



# Pavers, Concrete Driveways, Sidewalks, Patio and Pads Permit Requirements FOR OWNER/BUILDER

- Permit Application
- Disclosure Statement Affidavit
- Notice of Commencement if over \$5,000.00 (Recorded and Certified copy not required until first inspection)
- Copy of Warranty Deed *(A copy of the Recorded Deed can be obtained from Flagler County Clerk's office, Recording Department.) <https://apps.flaglerclerk.com/Landmark/>*
- Construction Drawings designed to the current codes and standards and to the area of the project or a detailed scope of work

\*\*\* 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.**



# Flagler County Building Permit Application

<b>FOR BUILDING USE ONLY</b>
Permit # _____
Code # _____
Date _____

1. **Property Owners Name:** \_\_\_\_\_  
 Mailing Address: \_\_\_\_\_  
 Phone Number: \_\_\_\_\_ E-mail: \_\_\_\_\_

2. **Location of Property/ Job Address:** \_\_\_\_\_  
 Legal Description: \_\_\_\_\_  
 Parcel #: \_\_\_\_\_ Block: \_\_\_\_\_ Lot: \_\_\_\_\_

3. **Contractor / Installer:** \_\_\_\_\_  
 Address: \_\_\_\_\_ State License: \_\_\_\_\_  
 City/State/Zip Code: \_\_\_\_\_ Phone #: \_\_\_\_\_  
 Fax #: \_\_\_\_\_ Cell #: \_\_\_\_\_  
 E-mail: \_\_\_\_\_

4. **Description of Work:** \_\_\_\_\_  
 **Commercial**  **Residential**  
**Mobile Home:** Make \_\_\_\_\_ Model \_\_\_\_\_ Year \_\_\_\_\_ Serial Number: \_\_\_\_\_  
 Specify Single or Double Wide \_\_\_\_\_ Width: \_\_\_\_\_ x Length: \_\_\_\_\_ (*without hitch*)=Sq Ft: \_\_\_\_\_  
 Is this a replacement home?  YES or  NO (*If yes provide proof*)

5. **Total Square Footage Under Roof:** \_\_\_\_\_

6. **Type of Construction, Occupancy Classification and Area Totals:**

Type of Construction (check one):

IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
----	----	-----	-----	------	------	----	----	----

Occupancy Classification (check one):

A-1	A-2	A-3	A-4	B	E	F-1	F-2	H-1	H23	H-5	I-1
I-2	I-3	I-4	M	R-1	R-2	R-3	R-4	S-1	S-2	U	

Living Area: \_\_\_\_\_ Square feet. Non Living: \_\_\_\_\_ Square feet.  
 Number of Rooms (total): \_\_\_\_\_ Number of Bedrooms: \_\_\_\_\_ Number of Bathrooms: \_\_\_\_\_  
 Number of Stories: \_\_\_\_\_ Habitable Floors: \_\_\_\_\_ Number of Elevators: \_\_\_\_\_  
 Patio: \_\_\_\_\_ Square feet. Driveway: \_\_\_\_\_ x \_\_\_\_\_ Pool Area (including deck): \_\_\_\_\_  
 Fire Sprinklers:  YES or  NO (*If yes, separate permit required*)

7. **Potable Water Supplied by:** \_\_\_\_\_ **Septic Tank Permit #:** \_\_\_\_\_  
**or Water and Sewer Company:** \_\_\_\_\_

8. **Total Cost of Improvements:** \_\_\_\_\_

9. **Sub Contractor Information:**

**Electrical Contractor:**

DBA:	License Holders Name:
State License Number:	Size of Electrical Service: Phase: _____ Amps: _____

**Plumbing Contractor:**

DBA:	License Holders Name:
State License Number:	Number of Bathrooms :
Number of Fixtures, Floor Drains and Traps:	

**Mechanical Contractor:**

DBA:	License Holders Name:
State License Number:	Total Cost of Mechanical :
Size of Unit	tons.

**Roofing Contractor:**

DBA:	License Holders Name:
State License Number:	Total Cost of Roof :
Type of Roof to be Installed:	Square Footage of Structure:

**Aluminum Contractor:**

DBA:	License Holders Name:
State License Number:	Total Cost of Aluminum Structure:
Square Footage under Solid Roof Panels :	

**Gas Contractor:**

DBA:	License Holders Name:
State License Number:	Total Number of Outlets:

**Elevator / Fence:**

DBA:	License Holders Name:
State License Number:	Total Cost of Elevator / Fence:

**Others Contractor:**

DBA:	License Holders Name:
State License Number:	Total Cost of Others:

*Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.*

**“FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS”**

\_\_\_\_\_  
(Signature) (Printed Name)

IS SIGNING AS:    CONTRACTOR    MOBILE HOME INSTALLER    OWNER\*    (Check one)

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 or Staff Signature\*    Print, Type or Stamp of Notary

**\*To qualify as an owner/builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)**



Permit Number: \_\_\_\_\_

**OWNER BUILDER**  
**STATEMENT/AFFIDAVIT**

Page 1 of 2

Florida Statutes are quoted here in part for you information to indicate the authority for exemptions for homeowners from qualifying as contractor and to express any applicable restrictions and responsibilities

**OWNERS MUST PERSONALLY APPEAR AT CENTRAL PERMITTING**  
**TO SIGN THIS DOCUMENT AND THE PERMIT APPLICATION**

**BY SIGNING THIS STATEMENT, I ATTEST: (*Initial to the left of each statement*)**

	I understand that state law requires constructions to be done by licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that. I as the owners of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
	I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
	I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on all permit and contractor.
	I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if costs do exceed \$75,000.00. The building or residence must be my only use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improve myself is sold or leased within in 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates this exemption.
	I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
	I understand that I may not hire an unlicensed individual person to act as my contractor or to supervise person working on my building or residence. It is my responsibility to ensure that the person whom I employ have the licenses required by law and by county ordinance.
	I understand that it is a frequent practice of unlicensed person to have the property owner obtain owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and I am aware of the limits of my insurance coverage for injuries to workers on my property.
	I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. <u>Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal insurance Contributions Act (FICA) and provide workers compensation for the employee.</u> I understand that my failure to follow these laws my subject me to serious financial risk.



## OWNER BUILDER STATEMENT/AFFIDAVIT

	I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builder as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
	I am aware of construction practices and I have access to the Florida Building Code.
	I understand that I may obtain more information regarding my obligations as an employer from internal Revenue Service the United States Small Business Administration, the Florida Department of Financial services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry License Board at 1-850-487-1395 or at <a href="http://www.myflorida.com/dbpr/pro/cilb/">www.myflorida.com/dbpr/pro/cilb/</a> for more information about licensed contractors.
	I am aware of, and consent, to an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the address listed below.
	I agree to notify the building department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure or in the permit application package.
	Licensed contractors are regulated by laws designed to protect the public. If you contractor with a person does not have license, the Construction Industry Licensing Board, the Department of Business and Professional Regulations and the building department may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is property licensed and status of contractor workers compensation coverage.
	I agree to comply with all provisions of the county ordinances and codes pertinent to the building.
	In the event the corrections are required to be completed for code violations, I will assume responsibility to insure they are made and up completion I will call for a reinspection before proceeding with building.
	I will assume full responsibility for the construction and I will not expect supervision of my work from the Building Department.
	I agree to pay any additional fees, including reinspections fees in full prior to requesting a final inspection.

### THE BELOW AFFIDAVIT MUST BE SIGNED IN FRONT OF A PERMIT TECHNICIAN

Property Address: \_\_\_\_\_.

I, \_\_\_\_\_, do hereby state that I am qualified and capable of performing the requested construction involved with the permit application filed and agree to the conditions specified above.

\_\_\_\_\_  
Signature of Owner-Builder

\_\_\_\_\_  
Date

\_\_\_\_\_  
Form of identification:  
(Must be Photo ID)

\_\_\_\_\_  
Permit Technician Signature

**A Violation of this exemption is a misdemeanor of the first degree punishable by term of imprisonment not exceeding 1 year and a \$1,000.00 fine in addition to any civil penalties. In addition, the local permitting jurisdiction shall withhold final approval, revoke the permit, or pursue any action or remedy for unlicensed activity against the owner and any person performing work that requires licensure under the permit issued.**



## Pulling an Owner/Builder Permit 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 financial harm.

**Section 489.103 (7), Florida Statutes** requires that when property owners act as their own contractor, they 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.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.



**Not only is it dangerous, but it's against the law.**

**Section 455.227(1)(J), Florida Statutes** prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to \$5,000.

## Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at [www.MyFloridaLicense.com](http://www.MyFloridaLicense.com)





**Flagler County Growth Management  
Building Services Division**

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

**NOTICE OF COMMENCEMENT**

<b>PERMIT NUM</b>	<b>TAX FOLIO NUM</b>
-------------------	----------------------

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.

<b>DESCRIPTION OF PROPERTY</b>	
<b>DESCRIPTION OF IMPROVEMENT</b>	

OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR IMPROVEMENT	
<b>NAME</b>	<b>INTEREST IN PROPERTY</b>
<b>ADDRESS</b>	
<b>NAME AND ADDRESS OF FEE SIMPLE TITLEHOLDER - (IF OTHER THAN OWNER)</b>	

<b>CONTRACTOR NAME</b>	<b>PHONE</b>
<b>ADDRESS</b>	

<b>SURETY NAME</b>	<b>PHONE</b>
<b>ADDRESS</b>	<b>BOND AMOUNT</b>

<b>LENDER NAME</b>	<b>PHONE</b>
<b>ADDRESS</b>	

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	
<b>NAME</b>	<b>PHONE</b>
<b>ADDRESS</b>	

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	
<b>NAME</b>	<b>PHONE</b>
<b>ADDRESS</b>	

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



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>
<b>Driveway Apron (Paved or Unpaved)</b> <small>(Circle one)</small> To Unpaved Road To Unpaved Road w/Culvert	<b>Concrete Driveway Apron</b> To Paved Road 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 40' FT LONG CONCRETE OR HIGH DENSITY POLYETHELENE (HDPE) WITH \*MITRED ENDS. DIAMETER VARIES DUE TO LOCATION.

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

[www.fdot.gov/rddesign/DS/12/IDx/00273.pdf](http://www.fdot.gov/rddesign/DS/12/IDx/00273.pdf)





# 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.

**PAVERS ARE NOT PERMITTED IN A FLAGLER COUNTY MAINTAINED RIGHT OF WAY.**

### **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.

\_\_\_\_\_  
\_\_\_\_\_

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:

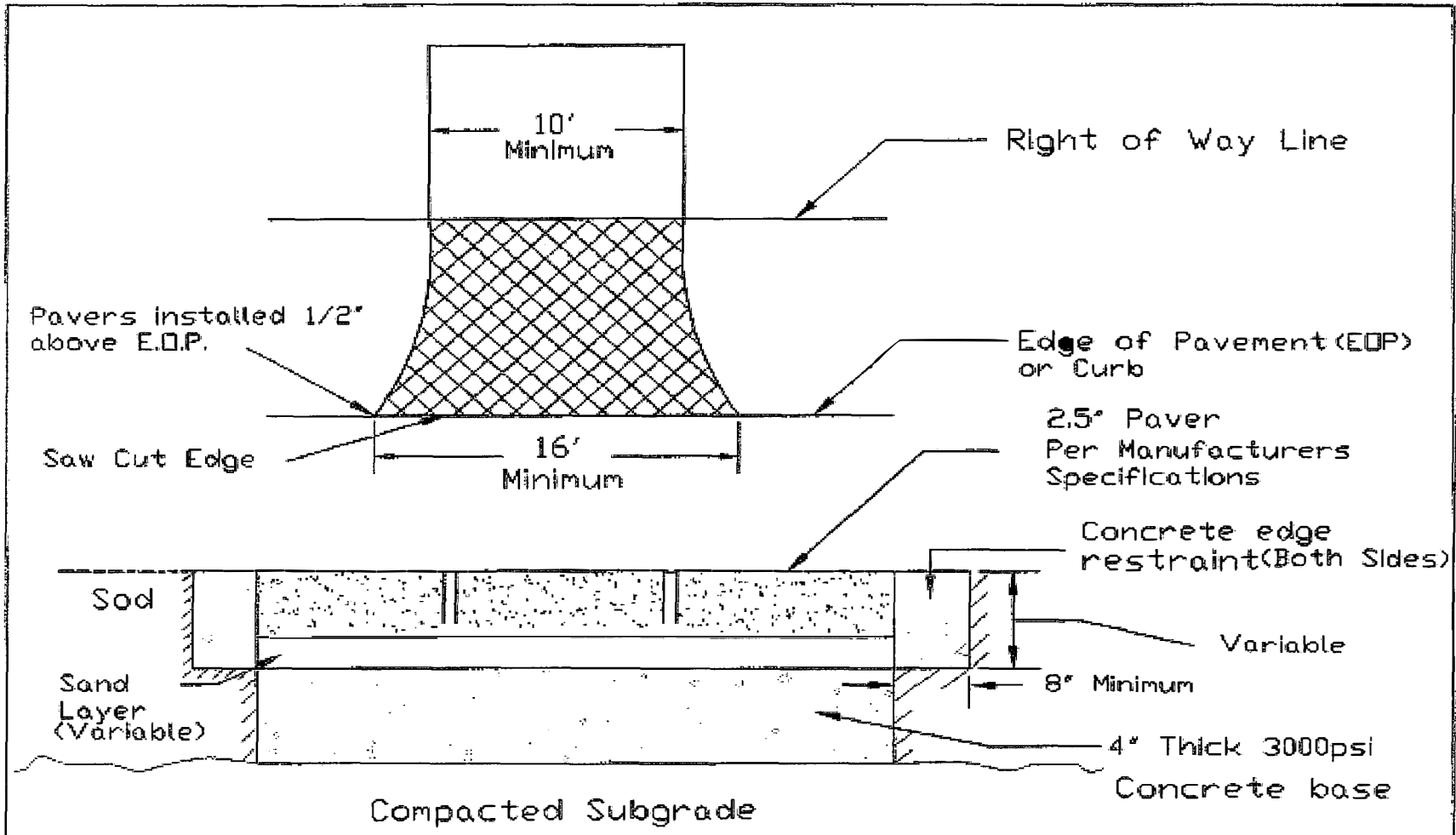
- 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

#### 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





Pavers are not permitted in Flagler County owned & maintained ROW

Flagler County
Paver Driveway Detail
N.T.S.

