

Building Interior-Exterior Alterations Checklist

1. Permit application
2. Sealed drawings
3. Detailed scope of work
4. Energy calculations
5. Color and material sheet
6. Product approval sheet
7. Site plans/survey - include all existing and proposed structures and setbacks to property lines. Check our files - <http://records.palmcoastgov.com/>
8. Proof of property ownership - recorded deed or property appraisers office printout
9. Construction lien law affidavit - for any job greater than $2,500 (contractor issued permits only)
10. Owner/Builder Disclosure Statement (owner builders only)
11. Notice of commencement *(certified copy)* this is required for any improvements to your property greater than $2,500.The notice of commencement is to be filled out, and recorded with the Flagler County Clerk*’*s office in Bunnell. It is not required at the time of permit issuance, but will be required prior to any inspections.

Visit our website for additional information <https://www.palmcoastgov.com/government/building/contractor-permitting>