CITY OF DELTONA

BUILDING AND ZONING SERVICES DEPARTMENT
2345 Providence Blvd
Deltona, Fl 32725
Telephone (386) 878-8650 Fax (386) 878-8651

OFFICE HOURS
Monday - Friday 8:00am-5:00pm

RESIDENTIAL PERMIT APPLICATION/PLAN SUBMITTAL CHECK LIST

CONTRACTOR: _____ **PROPERTY LOCATION:** _____

ITEMS SUBMITTED:

Y ☐ N ☐	One completed and signed Building Permit Application, including subcontractor postcards
Y ☐ N ☐	Submittal Fee and Plan Review Fee (See Fee Schedule)
Y ☐ N ☐	One set of plans (signed and sealed) All construction drawings must be designed by a Florida Registered Architect or Engineer or Certified Residential designer to meet the requirements of Florida Building Code 2007 Residential. (Calculations may be required upon review)
Y ☐ N ☐	One set of sealed Truss Engineering (with original signature)
Y ☐ N ☐	One set of Energy Calculations Including Manual "J" and Manual "D"– with three complete cover sheets
Y ☐ N ☐	One survey of the existing conditions on and around the site. The survey must be signed and sealed by a Florida Licensed Surveyor and Mapper. The information on the survey must comply with Section 3.0 of the Residential Lot Grading and Driveway Design Guidelines
Y ☐ N ☐	One plot plan of proposed development. The information on the plot plan must comply with Section 2.0 of the Residential Lot Grading and Driveway Design Guidelines. The design must meet the Guidelines, the City Codes, and the Florida Building Code.
Y ☐ N ☐	Tree Removal Permit Application (see section IV for required items of the Tree Removal Permit) *AND* One completed Certificate of Compliance, if no protected trees (6" DBH or larger) are proposed to be removed at any location within required zoning yard setbacks
Y ☐ N ☐	One set of window and door manufactured specifications and approved information
Y ☐ N ☐	Septic permit including soil analysis sheet; or proof of sanitary sewer
Y ☐ N ☐	City Right of Way Use Permit for driveway – If job site is located on County maintained roads, a Volusia County Use Permit is required – COUNTY ROADS ARE AS FOLLOWED:

- Doyle Rd - CR4162
- Howland Blvd
- Providence Blvd
- Enterprise-Osteen Rd
- Lake Helen Osteen Rd
- Saxon Blvd
- Enterprise Rd – CR4156
- Lake Shore Dr

ITEMS REQUIRED PRIOR TO ISSUANCE OR PERMIT

1. Copy of Recorded Notice of Commencement ***OR*** Notice of Commencement Affidavit
2. One complete NOTICE NOTICE NOTICE Form
3. Proof of potable water by providing one of the following: water receipt ***OR*** a copy of well permit ***OR*** a letter from the water utility company stating approved future water hook-up

SUBMITTED BY: _____ **NAME:** _____ (____) ____-_____ ____/____/____

SIGNATURE **PRINT** **PHONE** **DATE**