

Permit Application Affidavit for the City of Ormond Beach Building Division (Revised 11/2025)

Application/Permit # (if known): _____

Site Address (to include suite or unit number): _____

The undersigned hereby affirms:

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installations have commenced prior to the issuance of this permit and that all work will be performed to meet the standards of all laws regulating construction within the jurisdiction. I have the authority to allow and hereby agree to all city personnel to enter upon this property to inspect development permitted from this application. I hereby certify that I have the necessary Workman's Compensation Insurance and will maintain the same as required by Chapter 440, State Statutes, for the duration of work authorized by this permit.

Owner's Affidavit: I certify that the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

If an owner/builder, I accept and acknowledge that I shall be required to appear in person at Room 104, 22 South Beach Street, Ormond Beach, FL to complete an application affidavit and owner's disclosure statement as required by Florida statute prior to the issuance of the permit.

Warning to owner: Your failure to record a Notice of Commencement may 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 recording your notice of commencement.

Property Owner Name (as listed with the Volusia County property Appraiser): _____

Contractor's/Qualifier's Affidavit: I certify that I have full consent and authorization from the owner of subject property to perform the above-mentioned work.

Contractor State/Local License Number: _____

Signature of Contractor _____ **or Owner (if owner-builder)** _____ :

STATE OF FLORIDA COUNTY OF _____

Sworn to and subscribed before me this _____ day of _____ 20__ by _____.

Personally known _____ or Produced identification _____, _____

State of Florida Notary Public Signature, _____ Stamp:

Commission #: _____

*****Please note that page two must be completed if there is more than one contractor/subcontractor for the proposed work applied for.*****

Contractor/Subcontractors To Be Used for this Application

This form must be submitted by the contractor or owner-builder prior to permit review. Form must be complete and all State/local licensed contractors listed below must be current with Volusia County Contractor Licensing or meet City requirements. For State certified license holders, we do not have a separate registration process. All necessary documentation is required to be uploaded with the permit application. Change of subcontractors is permissible provided written notification is first submitted to the Building Division via this form (fee incurred for changes). **Please note that you must indicate if you are adding or removing the contractor.**

Type of License	License Holder Name	License #	Email	Add	Remove
Building					
Electrical					
Fence					
Fire					
Gas					
Local Specialty					
Mechanical					
Other					
Plumbing					
Pool					
Roofing					
Solar					
Specialty					
Underground					

If a contractor listed above has a State certified license, they can be listed with Volusia County Contractor Licensing or the following can be provided with the application upload: copy of State license, local business tax receipt, and certificate of insurance (to include general liability and workers' compensation) with the City listed as certificate holder and dated within the last thirty calendar days.

If a contractor listed above has a State registered license or local specialty license, they must be listed with Volusia County Contractor licensing.

If a contractor listed above does not have a State license (example is a fence contractor), they must be listed with the City as a registration or local business tax receipt.