

City of Palm Coast
Building Division
386-986-3780
palmcoastgov.com

CONTRACTORS NEWSFLASH

Form Board Survey

February 20, 2025

EFFECTIVE FOR ONE- AND TWO-FAMILY DWELLINGS ISSUED ON OR AFTER MARCH 15, 2025

One- and two-family dwellings, whether built in a new subdivision / development or on an existing scattered / in-fill lot ISSUED A PERMIT ON OR AFTER March 15th, must submit a Form Board for review and approval.

This does not eliminate the need of a Foundation Survey for properties located within a Special Flood Hazard

A “Form Board Survey” will be required for review and approval prior to scheduling foundation inspection(s) footers, stem-walls, monolithic slabs, etc.)

- Form Board Survey must:
 - be dated and signed and sealed by a Florida Licensed Surveyor
 - include property street address
 - contain same information as a Foundation Survey including:
 - building setbacks on all sides of the home from the closest point of the home to each adjacent property line
 - the Finished Floor Elevation (FFE)

Form Board Surveys are to be uploaded through the online permitting portal and follow these directions:

- file name must be named “Form Board Survey” in the document type
- uploaded to the ‘Form Board Survey’ category

Plan Review’s for Form Board Survey’s will be completed in one (1) business day.

- if the Form Board Survey is approved, the Inspection Hold will be removed allowing scheduling of the foundation inspection(s)
- if the Form Board survey IS NOT approved, the foundation inspection Holds will remain in place and adjustments made for the home to comply with setbacks and / or the Finished Floor Elevation and a new Form Board Survey submitted for review.

Form Board Surveys may be submitted now – the process is live in the Permit System. You are encouraged to begin using the new process any time.

Form Board Surveys replace Foundation Surveys

Foundation Surveys will no longer be required