

## Helpful Information

- **A permit is good for 6 months from the date of issuance.**
- **The permit will remain open 6 months from each passing inspection.**
- **If you do not obtain a passing inspection within 6 months, the permit WILL expire.**
- **A new permit must be obtained if your permit expires. Full fees will be charged again.**
- **Each failed inspection will be charged \$40.00 for a re-inspection.**

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. Each of these inspections must be requested. If you feel an inspection is not required, please contact the Chief Building Inspector.

If you fail to request an inspection and continue, a letter from the architect/engineer will be required.



Building inspections are requested through a 24 hour automated inspection request system. To request an inspection,

Any inspection requested by 7:00 a.m. will be done the same day. Results are made in the field by the inspectors and are periodically loaded into our live database throughout the day. The inspectors will sign you placard if your inspection passes. A notice of non-compliance stating reasons for denials will be posted if the inspection does not pass.

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

**To make application for a permit, the entire package must be completed; incomplete permit packages are not accepted.**

The Building Division will route your permit package through the necessary reviewing divisions (zoning, fire, building, landscape etc.) Each of these divisions will contact you if any deficiencies are found. Once the permit is ready, you will be contacted by the Building Division.

Sub Contractors (mechanical, plumbing, electrical and roofing) must be identified at the time of permit applications. Separate permits are not issued to each sub; they are included on the primary permit.



Any changes to contractors/subcontractors will be charged a \$40.00 fee for each change.

### Revisions

Any revision to your permit will be charged at \$40.00 per 1/2 hour (1/2 hour minimum)

Any Stormwater and Utility Finals must be approved prior to requesting any final inspection.

## Online Services

- **Building Works**—Allows you to schedule inspection and make payments online or via the telephone 24 hours a day.
- **Online Permit Search** - From the moment you make application for your permit, you may follow the process along with our online permit search. This will allow you to see the plan reviews and any comments, fees due, inspection and notes. (this is strongly encouraged during the permitting process)
- **Public Record Search** – Permits issued are scanned within a week from issuance. These documents are available to the public through our website. Should you lose your documents, you may make a copy from our website.
- **Contractor Search** – To check to see if a contractor is registered with the city or to see his/her status with the city.
- **Documents** – All required documents and checklists are available on our website.

If you reside in a private community, you are responsible for contacting your homeowners association to ensure compliance of any covenants and restrictions.



## 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. A certified copy of the Notice of Commencement must be on file with us in order for you to receive inspections.



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

## Instant Notification

All contractors who have provided a valid email address or fax number, will be automatically notified when any of the following occur: (email is preferred and most effective method)

- Permit application is made
- Plan review is placed on hold / rejects
- Permit status changes
- Inspection is requested
- Inspection is resulted



Contractor certificate (registration with city) status changes (goes inactive due to workers comp, liability, license expiration date etc.)

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.

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

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



### Contact a plans examiner directly

Jean Joseph 386-986-4733 Susan Knopf 386-986-2463  
Fred Reodica 386-986-4734

### Contact your inspector directly

Art Cooper 386-931-3958  
Daryl Rockwell 386-931-6056  
Robert Marvel 386-931-4206  
Charlie Mini 386-931-1251  
Jerry Hindman 386-931-3396  
Larry Hites 386-864-9160



### Fire Marshall

Jeff Pattee 986-2303

For additional information, please contact

Joe McGowen – Chief Building Inspector/ Chief Plans Examiner 986-3738

Barbie Bembry – Permitting Supervisor - 386-986-3785

Larry Woodrome – Building Official - 386-986-3786



# General Permit Information



## Building Division

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

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