



# Building Department

## RESIDENTIAL PERMIT SUBMITTAL CHECKLIST

PROJECT: \_\_\_\_\_  
DATE: \_\_\_\_\_

**Directions: Place a check mark by all items that are included in the package and an N/A by those items not needed. ALL BLANKS MUST BE FILLED IN.** (*all paperwork is accessible and printable from our website [www.debary.org](http://www.debary.org)*)

### Required Paperwork

#### AT TIME OF APPLICATION

- \_\_\_\_\_ Completed Application
- \_\_\_\_\_ Power of Attorney (unless permit is being picked up by License Holder)
- \_\_\_\_\_ Septic permit (or receipt of application)
- \_\_\_\_\_ Owner / Builder Statement
- \_\_\_\_\_ Legal Printout (Property Appraisers Printout)
- \_\_\_\_\_ Well OR \_\_\_\_\_ Name of utility company.
- \_\_\_\_\_ Worker's Comp
- \_\_\_\_\_ Two (2) copies of the **Site Plan** showing entire building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, overall house dimensions, (attach on site plan to the front of each set of Construction Drawings.)
- \_\_\_\_\_ Two (2) copies of Construction Drawings (Drawings must be signed and sealed by a Florida Licensed Architect or Engineer if the work is structural or non-structural with a valuation greater than \$25,000.00.\*) See Fee Schedule for Deposits.
- \_\_\_\_\_ Completed Use Permit (Driveway) Application (if driveway is on public street)
- \_\_\_\_\_ Completed Stormwater Management Permit Application (for subdivisions platted prior to 1990)

#### At Time of Permit Issue

Recorded Notice of Commencement (if valuation of work is greater than \$2,500.00)  
Septic Permit/Utility Letter

\*Exception: Structures with an area of 120 square feet or less.

## **Required Information on Construction Drawings for Residential Permitting**

### **DRAINAGE PLAN (If Applicable)**

Provide raised seal drainage plan for all lots that are not part of a City of DeBary Reviewed Master Lot Drainage Plan.

### **FOUNDATION PLAN (If Applicable)**

Footer size, dowel locations, slab thickness, steel reinforcement, vapor barrier, termite treatment, etc.

### **COMPLETE FLOOR PLAN OF BUILDING OR SUITE**

Label all rooms with intended use. (Bedroom, living room, bathroom, etc.)

Room sizes, door size, and egress windows

Handicap accessible bath, ceiling heights, and shear walls.

Designed wind pressures for each opening @ windows, doors, garage doors, etc.

### **ELEVATIONS (If Applicable)**

Denote all finishes. Note: Stucco thickness to be indicated with elevations

Denote roofing type. (Shingle, tile, built-up, etc.)

### **ELECTRICAL**

Floor plan showing layout of all switches, outlets, light fixtures, smoke detectors, etc.

### **PLUMBING**

Floor plan showing all plumbing fixtures, including mounting locations.

### **MECHANICAL**

Floor plan showing equipment locations, air handler, compressor, duct layout, etc.

### **GAS**

Type of gas.

Delivery pressure.

Point of Service location.

Basic piping layout, location and type of appliance with BTU input, location of LP tank.

Venting type.

### **DETAILS**

Typical wall sections, framing details, ceiling heights

Stairs (riser/tread dimensions), ramps, handrails, guardrails per Florida Building Code 2004 (Residential).

See Code changes.

### **ADDITIONAL ENGINEERING**

Signed/sealed engineering for trusses and other engineered components, with truss layout matching truss engineering.

### **ADDITIONAL INFORMATION**

Energy calculations. (Required for new construction and additions.)

Statement of design criteria.

Statement of compliance with wind load requirements.

Door and window schedule

Lintel schedule (if applicable) with lintel manufactures load tables

Connector schedule. (Truss connectors and all connectors for continuous load path from footer to roof.)