Growth Management
1769 East Moody Blvd, Bldg #2 Bunnell,
Florida 32110
Phone 386-313-4003
centralpermitting@flaglercounty.gov

Single Family Residence Building Permit Requirements

FOR OWNER/BUILDER

- ❑ Permit application
- ❑ Owner Builder Statement/Affidavit
- ❑ Notice of Commencement if over $5,000.00 (Recorded and Certified copy not required until first inspection)
- ❑ Copy of recorded deed or Property Appraiser printout showing proof of ownership
- ❑ Proof of water and wastewater disposal hookup (water and sewer receipt from utility provider or well permit and septic tank permit from Environmental Health Department).
- ❑ Affidavit of Drainage Control
- ❑ Proposed survey or site plan with elevations of proposed and existing structures with setbacks to property lines, showing all tree protection and landscape compliance, shall be in N.A.V.D. 1988 per ordinance 98-03 (must be signed and sealed by a surveyor, architect, or engineer). Include one digital set with validated signature/stamp on a USB memory storage drive.
- ❑ If the parcel is within a FEMA Special Flood Hazard Area, please provide a FEMA Elevation Certificate. Include one digital set with a validated signature/stamp on a USB memory storage drive.
- ❑ A fire sprinkler permit application by a licensed fire protection contractor as required by the Florida Building Code or for construction in the Golden Beach Subdivision.
- ❑ Flagler County Tree Protection Form

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.

- ❑ Right of Way permit application; signed by the contractor (additional comments will be made by the Engineering Dept. & will be returned to the contractor with the permit at time of issuance.)

- ❑ Energy calculations for North climate zone and EPL display card

- ❑ Flagler County Product Approval Form or manufacturer's specifications and product approval for all exterior windows, doors, overhead garage doors, skylights, roof materials other than shingles.
- ❑ Construction Drawings designed by a Florida Architect or Engineer to meet the requirements of the 2023 Florida Building Code 8th edition, signed, sealed, and dated with the current codes and standards and to the area of the project (folded & stapled) 1 digital set on a USB memory storage drive

- ❑ Signed and sealed truss engineering or plans must have engineered framing layout and connector schedule. 1 digital set on a USB memory storage drive

_____

***** 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.

FOR BUILDING USE ONLY
Permit #_____
Code # _____
Date _____

Flagler County
Building Permit Application

1. **Property Owners Name:** _____
   Mailing Address:_____
   Phone Number: _____ E-mail: _____

2. **Location of Property/ Job Address**: _____
   Legal Description:_____
   Parcel #:_____Block:_____Lot:_____

3. **Contractor / Installer:**_____
   Address:_____State License:_____
   City/State/Zip Code:_____Phone #:_____
   Fax #:_____Cell #:_____
   E-mail: _____

4. **Description of Work**: _____
   ☐ **Commercial** ☐ **Residential**
   Mobile Home: Make_____Model_____Year_____Serial Number:_____
   Specify Single or Double Wide_____ Width:_____x Length:_____***(without hitch)***=Sq Ft:_____
   Is this a replacement home? ☐ YES or ☐ NO (***If yes provide proof)***

5. **Total Square Footage Under Roof**: _____

6. **Type of Construction, Occupancy Classification and Area Totals:**

Type of Construction (check one):

IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB

Occupancy Classification (check one):

A-1	A-2	A-3	A-4	B	E	F-1	F-2	H-1	H23	H-5	I-1
I-2	I-3	I-4	M	R-1	R-2	R-3	R-4	S-1	S-2	U	

Living Area:_____Square feet. Non Living:_____Square feet.
Number of Rooms (total): _____ Number of Bedrooms: _____ Number of Bathrooms:_____
Number of Stories: _____ Habitable Floors: _____ Number of Elevators:_____
Patio: _____Square feet. Driveway:_____x_____ Pool Area (including deck):_____
Fire Sprinklers: ☐ YES or ☐ NO (***If yes, separate permit required)***

7. **Potable Water Supplied by:**_____**Septic Tank Permit #**: _____
   or Water and Sewer Company:_____
8. **Total Cost of Improvements**: _____
9. **Sub Contractor Information**:

Electrical Contractor:

DBA:	License Holders Name:
State License Number:	Size of Electrical Service: Phase: Amps:

Plumbing Contractor:

DBA:	License Holders Name:
State License Number:	Number of Bathrooms :
Number of Drains :	

Mechanical Contractor:

DBA:	License Holders Name:
State License Number:	Total Cost of Mechanical :
Size of Unit tons.	

Roofing Contractor:

DBA:	License Holders Name:
State License Number:	Total Cost of Roof :
Type of Roof to be Installed:	Square Footage of Structure:

Aluminum Contractor:

DBA:	License Holders Name:
State License Number:	Total Cost of Aluminum Structure:
Square Footage under Solid Roof Panels :	

Gas Contractor:

DBA:	License Holders Name:
State License Number:	Total Number of Outlets:

Elevator:

DBA:	License Holders Name:
State License Number:	Total Cost of Elevator:

Others Contractor:

DBA:	License Holders Name:
State License Number:	Total Cost of Others:

Application is herby made to obtain a permit to do the work and installations as indicated. I certify that no work has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction.

"FAILURE TO COMPLY WITH THE MECHANICS LIEN LAW CAN RESULT IN THE PROPERTY OWNER PAYING TWICE FOR THE BUILDING IMPROVEMENTS"

_____ _____
(Signature) (Printed Name)

IS SIGNING AS: CONTRACTOR MOBILE HOME INSTALLER OWNER* (Check one)

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 or Staff Signature* Print, Type or Stamp of Notary

***To qualify as an owner/builder, the owner of the property must personally appear at Central Permitting and sign this application. (FS §489.103.7b)**

Owner Builder Disclosure Statement

Chapter 489, Florida Statutes 489 Sec. 103, Part I/Part II "Construction Contracting" requires:

DISCLOSURE STATEMENT

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license. **Initial**: _____

2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility. **Initial**: _____

3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts. **Initial**: _____

4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed $75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption. **Initial**: _____

5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction. **Initial**: _____

6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance. **Initial**: _____

7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property. **Initial**: _____

8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk. **Initial**: _____

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations. **Initial**: _____

10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at (850) 487-1395 or www.myfloridalicense.com/DBPR for more information about licensed contractors. **Initial**: _____

11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

PRINT ADDRESS HERE _____.

12. I agree to notify the Building Department immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. **Initial**: _____

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Property Owners Signature: _____

Property Address: _____

Date: _____

STATE OF FLORIDA, COUNTY OF FLAGLER

The foregoing instrument was acknowledged before me this _____ day of _____ 20____, by

_____

(Full name of person acknowledging.)

Personally known:_____ _____

Produced Identification:_____ Signature of Notary Public

Type of Identification Produced:_____

WARNING

Pulling an Owner/Builder Permit is Risky Business!

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the permit, you are at risk of financial harm.

Section 489.103 (7), Florida Statutes requires that when property owners act as their own contractor, they must supervise the work being performed. Any person working on your building who is not licensed must be employed by you, which means that you must deduct F.I.C.A. and withholding tax and provide workers' compensation for that employee.

Without workers' compensation insurance, you could be held liable for injuries incurred on your property. Typically, your homeowners' insurance policy will not honor your claim if the work being performed required a licensed contractor. You could end up responsible for thousands of dollars of medical bills.

Not only is it dangerous, but it's against the law.

Section 455.227(1)(j), Florida Statutes prohibits any person from aiding, assisting, procuring, employing or advising any unlicensed person or entity. Individuals who aid unlicensed persons may face fines of up to $5,000.

Is it worth it?

For more information, speak with your local building department before you apply for a permit or contact the Department of Business and Professional Regulation at 850.487.1395 or online at www.MyFloridaLicense.com

Florida Department of Business Professional Regulation

License Efficiently. Regulate Fairly.

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 Number: _____

Flagler County
Residential Tree Protection and Landscape Compliance
(For a New Residential Structure)
Page 1 of 2

A tree survey is required and shall include at a minimum a description of the species, size, quantity and location of all trees and depiction of the site including proposed structures and vehicle use areas. Tree survey shall be prepared by a Florida licensed land surveyor.

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:			*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:			Totals:		

Flagler County
Residential Tree Protection and Landscape Compliance
(For a New Residential Structure)
PAGE 2 of 2

II

Residential Landscape Compliance, LDC §5.01.04(3)

Each single-family lot must provide at least one (l) tree per three thousand (3,000) square feet of lot area for first quarter (1/4) acre of lot area. For lots exceeding one-quarter (l/4) acre, one (l) tree for every additional one-quarter (l/4) acre, or major fraction thereof shall be planted. (i.e.) Four (4) trees required for the first 10,890 sq. ft. and one more tree for every 10,890 sq. ft, or major fraction, thereafter.

- When trees are planted to meet the minimum requirement they must be shade trees (see list above with *), have a minimum caliper of one and one-half (l l/2) inches measured at four and one-half (4 l/2) feet aboveground at the time of planting.
- Existing shade trees, sabal palms and pine trees may be used to satisfy this requirement, in whole or in part, provided that they have a minimum caliper of two and one-half (2-½) inches and overall height of ten (10) feet.

Other trees as may be allowed by the County Planner and State Forester.

Flagler County Shade Trees to be planted	
Square Foot of Lot:	Number of Trees Required:
Common Name of Tree	**Number of Trees Planted**
Total:	

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 initial the following Statement if no Trees will be removed from the property.

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

V

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

_____ _____

Owner/Agent Signature Date

FLAGLER COUNTY PRODUCT APPROVAL PERMIT APPLICATION INFORMATION

PROJECT DESIGN CRITERIA **Please answer the following questions*	**YES**	**NO**
COASTAL CONSTRUCTION ZONE? (SEAWARD OF CCCL LINE)		
COASTAL BUILDING ZONE?		
WINDBORNE DEBRIS REGION?		
EXPOSURE CATEGORY (CIRCLE)	(B) (C) (D)	

IF APPLICABLE, METHOD OF COMPLIANCE WITH SECTION 1609.1.2 "PROTECTION OF OPENINGS"

CHECK APPROPRIATE METHOD	
☐	DESIGN FOR INTERNAL PRESSURE
☐	SHUTTER SYSTEM
☐	IMPACT RESISTANT GLASS

SPECIAL NOTE:

IT IS THE APPLICANTS' SOLE RESPONSIBILITY TO VERIFY THAT SPECIFIC PRODUCTS HAVE BEEN INSTALLED IN ACCORDANCE WITH THEIR LIMITATIONS (FOR EX.: WINDOWS, DOORS, GARAGE DOORS, SKYLIGHTS AND SHUTTER SYSTEMS NEED TO MEET THE MINIMUM REQUIRED DESIGN PRESSURES FOR THE PROJECT). SPECIFIC COMPLIANCE WILL BE VERIFIED DURING FIELD INSPECTIONS.

IN ADDITION TO THIS FORM, MANUFACTURER SPECIFICATIONS AND INSTALLATION INSTRUCTIONS FOR EACH PRODUCT ARE REQUIRED TO BE ON SITE AT THE TIME OF INSPECTION.

TYPE	**MANUFACTURER**	**MODEL # / SERIES**	***RESERVED FOR PLANS EXAMINER USE***	**2023 FLORIDA APPROVAL #** ***(MUST INCLUDE DECIMAL NUMBER)***	**FLORIDA APPROVAL PDF FILE #** ***(IF APPLICABLE)***	**MIAMI/DADE N.O.A.** ***(IF APPLICABLE)***
EXTERIOR DOORS						
SWINGING						
"						
SLIDING						
"						
OVERHEAD						
"						
OTHER						
WINDOWS						
SINGLE HUNG						
DOUBLE HUNG						
HORIZONTAL ROLLING						
CASEMENT						
FIXED						
AWNING						
PASS THRU						
SKYLIGHT						
OTHER						

TYPE	MANUFACTURER	MODEL # / SERIES	*RESERVED FOR PLANS EXAMINER USE*	FLORIDA APPROVAL #	FLORIDA APPROVAL pdf FILE # *(IF APPLICABLE)*	MIAMI/DADE N.O.A. (IF APPLICABLE)
ROOFING						
SHINGLES	*FIELD VERIFY*					
METAL						
TILE						
UNDERLAYMENT						
SHUTTERS						
ROLL-UP						
PANELS						
PLYWOOD	D *(CHECK HERE IF THIS METHOD IS CHOSEN)*					
OTHER						
STRUCTURAL COMPONENTS						
HURRICANE ANCHORS	*(SPECIFY MANUFACTURER(S))*					
ENGINEERED LUMBER						
LINTELS						
INSULATION FORMS						
OTHER						

CONTRACTOR or OWNER/CONTRACTOR SIGNATURE:_____ **DATE:**_____

JOB LOCATION: _____

THE FOLLOWING ALTERNATIVES ARE ACCEPTABLE IF THE PROPOSED PRODUCTS DO NOT HAVE VOLUNTARY STATE APPROVAL OR MIAMI/DADE ACCEPTANCE:

- Copy of product approval/testing information and copy of listing -or- report from a Product Certification Agency approved by the Florida Building Commission for each different covered product. Approved product certification agencies are shown @ www.floridabuilding.org (click on the product approval button, then click on the organization search tab).
- Copy of product approval/testing information from a Florida Building Commission approved Product Evaluation Entity or Product Testing Laboratory and documentation showing the manufacturer has a Florida Building Commission approved Quality Assurance Agency on retainer. Submittals are required for each different covered product. Approved Product Evaluation Entities, Product Testing Laboratories and Quality Assurance Agencies are shown on the above referenced website (click on the product approval button, then on the organization search tab).

NOTICE OF COMMENCEMENT

PERMIT NUM		TAX FOLIO NUM	

STATE OF FLORIDA
COUNTY OF FLAGLER
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.

LEGAL DESCRIPTION OF PROPERTY	
DESCRIPTION OF IMPROVEMENT	

OWNER INFORMATION OR LESSEE INFORMATION IF THE LESSEE CONTRACTED FOR IMPROVEMENT			
NAME		INTEREST IN PROPERTY	
ADDRESS			
NAME AND ADDRESS OF FEE SIMPLE TITLEHOLDER - (IF OTHER THAN OWNER)			

CONTRACTOR NAME		PHONE	
ADDRESS			

SURETY NAME		PHONE	
ADDRESS		BOND AMOUNT	

LENDER NAME		PHONE	
ADDRESS			

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		PHONE	
ADDRESS			

IN ADDITION TO HIM/HERSELF, OWNER DESIGNATES THE FOLLOWING PERSON(S) TO RECEIVE A COPY OF THE LIENOR'S NOTICE AS PROVIDED IN SECTION 713.13(1)(B), FLORIDA STATUTES			
NAME		PHONE	
ADDRESS			

EXPIRATION DATE OF NOTICE OF COMMENCEMENT	
THE EXPIRATION DATE IS 1 YEAR FROM THE DATE OF RECORDING UNLESS A DIFFERENT DATE IS SPECIFIED HERE:	

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 LESSEE, OR OWNER'S OR LESSEE'S AUTHORIZED OFFICER/DIRECTOR/PARTNER/MANAGER

SIGNATORY'S TITLE / OFFICE

STATE OF FLORIDA COUNTY OF FLAGLER

THE FOREGOING INSTRUMENT WAS ACKNOWLEDGED BEFORE ME, BY MEANS OF ☐ PHYSICAL PRESENCE OR SWORN TO (OR AFFIRMED)

BY ☐ ONLINE NOTARIZATION THIS _____ DAY OF _____, _____,BY_____

AS_____FOR _____

PERSONALLY KNOWN ____ OR PRODUCED IDENTIFICATION_____

SIGNATURE OF NOTARY PUBLIC STATE OF FLORIDA

PRINT, TYPE OR STAMPED COMMISSIONED NAME OF NOTARY PUBLIC

_____ _____

FOR OFFICE USE ONLY

Permit #_____

Right-of-Way Culvert / Driveway

Residential Application Please Submit:

Two (2) Sets of Driveway Cross Section

Two (2) Sets of Site Plans on 8 ½ x 11

Commercial Application Please Submit:

Three (3) Sets of Driveway/Offsite Improvement Plans

IMPORTANT: Instructions on pages 2 & 3 are part of the Permit and must be submitted with application.

Type of Application
(check appropriate box)

Driveway Apron (Paved or Unpaved)
(Circle one)

To Unpaved Road

To Unpaved Road w/Culvert

Concrete Driveway Apron

To Paved Road

To Paved Road w/Culvert Pipe

Name of Utility Company Notified
(per Conditions in paragraph 4)

_____

_____

_____

_____

_____

Contractor/Installer:_____ State License_____

Contractor Address:_____ Phone/Fax_____

Applicant Name:_____ Firm Name: _____

Applicant/Owner Address:_____ Phone/Fax_____

Parcel #: _____ Block: _____ Lot: _____

Subdivision: _____

Estimated Job Value $_____

REQUIRED CULVERT SPECIFICATIONS 40' FT LONG CONCRETE OR HIGH DENSITY POLYETHELENE (HDPE) WITH *MITRED ENDS. DIAMETER VARIES DUE TO LOCATION.

***MITERED ENDS SPECIFICATION PER FDOT DESIGN STANDARDS INDEX 273 SHEET 2**

www.**fdot**.gov/rd**design**/DS/12/IDx/00**273**.pdf

FOR OFFICE USE ONLY

Permit #_____

Right-of-Way Culvert / Driveway

Instructions and Conditions

General Information and Instructions:
Complete the application and sign the bottom of page 2 before submitting to Central Permitting. The original application becomes the approved permit when Development Engineering completes the "For Office Use Only" section and the appropriate fees* are paid. Either the permit or a copy thereof must be available at all times at the worksite (where the work is being performed).

*Work Without Permit: Any work that commences without the required permits available on the job site shall be immediately suspended until such time as the required permits have been acquired. A fee for work commenced without a valid permit issued shall be assessed in addition to the normal permit fee. The charge shall be as prescribed by the Board of County Commissioners. Emergency work is excluded from the charge.

PAVERS ARE NOT PERMITTED IN A FLAGLER COUNTY MAINTAINED RIGHT OF WAY.

Conditions:
It is understood and agreed that the rights and privileges herein set out are granted to the extent of the County's right, title and interest in the land to be entered upon and used by the permitee. The permitee shall at all times assume all risk and indemnify, defend and save harmless the County of Flagler from and against all loss, damage, cost or expense arising, in any manner, on account of the exercise or attempted exercise by said permitee of the aforesaid rights and privileges.

Applicant declares that prior to filing this permit he has ascertained the location of all existing utilities, both aerial and underground. The specific names of the agencies that have been notified must be typed or printed in the space provided, for the specific type of utility. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant.

In the event of widening, repair or reconstruction of a public road or highway, upon reasonable notice the permitee shall move its facilities to clear such construction at no cost to Flagler County, insofar as such facilities are within the public right-of-way.

The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as required by the Manual of Traffic Control Devices for Streets and Highways when working in the public right-of-way and shall also prevent any obstructions which are, or may become, dangerous to the traveling public.

Fees will be computed in accordance with the Fee Schedule adopted by the Board of County Commissioners and are payable upon issuance of the permit. For those driveways permitted as part of a Building Permit, a re-inspection fee in the amount stipulated in the Fee Schedule will be assessed if the Applicant requests an Inspection and the work is Incomplete. Sodding in the right-of-way, together with completion of a shoulder, swale, and backslope grading is considered an integral part of the permit.

_____

_____

Construction/Installation Location: _____

_____ _____

Applicant/Owner Signature Applicant/Owner Title

FOR OFFICE USE ONLY

Permit #_____

Right-of-Way Culvert / Driveway

Standard Operating Procedures for Permit Issuance

- All Disturbed areas shall be restored and stabilized prior to Final Engineering Inspection
- No Sidewalks Driveways, roadways, or other surfaces shall be disturbed unless clearly defined on this application
- Concrete must be a minimum of six inches (6") in the right-of-way, four (4") from the right-of-way line into the private property
- The only types of culvert pipe permitted are concrete and high density polyethylene (HDPE), specification sheets must be provided with either type indicating that they meet the Flagler County Right-of-Way utilization ordinance minimum standards
- Concrete that is placed one foot (1') or less from any exterior structure was requires a termite pre-treatment
- Flagler County does allow pavers to be used in the Right-of-Way. However, if a sidewalk exists, it must remain concrete. Below is a list of approved materials suitable for base construction and the required minimum thicknesses delivered directly from the Florida Department of Transportation's Design Standards, Index No. 514. All thicknesses are post-compaction.

  Flagler County Right-of-Way

  - Pavers – 4 inch (4") 3000 PSI concrete base on compacted subgrade

  Non-County Right-of-Way:

  - Limerock LBR100 – eight inches (8")
  - Graded Aggregate Base LBR100 – nine inches (9")
  - Crushed Concrete – eight inches (8")
  - Placed Concrete at 3000 PSI – four inches (4")

  Concrete Driveway:

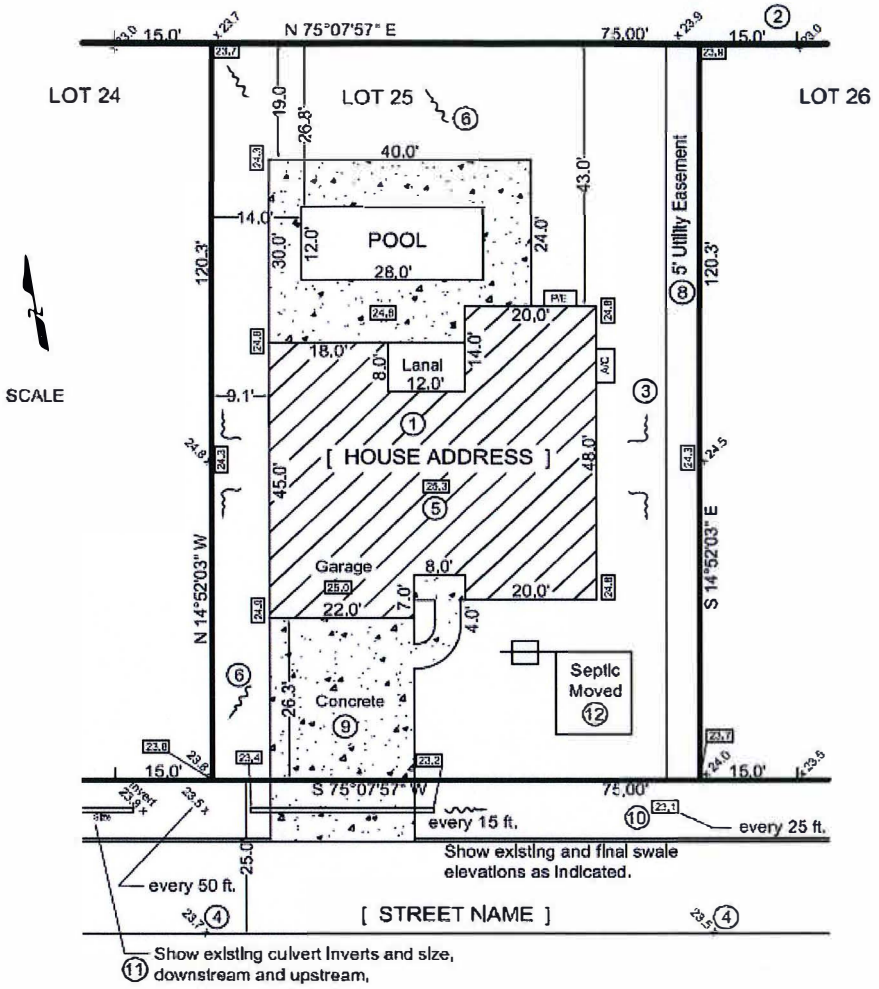
  Flagler County Right-of-Way:

  - 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

  Non-County Right-of-Way:

  - 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base
- Specifications
  - Inspections (as applicable)
    - Paver Driveways: Prior to placement of base (verify base thickness and material)
    - Concrete Driveway: When form boards are in place (verify thickness)
    - Temporary Driveway Final
  - Fees
    - Per Fee Schedule

TYPICAL PRELIMINARY PLOT PLAN



AREA SUMMARY

Lot Gross Area = _____
Ground Floor Area = _____
Garage Area = _____

LEGEND

Existing Elevation
Proposed Elevation
Swale

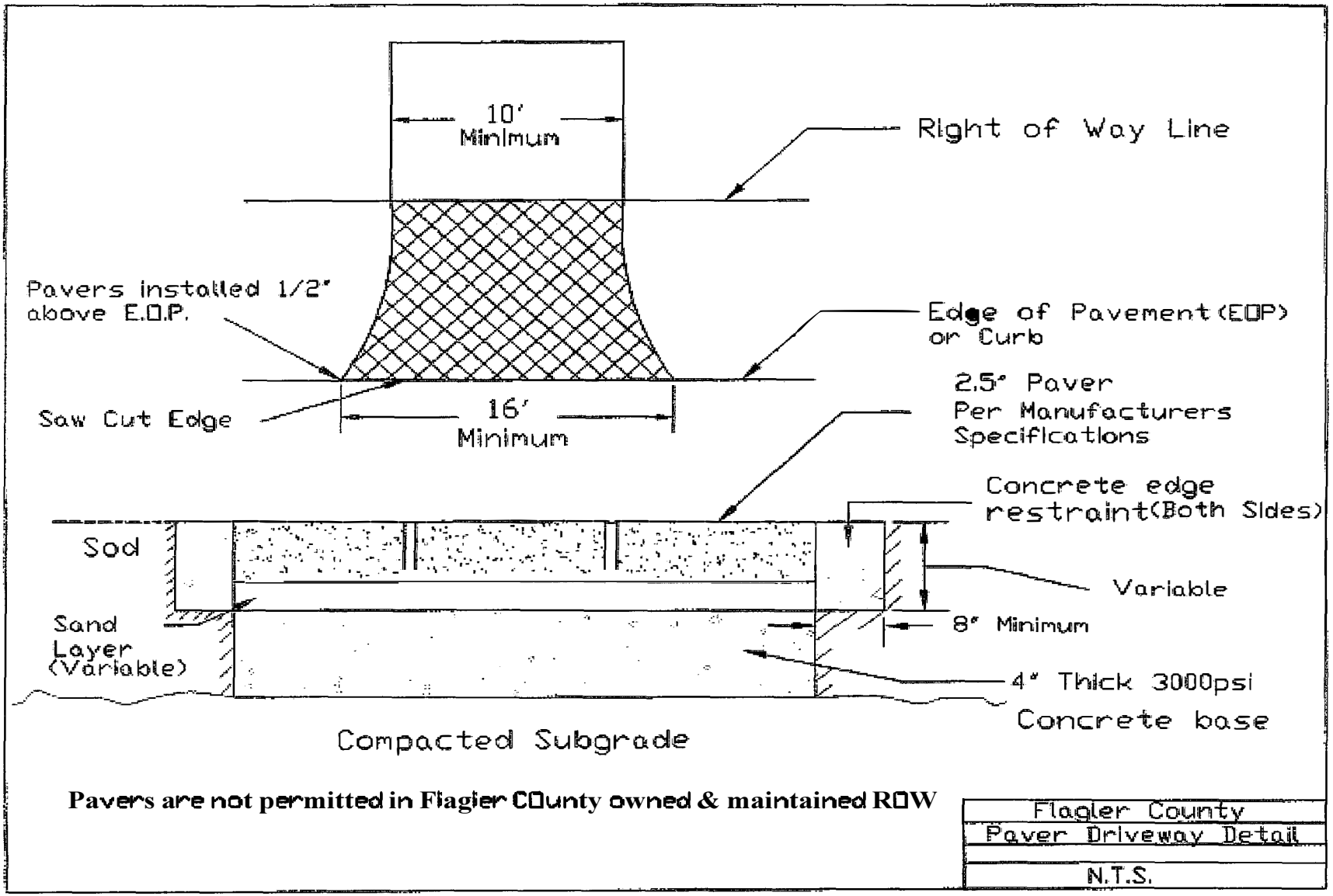
A site plan signed and sealed by a State of Florida registered professional is required. Items to be shown on the site plan are:

1. The location of the proposed structure with dimensions to all property lines, including all slabs, walls, walks, etc.
2. Existing and proposed site and proposed building corner elevations by either contours or sufficient spot elevations and elevations up to 15 feet onto adjoining properties to determine the existing drainage pattern of the site. All elevations are to be given in N.G.V.D. 1929 Datum.
3. Elevations or flow arrows along any existing swale to determine the direction of flow.
4. Road centerline elevations.
5. The proposed finished first floor and garage floor elevations.
6. Flow arrows showing the direction of the proposed site drainage.
7. Flood zone of the site with the Community Panel Number and effective date.
8. All easements affecting the site.
9. The location and dimensions of any proposed driveway, including driveway type, thickness, base material and subgrade.
10. Swale elevations, every 25 feet and 10 feet past the property lines if applicable.
11. Existing adjacent culvert size and invert elevations upstream and downstream if applicable.
12. The location and top elevation of the proposed septic system if applicable.

No alterations to the sealed site plan are permitted.

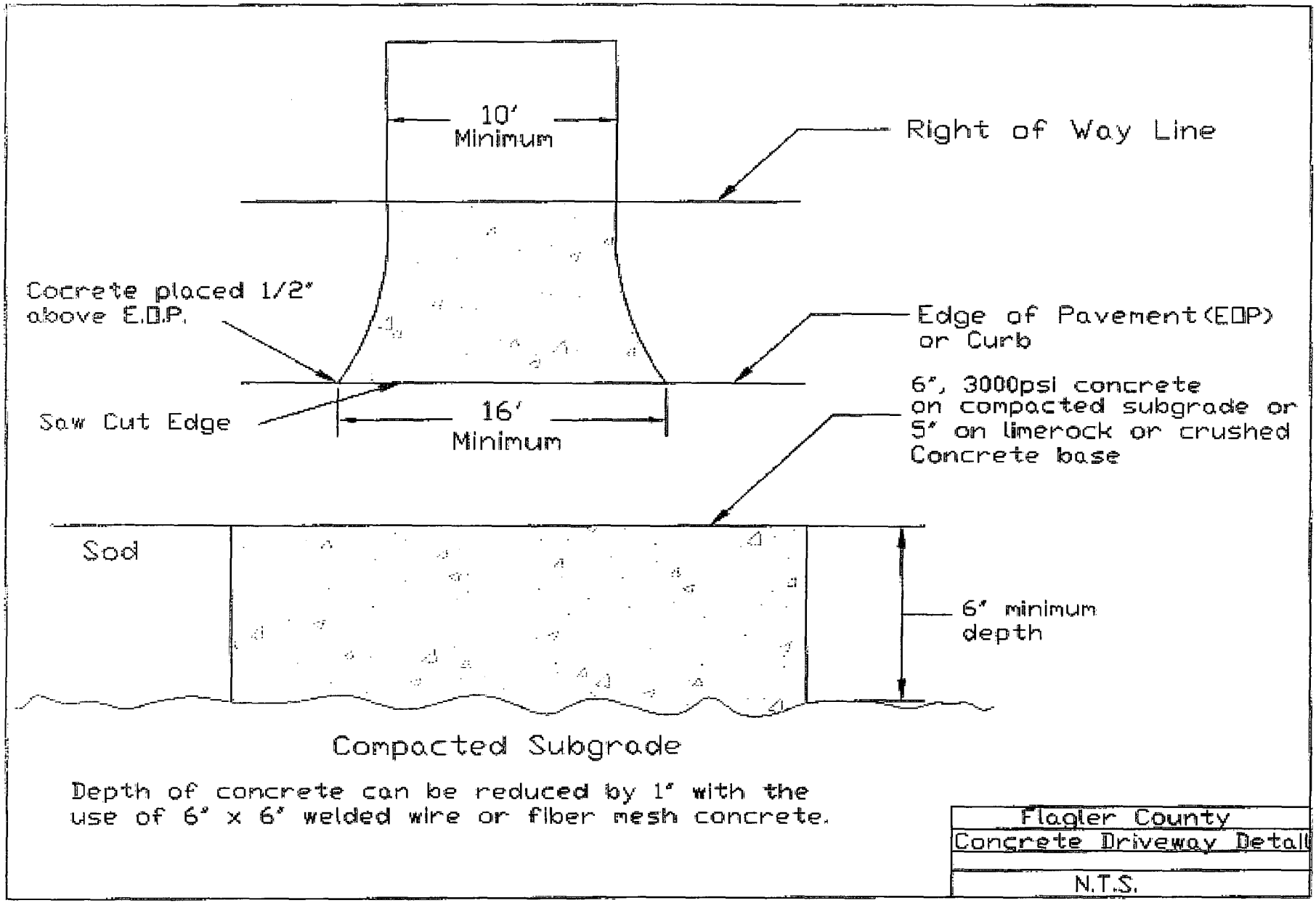
All information is to be shown on 1 (one) sheet.

Seal & Signature (5)



Pavers are not permitted in Flagler COunty owned & maintained ROW

Flagler County
Paver Driveway Detail
N.T.S.


10'
Minimum
Right of Way Line
Cocrete placed 1/2"
above E.O.P.
Edge of Pavement (EOP)
or Curb
6", 3000psi concrete
on compacted subgrade or
5" on limerock or crushed
Concrete base
Saw Cut Edge
16'
Minimum
Sod
6" minimum
depth
Compacted Subgrade
Depth of concrete can be reduced by 1" with the
use of 6" x 6" welded wire or fiber mesh concrete.
Flagler County
Concrete Driveway Detail
N.T.S.