

City of Palm Coast  
Building Division  
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# CONTRACTORS NEWSFLASH

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## POSTING OF PERMIT SITE ADDRESS, PERMIT, APPROVED PLANS AND DOCUMENTS

December 19, 2022

**SITE ADDRESS:** This is a reminder; the permit project site address must be posted on the job site upon issuance of the building permit and maintained for the duration of construction and until the final address numbers are posted on the completed building. Address identification numbers shall be on a contrasting background, plainly visible from the street and 4 inches tall, and 1/2-inch minimum stroke width. The primary purposes of posting the site address is to ensure first responders are able to locate the property in the event of an emergency and to assist building inspectors in locating properties for inspection. Numbers shall be posted on near the street fronting the property and maintained for the duration of the permit. Numbers can also be placed on the exterior wall of the home facing the street. Posting the legal description or lot and block is not an acceptable substitute. **ADDRESS MUST BE POSTED AND PLAINLY VISIBLE TO INSPECTORS. IF ADDRESS IS NOT PLAINLY VISIBLE, INSPECTORS WILL NOT PERFORM INSPECTIONS AND A REINSPECTION FEE WILL BE ISSUED.** Florida Building Code-Building Section 501.2

**PERMIT DOCUMENTS:** This is a reminder, the permit documents issued with the building permit, including, but not limited to; the issued building permit, City approved plans, Inspection Record Card, Product Approval and Roofing Worksheets and all other City issued documents are the property of the City of Palm Coast. Documents shall be kept clean and dry and, on the site, and made available to Building Inspectors for all inspections. **CITY APPROVED PERMIT DOCUMENTS SHALL NOT BE USED FOR ANY PURPOSES BY CONTRACTORS OR SUB-CONTRACTORS. PERMIT DOCUMENTS THAT ARE FADED, ILLEGIBLE, WRINKLED, WATER DAMAGED OR STAINED OR FOR WHATEVER REASON ARE OTHERWISE UNUSABLE MUST BE RELACED BY THE CONTRACTOR BEFORE INSPECTION. INSPECTIONS WILL NOT BE PERFORMED WHERE CITY APPROVED PERMIT DOCUMENTS ARE NOT PRESENT OR IN AN UNUSABLE CONDITION.** Florida Building Code-Building Section 105.7 and Florida Statute 468.604(1)

Your attention to these standards is greatly appreciated.