Shed 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 $2,500.00 (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)
- ❑ Affidavit of Drainage Compliance
- ❑ **(*)** Survey or Site Plan (if concrete is being poured a Survey is Required)
- ❑ **(*)** Manufacturer's booklet or Construction Drawings designed to the current codes and standards and to the area of the project

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statues 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).

***** 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.

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 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

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- Roofing worksheet
- Septic Tank Permit
- Sewer Receipt
- Site plan
- Shop drawings
- Specification manual
- TDH
- Tenant affidavit
- 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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Permit Number: _____

Flagler County
Residential Tree Protection and Landscape Compliance
(For all Building Permits other than a New Residential Structure)

Please complete Section I, II, and IV when Index Trees (see definition below) exist on property. If no Index Trees exist on property, please complete Section III and IV.

I , _____, the undersigned, certify that
Print or Type Name(s)

I am the owner or duly appointed agent for the property described below:

_____ _____
Property Street Address Parcel Number

I

Residential Tree Protection Compliance *LDC, §6.01.03*

Index tree protection/replacement requirements:

Each single-family residential lot must preserve or replant at least forty (40) percent of the total pre-development caliper inches existing on the site.

- Where replacement trees are required to be planted in order to maintain the minimum number of caliper inches, they shall be from the index tree list, have a minimum caliper of two and one-half (2 ½) inches measured six (6) inches above grade after planting and be Florida Grade #l or better.

INDEX TREE: A Tree (listed below) having a caliper of 6 inches or greater.

Flagler County Protected Index Trees					
Predevelopment Tree Caliper Inches (TCI):			**40% of Predevelopment TCI**:		
Total Caliper Inches Post Development: 0			*Minimum replacement tree size 2 ½" diameter, 6" above grade*		
Common Name	Number of Trees Provided	Caliper Inches	Common Name	Number of Trees Provided	Caliper Inches
Example:			Magnolia, Southern *		
Elm	***3***	***6'', 6'', 10''***	Magnolia, Sweetbay*		
Ash*			Maple, Red*		
Bay			Oak*		
Black Cherry			Persimmon		
Cherry Laurel			Redbud, Eastern		
Cypress, bald			Red Cedar, Eastern		
Cypress, pond			Red Cedar, Southern*		
Devil's Walking Stick			Sweetgum*		
Elm*			Sycamore, American*		
Hackberry			Tupelo, Black		
Hickory*			Tupelo, Swamp		
Holly			Yellow-Poplar (Tulip tree)		
Totals:	0	0	Totals:	0	0

Permit Number: _____

FLAGLER COUNTY FLORIDA

Flagler County
Residential Tree Protection and Landscape Compliance
(For all Building Permits other than a New Residential Structure)

II

Please initial the following Statement if no Protected Index Trees over 6 inches in caliper are to be removed from the property.

_____ I certify that no protected index trees will be removed from the above-described property for which a building permit is sought.

III

Please initial the following Statement if no Protected Index Trees over 6 inches in caliper exist on the property.

_____ I certify that no protected index trees exist on the above-described property for which a building permit is sought.

IV

Please sign below to certify that the above information is true and accurate.

_____ _____

Owner/Agent Signature Date

Building Permit Number: _____
(OFFICE USE ONLY)

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

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

Permit No._____ Tax Folio No._____

NOTICE OF COMMENCEMENT

State of _____
County of_____

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.

1. Description of property: (legal description of the property, and street address if available)

2. General description of improvement:

3. Owner information:

a. Name and address:

b. Interest in property:

c. Name and address of fee simple titleholder (if other than Owner):

4. Contractor: a. Contractor name and address:

b. Contractor's phone number:

5. Surety a. Surety name and address:

b. Phone number:

c. Amount of bond:

6. Lender: a. Lender's name and address:

b. Lender's phone number:

7. a. 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 and address) .

b. Phone numbers of designated persons:

8. a. In addition to himself or herself, Owner designates _____ of _____ to receive a copy of the Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes.

b. Phone number of person or entity designated by owner:

9. Expiration date of notice of commencement (the expiration date is 1 year from the date of recording unless a different date is specified): _____

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 Owner's Authorized Officer/Director/Partner/Manager) (Signatory's Title/Office)

The foregoing instrument was acknowledged before me this _____ day of _____, _____, by _____
(year) (name of person)

as _____ for _____
(type of authority, . . . e.g. officer, trustee, attorney in fact) (name of party on behalf of whom instrument was executed)

_____ Print, Type, or Stamp
(Signature of Notary Public - State of Florida) Commissioned Name of Notary Public

Personally Known _____ OR Produced Identification _____
Type of Identification Produced _____

Verification pursuant to Section 92.525, Florida Statutes.

Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

AFFIDAVIT OF
NOTICE OF COMMENCEMENT FILING

I,_____, of
(Owner's Name)

_____
(Street Address)

_____
(City, State and Zip)

hereby certify the attached is a copy of the Notice of Commencement that is being filed with the Clerk of the Circuit Court for the improvement as noted:

_____
(Please specify the improvement/work)

as permitted by Flagler County Building Department.

_____ _____
(Owner's or Contractor's Signature) (Date)

State of _____

County of _____

Sworn and subscribed before me this _____ day of _____, 20_____

who is personally known to me or produced: _____

as identification.

_____
(Notary Public Signature)

(Seal)

_____
(Printed or Typed Name of Notary)

My Commission Expires: _____