

Notice of Commencement

You will be required to file a Notice of Commencement if the job value is greater than \$2500.00, greater than \$7500.00 for mechanical work.

The Notice of Commencement is to be filed with the Flagler County Court house recording office.

A *certified copy* of the Notice of Commencement must be provided to the Building Department prior to requesting inspections.

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.

Helpful Phone Numbers

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

Permit is ready while you wait!

All documents and forms are available on our website

WWW.CI.PALM-COAST.FL.US



HOW TO OBTAIN A PERMIT FOR:

Sheds & Storage Units



City Walk Building
160 Cypress Point Pkwy.
Suite B106
Palm Coast, FL 32164

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

Helpful Info



What do I bring?

- **Permit Application**
- **Recorded Warranty Deed**
- **Manufacturers Drawings** - Two (2) copies of the manufactures drawings for the shed assembly, OR two copies of signed and sealed drawings for an accessory structure (detached garage, gazebo, etc.) Plans must include height – a shed is to be no more than 12’ tall. Plans must include diagram for anchoring system (must meet 120 mph wind load requirements).
- **Site Plan** - Two (2) site plans which indicate the property lines, roadways, waterways, easements, all existing structures, and proposed structure. Indicate tree protection or removal requirements. If trees are not being removed, you must write “no trees to be removed”. Individual Structures such as sheds shall be screened by the property owner with a visual buffer planting, solid decorative fencing or walls may be installed to screen from public view. Plants used shall be native or shall be vegetation that conserves water, is adaptable to local conditions, and is drought tolerant.
 - Include size, dimension and location
 - Include all setbacks to property lines
 - Include colors and materials of the shed exterior and roof
- **Tenant Affidavit** - if property owner is NOT the applicant
- **Notice of Commencement**
- **Owner/Builder disclosure** – this is required when an owner is obtaining a permit.

- Florida Building Code requires plans be designed, signed and sealed by a licensed engineer or architect.
- For pre-fabricated sheds purchased, manufactures specifications will be sufficient.
- If you would like to construct your own shed, it's 10 x 10 or less, and you do not wish to have plans signed and sealed, you may use the design and plans located on our website. (these plan do NOT allow for any deviations)
- The roof, exterior walls and exterior colors of the shed, EXCLUDING prefabricated sheds, shall be compatible with the design of the principal structure (home).
- Shed/ storage unit shall be located behind the principal structure (home) OR screened by a solid or opaque fence so not visible from the street.
- Individual structures such as sheds shall be screened by property owner with visual buffer planting, when visible from right-of-way, parking areas, or adjacent properties. In lieu of a visual buffer solid decorative fencing or walls may be installed to screen from public view. Plants used shall be native or shall be vegetation that conserves water, is adaptable to local conditions, and is tolerant.
- Sheds are prohibited within **ANY** easement

- Maximum Shed size allowed is **200 sq. ft.** and must comply with the setback requirements in their zoning district.
- All inspections provided on your inspection card must be requested by you/contractor. We do not know when the shed is ready for inspection unless we are notified.
- The approved plans must be on site when the inspector arrives.
- Inspections requested by 7:00 a.m. will be done that day, after 7:00 a.m. will be done the following day. Please ensure the shed is accessible to the inspector.
- You may call in the morning the day of the inspection to inquire as to the estimated time your inspector will be arriving.

Your permit will remain active for 6 months from the date of issuance.

During that time, you must request an inspection, the city does not know when the shed has been installed and is ready for an inspection unless you notify us.

If the permit expired, a new permit must be obtained.

Any failed inspection will result in re-inspection fees.