

## Builder Permits is Risky Business

If you are 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.



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

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



For detailed information regarding the *location and placement* of your slab, please contact the Stormwater and Zoning departments.



How to obtain a permit for:

**Patio  
Pavers  
Slabs  
Walkways**



160 Cypress Point Pkwy  
Suite B-106  
Palm Coast, FL 32164

386-986-3780 (office)  
386-986-3781 (fax)

# What do I need?




A permit is required for pavers for any amount over 250 sq ft.

- \* Permit application
- \* Right of Way Application
- \* Patios /slabs with footers must submit two sets of drawings signed /sealed by an architect or engineer.
- \* Site plan which indicate the property lines, all existing structures and proposed structures location with the setback dimensions to property lines. Site plans must include the location of the water meter pit.
- \* recorded warranty deed
- \* Construction Lien Law affidavit (provided by contractor if job is valued over \$2500.00)
- \* Owner/Builder Disclosure
- \* Notice of Commencement

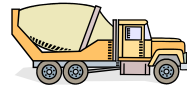
Upon review, if any additional information is required, each department will contact you directly, typically directly via email / fax through our computer software system. You can also follow your permit status with our online permit search at [www.ci.palm-coast.fl.us](http://www.ci.palm-coast.fl.us)

## Important Facts



All the documents provided to you when your permit is issued must be on the job site when you call for an inspection.

A list of required inspections are printed on your inspection card. It is your responsibility to request these inspections; the city does not know when the work is completed without your notifying us.



Finished Slab must be above base flood elevation if located in a special flood hazard



Nothing is permitted within the easement; this includes the typical 5' easement located around the perimeter of the property.




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

[www.ci.palm-coast.fl.us.com](http://www.ci.palm-coast.fl.us.com)



All inspections requested by 7:00 a.m. are done the same day by the Building Department.



You will be responsible for any damage done to the swale, road, or neighboring properties

Any outstanding fees (revisions, re-inspection, etc) must be paid prior to requesting a final building inspection. These can be paid in person or via the website 'Building Works'

**Concrete is not permitted to be poured over the water meter pit.**