

# SINGLE FAMILY HOME 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).
- Architectural Approval (LPGA & Pelican Bay only).
- Permit authorization of license holder (if Applicable)
- Recorded Warranty Deed (if different from the Property Appraisers' webpage).
- Signed and sealed survey providing of the following:
  - All proposed improvements showing the setback measurements for the principal structure, driveway, A/C pad, and any accessory structures- from all property lines.
  - Proposed Finish Floor Elevation (minimum 12" above the crown of the road and 1' above base flood elevation).
  - Elevations at the crown of the road, all corners (including one between each corner), and mechanical equipment.
  - Flow arrows showing storm water runoff (a depiction of type "A, B or C" drainage shall be acceptable).
  - Flood Zone according to the most current FEMA map.
- IF Applicable** - signed, and sealed Elevation Certificate **IF** in 100 year Flood Zone or non-FIRM.
- One copy of our tree permit form along with one copy of a landscape plan. Show if trees are being removed.
- Construction plans designed by a Florida registered engineer to meet the requirements of section R301, 2023 FBC 8th Edition, Residential, signed, sealed and verified by a 3rd party.
- One sets of truss engineering signed, sealed, and dated.
- One completed copy of our Product Approval Form.  
Supply 1 complete set of installation specifications on the jobsite.
- One complete set of Energy Forms signed, dated & 1 copy of front page.  
**All forms requiring a signature must be signed by all parties**
- If applicable, provide one copy of a snapshot of the subdivision plot plan showing the lot along with all adjacent lots.

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](mailto:impactfees@Volusia.org)