

**COMMERCIAL BUILDING
PERMIT SUBMITTAL CHECKLIST**
City of Daytona Beach

Jobsite Address _____

Contractor/Agent or Owner/Builder _____ Contact Phone _____

Applicant
Submitted N/A

- Complete the permit application submittal online.
- Recorded Notice of Commencement.
- Utility application and/or Septic Tank permit from Volusia County (if applicable).
- Disclosure Statement (only required for owner/builder applicant).
- Tenant Affidavit (if applicable).
- Permit authorization of license holder (Not required now for online submittals by the contractor).
- Recorded Warranty Deed (if different from the Property Appraisers webpage).
- IF Applicable** - signed, and sealed Elevation Certificate **IF** in 100 year Flood Zone or non-FIRM.
- City Technical Review Team (TRT) approval letter (if applicable).
- Construction plans designed by a Florida registered architect or engineer to meet the requirements of the current Florida Building Code section 107 submittal documents and 1609 wind loads, signed, sealed and verified by a 3rd party.
- Truss engineering signed, sealed, and dated.
- A completed copy of our Product Approval Form.
Supply 1 complete set of installation specifications on the jobsite (if applicable).
- A complete set of Energy Forms signed and dated.
All forms must be completed

Additional plans, documents, and information may be required
* Volusia County Impact Fees are due prior to Certificate of Occupancy being issued
Contact: impactfees@Volusia.org