locations, sod, mulched and undisturbed areas).
- Landscape Detail Plans - Two (2) landscape detail plans indicating tree protection or removal requirements. If trees are not to be removed, you must write "No trees to be removed". A tree removal permit may be required. Plant types, sizes, quantities, and locations (if applicable) sodded, mulched and undisturbed areas. The plans must include existing and proposed foundation plantings for front, side street and rear structures facing saltwater canals, freshwater canals, lakes, golf courses, and public right of ways.
- Boundary survey- (*not for interior renovations unless altering a garage to living*)
- Recorded warranty deed
- Roofing worksheet
- Construction Lien Law affidavit (provided by contractor if job is valued over \$2500.00)
- Owner/Builder Disclosure
- Notice of Commencement
- A foundation survey will be required once concrete is poured—prior to any additional inspections.



The following numbers will be helpful throughout the process of obtaining your permit.

- **Building** 386-986-3780
- **Inspections** 386-986-4747
- **Zoning** 386-986-3751
- **Stormwater** 386-986-4760
- **Code** 386-986-3764
- **Utility** 386-986-2360
- **Property Appraiser** 386-313-4150

You may also visit our city website for additional information as well as print any forms required for your permit.

### **Pulling 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 harm both by penalty and injury.

Chapter 489.103(7), Florida Statutes: Owners of property 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. In addition, the building must be for your own use and may not be sold or leased for one year from the date of the certificate of occupancy.

**Reach us on the Web**  
**[www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us)**



## BUILDING DIVISION

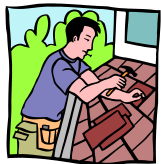


City Walk Building  
160 Cypress Point Pkwy.  
Suite B-106  
Palm Coast, FL 32164

Phone (386) 986-3780  
Fax (386) 986-3781

For all documents, and more detailed information, please visit our website at [www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us) and click on the building inspection & permits link.

To make application for an addition, you must be a licensed contractor or the legal individual property owner.



Licensed Mechanical, Electrical, Plumbing and Roofing contractors are to be listed on the primary permit. Separate permits for each discipline are not required.

Once application has been made, the building department will route your permit package to any necessary reviewing departments. (Stormwater, Urban Forestry, Zoning, Building, etc.) If additional information is not required throughout the process, the typical review time is 2 weeks.

Landscaping is required on all corner, canal, golf course, thoroughfare and highly viewed areas to aesthetically enhance their addition. Plans must indicate the plant types, sizes, quantities and locations. Include existing natural vegetation areas to be maintained, which can be manicured and incorporated into the landscaping plan.



To inquire about setbacks, size restrictions, height restrictions, materials, landscaping requirements, colors, please contact the Zoning Division at 986-3751.



When your permit is made ready, you will be contacted via email / fax or phone. Approved permit documents that are required to be at the job site will be returned to you. This will include an inspection card. All inspections provided on this card are unique to your project, each inspection must be requested. If an inspection is missed and covered up, the builder must use a licensed testing agency, architect or engineer to perform the required inspection and submit a letter to the chief building inspector.

Please notify the Building Department in the event of a change in your contact information. The information provided on the permit application is not verified with the permit database each time application for a permit is made.

Stormwater and Utility Finals must be approved prior to requesting a Building Department final inspection.



Any outstanding fees (revisions, re-inspection, etc) must be paid prior to requesting a final building inspection.

All Additions must be constructed to meet the latest edition of the Florida Building Code.

“Building Works”

A 24 hour automated inspection request system is available via the telephone or web for the scheduling of inspections. You will receive a tri fold card that fits in your wallet to assist you with your inspections and a list of our inspector's telephone numbers.



You may also follow along your permit review process on our website – Online permit search. This service will also allow you to follow your permit including plan reviews, fees, and inspections.

All inspections requested by 6:00 a.m. are done the same day by the **Building Department**. Inspection results will be available by 4:00 p.m. the same day.

All inspections requested by 6:00 a.m. are done the same day by the **Utility Department**. Inspection results may not be available for up to 3 days.

All inspections scheduled directly through the Stormwater Department by calling 986-4760 will happen the following business day with results entered by 3:30PM the day of the inspection. For all inspections scheduled through the Building Works automated system called in after business hours (i.e. after 4:45PM Mon-Fri or on the weekend) for a Stormwater inspection, ex-



Upon review, if any additional information is required, each department will contact you directly, typically directly via email / fax through our computer software system. You can also follow your permit status / notes on line through our online permit search location on our website.