



Commercial Permit Requirements

FOR CONTRACTORS APPLYING ONLINE

Once approved, items with an asterisk (*) must be printed at scale and made available on the job site by the time of first inspection.

- Notice of Commencement or Affidavit of Notice of Commencement Filing
Only if over \$5,000.00 (Recorded and Certified copy not required until first inspection)
- Copy of recorded deed or Property Appraiser scan showing proof of ownership (if owner does not match the ownership information listed on the Property Appraiser)
- Drainage Affidavit
- Right of Way permit application, signed by the contractor (additional comments will be made by the Engineering Dept and will be returned to the contractor with the permit at the time of issuance)
- Proof of water and wastewater disposal hookup (water and sewer receipt from utility companies, or well and septic tank permit from the Environmental Health Dept)
- St. Johns River Water Management Permit (if required)
- Department of Environmental Protection Permit (if required)
- Any new development located east of State Road A1A must have a statement on the plans that the lighting complies with Section 6.05.05 of the Flagler County Land Development Code
- (*) Landscape Plan – meeting landscape requirements of Land Development Code Sec. 5.01.00 and 6.01.00 “Index Tree Removal and Protection”
- Fire Sprinkler Permit (if required)
- (*) Sealed energy calculations for Climate Zone 3
- (*) Construction Drawings designed by a Florida design professional to meet the requirements of the 2023 Florida Building Code 8th Ed, signed sealed, and dated or compliant with Chapter 3 exceptions. Drawings must be printable at 24x36” with a minimum

***** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE*****

It is the applicant’s responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13. prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.

¼" scale. Job site copies may be printed at scales between 11x17" and 24x36" if they are legible.

- (*) Signed and sealed truss engineering or plans which include engineered framing layout and connector schedule.
- (*) Flagler County Product Approval Permit Application form or manufacturer's specifications and product approval for all exterior windows, doors, overhead garage doors and skylights
- (*) Survey and site plan (if required)

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers. Digital signatures must be original and will be verified. Do not upload scanned/copied plans, they will not be accepted. The following statement must accompany a digital signature "This item has been electronically signed and sealed by (name) on (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies". A digitally created image of the seal must be on the plans for printing purposes.

Plans

1. Each page must contain the digital signature and will require individual upload for each sheet/page.
2. Must be drawn and formatted for a minimum landscape 24" x 36" sheet or 11" x 17" for smaller scale jobs.
3. Are to be submitted in a pdf format only.
4. Each page must have title block to contain the address of the subject property.
5. Plans shall be uploaded properly oriented in landscape mode.
6. Must be drawn to scale
7. Each page of the plans must have a graphic scale.
8. Plans that are digitally signed and sealed cannot be locked (password protected).
9. Plans must include a digitally created image of the seal along with the digital signature and seal (For printing purposes).

Documents

1. Documents must be submitted in pdf format only.
2. Documents shall be submitted in portrait orientation (unless created in landscape mode)

File Naming Convention

Plans

1. Plans are to be **submitted / uploaded as single page files** (do not combine files) and named according

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to the name of the page. Example: A.1 M.1 E.4 S.2. If the page does not have a naming convention (blank or named 1, 2, 3, 4) please use a description for the name for quick and easy identification. Example: Floor Plan, Elevations, Wall Sections, Pool Plans, etc. **Do NOT add any verbiage in front of the file name- you may add additional verbiage as a suffix.** Identifiers may be the suffix but not used as a prefix.

2. Revisions/ corrections are to be named the SAME NAME as the original document.

Documents

This applies to all documents submitted online, regardless of the phase of the permit (apply, revisions, corrections, supporting documents, etc.)

Documents are to be submitted individually and **named as identified below**. If a document contains multiple pages, it may be uploaded as a single file. (i.e., energy calculations, etc.)

File names should be named in the examples below: (identifiers only as a suffix)

- Boundary survey
- Early power affidavit
- Electrical Calculations
- Elevation certificate
- Energy calculations
- Final Survey
- Foundation Survey
- Landscape plan
- Lot grading plan
- Manufacturer specifications
- Notice of commencement
- Owner disclosure
- Plumbing riser diagram
- Pool calculations
- Product approval
- Proof of ownership
- Recorded warranty deed
- Roof affidavit
- Roofing worksheet
- Septic Tank Permit
- Sewer Receipt
- Site plan
- Shop drawings
- Specification manual
- TDH
- Tenant affidavit

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- Topographic survey
- Tree survey
- Tree Protection and Landscape Compliance form
- Truss layout
- Water receipt
- Well permit

General Information

1. Permits utilizing the electronic plan review system must maintain the electronic process throughout the permit application review process. (and vice versa if submitted manually)
2. You may utilize this system to upload and maintain your documents at the packet stage up to 30 days prior to choosing to submit.
3. Your packet will expire in 30 days if you do not choose to submit and will require you to start again when you are ready.
4. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the package will not be accepted.
5. Revisions/corrections cannot be uploaded while reviews are being processed. Once all of the reviews have been completed, you will be able to upload any new plans/documents. The red SUBMIT button must be clicked for your documents to reach us. A revision sheet is not required for upload, one will automatically be generated when you hit SUBMIT.
6. Revisions are to be named the SAME NAME as the original document.
7. When the reviews have been completed, you will receive an email notifying you the permit is ready for issuance.
8. Payments continue to be made online or in person.
9. Job/Inspection card, permit, plans, etc. can be downloaded from the portal.
10. Approved plans are to be at the job site for the inspector.
11. Inspections may be requested through the portal.
12. The certificate of occupancy is also available for print online upon issuance.

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**Flagler County Growth Management
Building Services Division**

1769 East Moody Blvd
Bldg 2, Bunnell, FL 32110
386-313-4003

NOTICE OF COMMENCEMENT

PERMIT NUM _____

TAX FOLIO NUM _____

STATE OF FLORIDA
COUNTY OF FLAGLER

THE UNDERSIGNED HEREBY GIVES NOTICE THAT IMPROVEMENT WILL BE MADE TO CERTAIN REAL PROPERTY AND, IN ACCORDANCE WITH CHAPTER 713, FLORIDA STATUTES, THE FOLLOWING INFORMATION IS PROVIDED IN THIS NOTICE OF COMMENCEMENT.

DESCRIPTION OF PROPERTY	
DESCRIPTION OF IMPROVEMENT	

OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR IMPROVEMENT

NAME		INTEREST IN PROPERTY	
ADDRESS			
NAME AND ADDRESS OF FEE SIMPLE TITLEHOLDER - (IF OTHER THAN OWNER)			

CONTRACTOR NAME		PHONE	
ADDRESS			

SURETY NAME		PHONE	
ADDRESS		BOND AMOUNT	

LENDER NAME		PHONE	
ADDRESS			

PERSONS WITHIN THE STATE OF FLORIDA DESIGNATED BY OWNER UPON WHOM NOTICES OR OTHER DOCUMENTS MAY BE SERVED AS PROVIDED BY SECTION 713.13(1)(A)7., FLORIDA STATUTES

NAME		PHONE	
ADDRESS			

IN ADDITION TO HIM/HERSELF, OWNER DESIGNATES THE FOLLOWING PERSON(S) TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.13(1)(B), FLORIDA STATUTES

NAME		PHONE	
ADDRESS			

EXPIRATION DATE OF NOTICE OF COMMENCEMENT

THE EXPIRATION DATE IS 1 YEAR FROM THE DATE OF RECORDING UNLESS A DIFFERENT DATE IS SPECIFIED HERE: _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

SIGNATURE OF OWNER OR LESSEE, OR OWNER'S OR LESSEE'S AUTHORIZED OFFICER/DIRECTOR/PARTNER/MANAGER

SIGNATORY'S TITLE / OFFICE

STATE OF FLORIDA COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME, BY MEANS OF PHYSICAL PRESENCE OR ONLINE NOTARIZATION,

THIS _____ DAY OF _____, _____, BY _____
YEAR NAME OF AFFIANT

PERSONALLY KNOWN _____ OR PRODUCED IDENTIFICATION _____

SIGNATURE OF NOTARY PUBLIC STATE OF FLORIDA

PRINT, TYPE OR STAMPED COMMISSIONED NAME OF NOTARY PUBLIC



FLAGLER COUNTY
AFFIDAVIT OF DRAINAGE CONTROL FOR
RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

Building Permit Number:
(OFFICE USE ONLY)

A. OWNER/SITE INFORMATION:

Name of Owner: Phone Number:
Address:
Subdivision Name: Lot Number of Site:
Tax Parcel Number: Section: Township: Range:

B. CERTIFICATE OF COMPLIANCE:

The undersigned owner of the above-described property hereby certifies that development of the above property will not result in:

- 1. Flooding of adjacent lands.
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbed materials onto adjacent lands or environmentally sensitive areas (as determined by Flagler County).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100-year frequency storm.
7. Construction to an elevation less than that required by the Flagler County Land Development Code. (Applicant is cautioned UNAUTHORIZED construction may be subject to demolition).
8. Inadequate onsite drainage in the vicinity of the proposed structure.
9. Deviation from the approved grading plan for this property.

C. RELEASE AND AUTHORIZATION:

- 1. The undersigned hereby release and holds harmless the County of Flagler and its authorized agents and/or employees from any and all claims of damage of every kind and nature whatsoever to said property, or contiguous properties, arising from the approval of this application or construction of required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the County of Flagler the right to enter upon said property for inspection and enforcement activities. Flagler County reserves the right to require the property owner to implement reasonable measures regarding drainage control including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature)

(Printed Name)

State of

County of

Sworn to and Subscribed before me, the Day of, 20 by

who is personally known to me or has produced

as identification.

(Type of Identification)

Signature of Notary Public

Print, Type or Stamp of Notary



FOR OFFICE USE ONLY
Permit # _____

Right-of-Way Culvert / Driveway

Residential Application Please Submit:

- Two (2) Sets of Driveway Cross Section
- Two (2) Sets of Site Plans on 8 1/2 x 11

Commercial Application Please Submit:

Three (3) Sets of Driveway/Offsite Improvement Plans

IMPORTANT: Instructions on pages 2 & 3 are part of the Permit and must be submitted with application.

<u>Type of Application</u> <small>(check appropriate box)</small>		<u>Name of Utility Company Notified</u> <small>(per Conditions in paragraph 4)</small>
Driveway Apron (Paved or Unpaved) <small>(Circle one)</small>	Concrete Driveway Apron	_____
To Unpaved Road	To Paved Road	_____
To Unpaved Road w/Culvert	To Paved Road w/Culvert Pipe	_____

Contractor/Installer: _____ State License _____

Contractor Address: _____ Phone/Fax _____

Applicant Name: _____ Firm Name: _____

Applicant/Owner Address: _____ Phone/Fax _____

Parcel #: _____ Block: _____ Lot: _____

Subdivision: _____

Estimated Job Value \$ _____

REQUIRED CULVERT SPECIFICATIONS 30' CONCRETE OR HIGH DENSITY POLYETHELENE (HDPE) WITH *MITERED ENDS

***MITERED ENDS SPECIFICATION PER FDOT DESIGN STANDARDS INDEX 273 SHEET 2**

www.fdot.gov/rddesign/DS/12/IDx/00273.pdf



FOR OFFICE USE ONLY
Permit # _____

Right-of-Way Culvert / Driveway

Instructions and Conditions

General Information and Instructions:

Complete the application and sign the bottom of page 2 before submitting to Central Permitting. The original application becomes the approved permit when Development Engineering completes the "For Office Use Only" section and the appropriate fees* are paid. Either the permit or a copy thereof must be available at all times at the worksite (where the work is being performed).

*Work Without Permit: Any work that commences without the required permits available on the job site shall be immediately suspended until such time as the required permits have been acquired. A fee for work commenced without a valid permit issued shall be assessed in addition to the normal permit fee. The charge shall be as prescribed by the Board of County Commissioners. Emergency work is excluded from the charge.

Conditions:

It is understood and agreed that the rights and privileges herein set out are granted to the extent of the County's right, title and interest in the land to be entered upon and used by the permittee. The permittee shall at all times assume all risk and indemnify, defend and save harmless the County of Flagler from and against all loss, damage, cost or expense arising, in any manner, on account of the exercise or attempted exercise by said permittee of the aforesaid rights and privileges.

Applicant declares that prior to filing this permit he has ascertained the location of all existing utilities, both aerial and underground. The specific names of the agencies that have been notified must be typed or printed in the space provided, for the specific type of utility. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant.

In the event of widening, repair or reconstruction of a public road or highway, upon reasonable notice the permittee shall move its facilities to clear such construction at no cost to Flagler County, insofar as such facilities are within the public right-of-way.

The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as required by the Manual of Traffic Control Devices for Streets and Highways when working in the public right-of-way and shall also prevent any obstructions which are, or may become, dangerous to the traveling public.

Fees will be computed in accordance with the Fee Schedule adopted by the Board of County Commissioners and are payable upon issuance of the permit. For those driveways permitted as part of a Building Permit, a re-inspection fee in the amount stipulated in the Fee Schedule will be assessed if the Applicant requests an Inspection and the work is Incomplete. Sodding in the right-of-way, together with completion of a shoulder, swale, and backslope grading is considered an integral part of the permit.

Detailed Description of Proposed Work: _____

Construction/Installation Location: _____

Applicant/Owner Signature

Applicant/Owner Title



Right-of-Way Culvert / Driveway

Standard Operating Procedures for Permit Issuance

- All Disturbed areas shall be restored and stabilized prior to Final Engineering Inspection
- No Sidewalks Driveways, roadways, or other surfaces shall be disturbed unless clearly defined on this application
- Concrete must be a minimum of six inches (6") in the right-of-way, four (4") from the right-of-way line into the private property
- The only types of culvert pipe permitted are concrete and high density polyethylene (HDPE), specification sheets must be provided with either type indicating that they meet the Flagler County Right-of-Way utilization ordinance minimum standards
- Concrete that is placed one foot (1') or less from any exterior structure was requires a termite pre-treatment
- Flagler County does allow pavers to be used in the Right-of-Way. However, if a sidewalk exists, it must remain concrete. Below is a list of approved materials suitable for base construction and the required minimum thicknesses delivered directly from the Florida Department of Transportation's Design Standards, Index No. 514. All thicknesses are post-compaction.

Flagler County Right-of-Way

- Pavers – 4 inch (4") 3000 PSI concrete base on compacted subgrade

Non-County Right-of-Way:

- Limerock LBR100 – eight inches (8")
- Graded Aggregate Base LBR100 – nine inches (9")
- Crushed Concrete – eight inches (8")
- Placed Concrete at 3000 PSI – four inches (4")

Concrete Driveway:

Flagler County Right-of-Way:

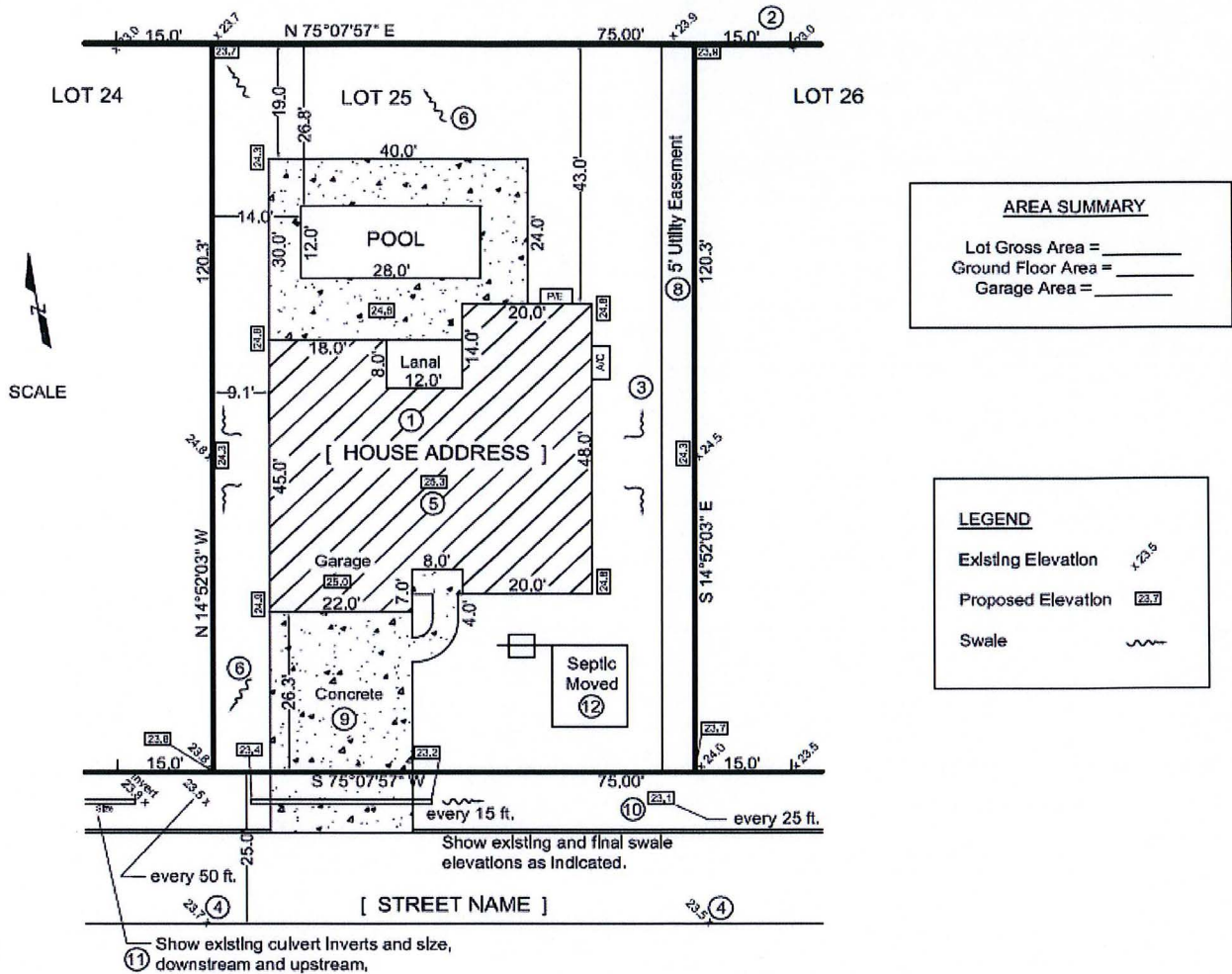
- 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

Non-County Right-of-Way:

- 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

- Specifications
 - Inspections (as applicable)
 - Paver Driveways: Prior to placement of base (verify base thickness and material)
 - Concrete Driveway: When form boards are in place (verify thickness)
 - Temporary Driveway Final
 - Fees
 - Per Fee Schedule

TYPICAL PRELIMINARY PLOT PLAN

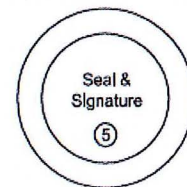


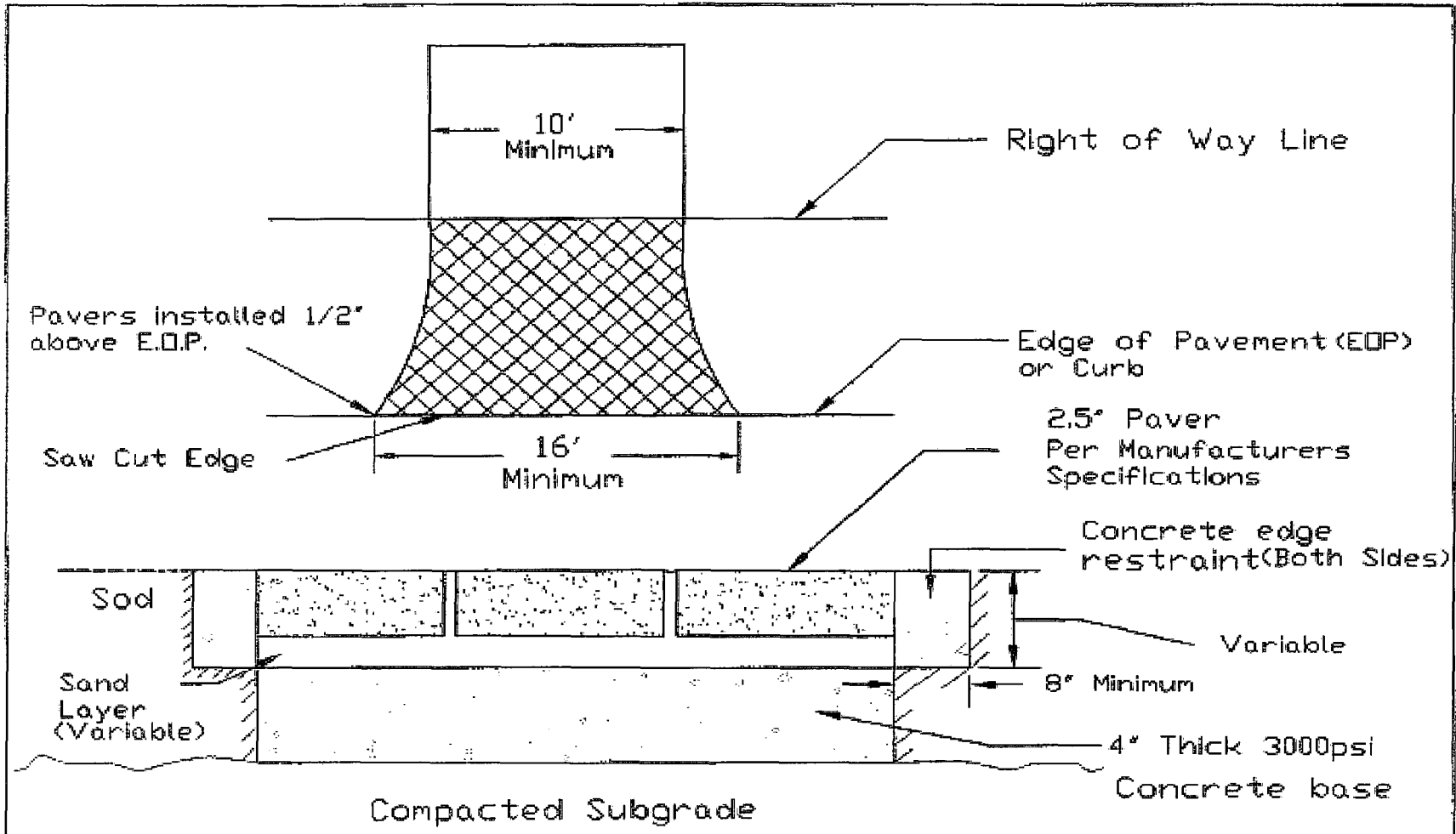
A site plan signed and sealed by a State of Florida registered professional is required. Items to be shown on the site plan are:

1. The location of the proposed structure with dimensions to all property lines, including all slabs, walls, walks, etc.
2. Existing and proposed site and proposed building corner elevations by either contours or sufficient spot elevations and elevations up to 15 feet onto adjoining properties to determine the existing drainage pattern of the site. All elevations are to be given in N.G.V.D. 1929 Datum.
3. Elevations or flow arrows along any existing swale to determine the direction of flow.
4. Road centerline elevations.
5. The proposed finished first floor and garage floor elevations.
6. Flow arrows showing the direction of the proposed site drainage.
7. Flood zone of the site with the Community Panel Number and effective date.
8. All easements affecting the site.
9. The location and dimensions of any proposed driveway, including driveway type, thickness, base material and subgrade.
10. Swale elevations, every 25 feet and 10 feet past the property lines if applicable.
11. Existing adjacent culvert size and invert elevations upstream and downstream if applicable.
12. The location and top elevation of the proposed septic system if applicable.

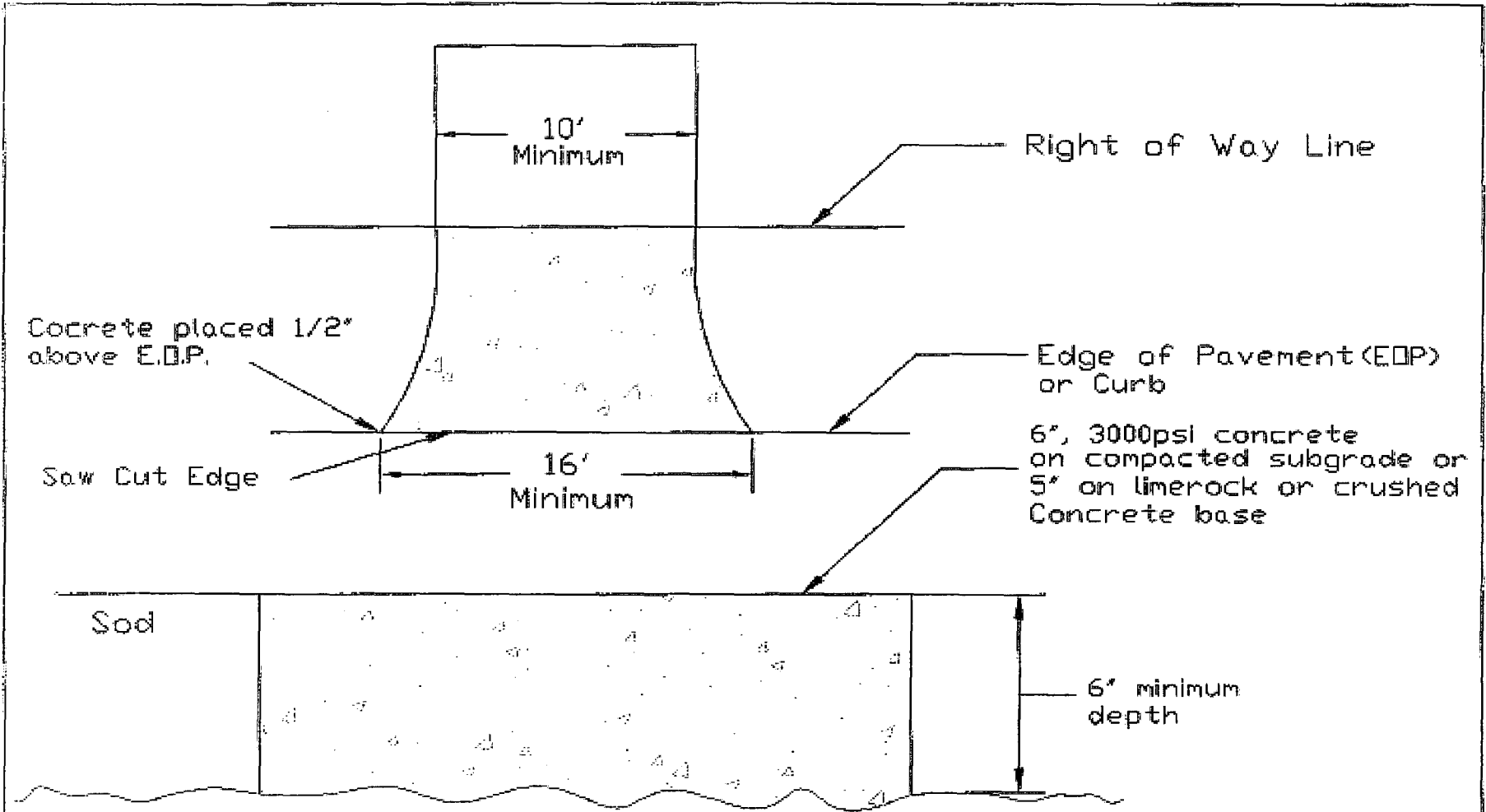
No alterations to the sealed site plan are permitted.

All information is to be shown on 1 (one) sheet.





Flagler County
Paver Driveway Detail
N.T.S.



Compacted Subgrade

Depth of concrete can be reduced by 1" with the use of 6" x 6" welded wire or fiber mesh concrete.

Flagler County
Concrete Driveway Detail
N.T.S.

FLAGLER COUNTY PRODUCT APPROVAL PERMIT APPLICATION INFORMATION

PROJECT DESIGN CRITERIA <i>*Please answer the following questions</i>		YES	NO
COASTAL CONSTRUCTION ZONE? (SEAWARD OF CCCL LINE)			
COASTAL BUILDING ZONE?			
WINDBORNE DEBRIS REGION?			
EXPOSURE CATEGORY (CIRCLE)		(B)	(C) (D)
<i>IF APPLICABLE, METHOD OF COMPLIANCE WITH SECTION 1609.1.2 "PROTECTION OF OPENINGS"</i>			
CHECK APPROPRIATE METHOD			
<input type="checkbox"/>	DESIGN FOR INTERNAL PRESSURE		
<input type="checkbox"/>	SHUTTER SYSTEM		
<input type="checkbox"/>	IMPACT RESISTANT GLASS		

SPECIAL NOTE:

IT IS THE APPLICANTS' SOLE RESPONSIBILITY TO VERIFY THAT SPECIFIC PRODUCTS HAVE BEEN INSTALLED IN ACCORDANCE WITH THEIR LIMITATIONS (FOR EX.: WINDOWS, DOORS, GARAGE DOORS, SKYLIGHTS AND SHUTTER SYSTEMS NEED TO MEET THE MINIMUM REQUIRED DESIGN PRESSURES FOR THE PROJECT). SPECIFIC COMPLIANCE WILL BE VERIFIED DURING FIELD INSPECTIONS.

IN ADDITION TO THIS FORM, MANUFACTURER SPECIFICATIONS AND INSTALLATION INSTRUCTIONS FOR EACH PRODUCT ARE REQUIRED TO BE ON SITE AT THE TIME OF INSPECTION.

TYPE	MANUFACTURER	MODEL # / SERIES	<i>RESERVED FOR PLANS EXAMINER USE</i>	2023 FLORIDA APPROVAL # <i>(MUST INCLUDE DECIMAL NUMBER)</i>	FLORIDA APPROVAL PDF FILE # <i>(IF APPLICABLE)</i>	MIAMI/DADE N.O.A. <i>(IF APPLICABLE)</i>
EXTERIOR DOORS						
SWINGING						
"						
SLIDING						
"						
OVERHEAD						
"						
OTHER						
WINDOWS						
SINGLE HUNG						
DOUBLE HUNG						
HORIZONTAL ROLLING						
CASEMENT						
FIXED						
AWNING						
PASS THRU						
SKYLIGHT						
OTHER						

TYPE	MANUFACTURER	MODEL # / SERIES	RESERVED FOR PLANS EXAMINER USE	FLORIDA APPROVAL #	FLORIDA APPROVAL pdf FILE # (IF APPLICABLE)	MIAMI/DADE N.O.A. (IF APPLICABLE)
ROOFING						
SHINGLES	FIELD VERIFY					
METAL						
TILE						
UNDERLAYMENT						
SHUTTERS						
ROLL-UP						
PANELS						
PLYWOOD	D (CHECK HERE IF THIS METHOD IS CHOSEN)					
OTHER						
STRUCTURAL COMPONENTS						
HURRICANE ANCHORS	(SPECIFY MANUFACTURER(S))					
ENGINEERED LUMBER						
LINTELS						
INSULATION FORMS						
OTHER						

CONTRACTOR or OWNER/CONTRACTOR SIGNATURE: _____ DATE: _____

JOB LOCATION: _____

THE FOLLOWING ALTERNATIVES ARE ACCEPTABLE IF THE PROPOSED PRODUCTS DO NOT HAVE VOLUNTARY STATE APPROVAL OR MIAMI/DADE ACCEPTANCE:

- Copy of product approval/testing information and copy of listing -or- report from a Product Certification Agency approved by the Florida Building Commission for each different covered product. Approved product certification agencies are shown @ www.floridabuilding.org (click on the product approval button, then click on the organization search tab).
- Copy of product approval/testing information from a Florida Building Commission approved Product Evaluation Entity or Product Testing Laboratory and documentation showing the manufacturer has a Florida Building Commission approved Quality Assurance Agency on retainer. Submittals are required for each different covered product. Approved Product Evaluation Entities, Product Testing Laboratories and Quality Assurance Agencies are shown on the above referenced website (click on the product approval button, then on the organization search tab).