

## WHAT DO I BRING?

- Permit Application—to include contractor and MEP contractors.
- Recorded warranty deed
- Site Plan
- Water receipt
- Energy Calculations
- Construction Drawings
- Construction Lien Law affidavit
- Notice of Commencement
- Early Power affidavit
- Right of Way Access application accompanied by:
  - Four (4) 8 ½ x 11 site plans that depict the driveway width at the property line and the edge of pavement (EOP) and the distance from the proposed driveway flare to the EOP of any road intersection within 75 feet.
  - Two (2) driveway detail plans equivalent in detail to the City of Palm Coast residential culvert detail available on the city website. (DWG NO 002-270605).
  - Two (2) sealed topographic surveys/lot grading plan (see Storm water req.)
  - Grade elevation profile drawing is required when the proposed structure is on a saltwater canal lot. (must be imposed on a topographic survey).
- *Owner/Builder Disclosure Statement*

**For detailed information, please visit our website, go to the building & permitting page and click on the building permit checklist.**

Upon review, if any additional information is required, each department will contact you directly. In addition, you will receive an instant notification via email / fax through our computer software system—please be sure we have your correct information on file. You may also view the status and notes of your permit on our website—online permit search link.



## When can I move in?

**After your home has passed all inspections, and a termite certificate has been submitted, you will receive a Certificate of Occupancy.**



**You are responsible for contacting the power company to set up an account.**

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

- **Building** **386-986-3780**
- **Inspections Only** **386-986-4747**
- **Zoning** **386-986-3751**
- **Stormwater** **386-986-4760**
- **Code** **386-986-3764**
- **Utility** **386-986-2360**
- **Urban Forestry** **386-986-3764**
- **Property Appraiser** **386-313-4150**
- **City Hall** **386-986-3700**

Customer Service hours are  
Monday—Friday  
8:00 a.m.—4:00 p.m. (Building Dept)  
All others  
8:00 a.m.—5:00 p.m.

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



The Permitting/Inspection process for:

## SINGLE FAMILY RESIDENCE



**BUILDING DIVISION**

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 a single family residence/ duplex, 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, Zoning, Urban Forestry, Building etc.) If additional information is not required throughout the process, the typical review time is 2 weeks.

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



Foundation plantings are required for side street structure exposure and for the rear of the structure facing saltwater canals, freshwater canals, lakes, golf courses and public right-of-ways.

**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.**

For water/sewer utility service, you will need to contact the utility department to make application for service. A plot plan with the house located on the lot is required to be submitted to the utility department. Once the lot has been cleared, a letter must be faxed (986-2642) or emailed ([mhughes OR jwright@ci.palm-coast.fl.us](mailto:mhughes@ci.palm-coast.fl.us)) to the Utility Department on letterhead with the address, lot, block and section stating the lot has been cleared. Final grade stakes are to be provided at both front property pins to aid in setting the meter pit at final grade level. Pep tank installation may be requested via the city website by using the 'citizen issue tracking system' - Billing – Pep Tank Installation. Please request for installation after the sheet rock has been delivered and before the lot is grade and driveway is poured to avoid conflicts. To connect gravity service, it is recommended that the tie in be done during the framing stage. For more water/sewer connection information, please contact the utility department directly: Meter Installation – 986-2369 Sewer – 986-2387 / 2372



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.



Once the slab has been poured and before wall construction begins, a slab elevation certificate must be submitted to the Stormwater and Zoning Departments.

*All fees are to be paid upon the issuance of the permit. Any outstanding fees shall be paid prior to the last inspection. Fees can be paid by visiting our office OR on the City Website—using the 'Building Works' link on the home page*



A 24 hour automated inspection request system is available for the scheduling of inspections. These inspections may be scheduled via the telephone or online. All required inspections will be printed on your permit placard. In addition, 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.

Once the final survey has been submitted and approved, a Stormwater final inspection will automatically be generated. If the final survey is not approved, you will be notified of required changes. 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 after 4:45PM Mon-Fri or on the weekend for a Stormwater inspection, expect a 24 hour delay.



If the final survey is approved, but upon inspection, additional site work is necessary that does not require a revised survey but does require another inspection, the 24 hour automated system is to be used to schedule the inspection.

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

**All inspections requested by 7:00 a.m. are done the same day by the Utility Department. Results may not be posted for up to 3 days.**

***Pulling Owner/Builder Permits 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.