

Duplex Checklist

1. Permit application
2. Signed and sealed construction drawings.
   1. Engineered truss / roof framing plan with a signature and seal by the home's design engineer
      * Roof Framing may be a deferred submittal if you are unable to obtain the documents at the time of submittal. A request on your letter head will need to be submitted with the application.
      * Plans submitted electronically must be sealed with a digital signature, we will not accept photocopies of a signed and sealed document.
3. Product approval specification sheet
4. Electrical load calculations
5. Color and material sheet
6. Energy calculations
7. Roofing worksheet
8. Proof of ownership - recorded deed or property appraiser printout
9. Construction lien law affidavit signed by property owner (not required if contractor is property owner
10. Application for Water and Sewer
11. Elevation certificate if property is located within an 'A' zone
12. Site plan
    1. Dimensions and setbacks to property lines
    2. All flatwork to include pads
13. Site plans marked 'LOCATES' for water and sewer locates to be identified during the review process.
14. Boundary survey
    1. Must include flood zone
15. Landscape plan
    1. Include tree sizes, shrub size, type, and automatic irrigation system if required
    2. Foundations plantings for front, side street and rear structures facing canals, lakes, golf courses, and public right of ways.
16. Tree survey
    1. Survey to be no more than 24 months old
    2. Identify all protected trees by species name, and size of trunk measured at the diameter at chest height
17. Topographic survey
    1. Reference the 198 NAVD datum/lot grading. Include driveway width at property line and at the edge of pavement and the distance from the proposed driveway flare to any road intersection within 75'
    2. Grade elevation profile drawing is required when the proposed structure is on a saltwater canal lot
18. 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>