

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 Appr** 386-313-4150

If you have any questions,
please feel free to contact us at:

386-986-3780 (OFFICE)
386-986-3781 (FAX)

*Our customer service hours are
Monday through Friday
8:00 am — 4:00 pm*



Follow
your
permit
online!

www.ci.palm-coast.fl.us

How to obtain a permit for

Windows, Doors
& Hurricane Shutters



**It is your responsibility to request these
inspections; the city does not know the
work is completed unless you notify us.**



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

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

Visit us on the Web!

www.ci.palm-coast.fl.us



What do I bring?

The following items are required for a complete permit package.

- Permit Application
- Two (2) floor plan drawings indicating which area will be replaced.
- Two (2) copies of the Product approval and attachments
- One (1) copy of a recorded warranty deed
- Elevation plan indicating location, color, type and style (*FOR HURRICANE SHUTTERS ONLY*)
- Construction Lien Law affidavit (provided by contractor if job is valued over \$2500.00)
- Tenant Affidavit if property owner is NOT the applicant
- Notice of Commencement

**** Owner / Builder Disclosure — ONLY if homeowner is obtaining the permit**

All forms are available on our website



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.



A 24 hour automated inspection request system is available for the scheduling of inspections. You may use this via the telephone or online. The three digit inspection number is located on the inspection placard printed when you receive your permit. Inspections requested by 7:00 am will be done the same day.



Notice of Commencement

You will be required to file a Notice of Commencement if the job value is greater than \$2500.00

You must file it at the Flagler County Court house at recording office.

A certified copy must be on file with us in order for you to receive your inspections.

Owner/Builder Permits

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.



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 you notifying us.



Reminders:

- The permit will remain active for 6 months from the date of issuance.
- All inspections provided on your inspection card must be requested by you/contractor. If you fail to request the required inspections and the permit expires, a new permit must be obtained. Full fees will be charged again.
- The approved plans must be on site when the inspector arrives.
- Each failed inspection will be charged \$40.00 for a re-inspection.