

# MANUFACTURED SHED SUBMITTAL CHECKLIST

City of Daytona Beach

This list is used when installing a pre-built shed

Jobsite Address \_\_\_\_\_

Contractor/Agent or Owner/Builder \_\_\_\_\_ Contact Phone \_\_\_\_\_

**Applicant**  
Submitted N/A

- Complete the permit application submittal online.
- Recorded Notice of Commencement.
- Disclosure Statement (only required for owner/builder applicant).
- Architectural Approval (LPGA & Pelican Bay only).
- Permit authorization of license holder (if applicable).
- Signed and sealed survey providing of the following:
  - All proposed improvements showing the setback measurements for the pool and screen enclosure (if applicable)
  - Measurements from the pool to the home and all accessory structures.
  - Flow arrows showing storm water runoff.
  - Flood Zone according to the most current FEMA map.
- IF Applicable - 1 signed and sealed Elevation Certificates IF in 100 year Flood Zone or non-FIRM
- One copy of manufacturers' setup and installation specifications.
- One copy of anchoring details signed and sealed.
- An approval letter from DCA stating shed complies with all current state regulations and building codes.

Additional plans, documents, and information may be required