



city of PALM COAST

Community Development Department
Building Services Division

160 Lake Avenue
Palm Coast, FL 32164
386-986-3780

Welcome to the City of Palm Coast!

We are happy you have decided to invest in our community. We have gathered the most common questions and information to help assist you with the building process from all city department, to help eliminate frustration.

The City asks that as you begin construction in our community, you conduct yourselves as our guest by connecting with existing neighbors, managing your construction sites to minimize safety risks, and maintain cleanliness. In addition, we also ask that you keep the swale clear of any debris to avoid drainage problems and that you exert care to avoid cutting cables, telephone wires, or any other lines providing service to the neighborhood.

Where do I begin?

The Building Division webpages are full of helpful information and forms. Most of our forms are PDF fillable forms for convenience.

<https://www.palmcoast.gov/building>

The site also provides detailed information and requirements for each permit type by choosing the 'Contractor Permitting' button.

How do I register to submit for permits?

Before you can submit for permitting, you and your sub-contractors must be registered in our permitting database. The registration form can be located on the webpage link above or https://copc-strap-production.s3.amazonaws.com/Contractor_Registration_Form_ae27c9a93c.pdf

Once submitted, the information is usually entered into the database within a few hours. An automatic email will be sent to you once the registration is completed. We strongly encourage you to include an email address of staff that will not change or a generic email that may be shared by multiple staff in event of turnover in your employees.



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If you are a locally registered contractor, you must first obtain a Flagler County Comp Card from the Flagler County Contractor Licensing Board through reciprocity. (386-313-4103).

Registered contractors are required to obtain a City of Palm Coast Business Tax Receipt 386-986-3766. <https://www.palmcoast.gov/business-tax>

State *Certified* contractors whose physical business is located within Palm Coast are also required to obtain a business tax receipt. (State certified contractors whose business is NOT located within the City of Palm Coast are NOT required to obtain a local business tax receipt)

How do I check to see if I am registered or if my sub-contractors are registered with you?

You can check the status of any license here using the contractor's name or business name - <https://www.palmcoast.gov/building/search#contractor>

What approvals do I need prior to making application for my permit?

There are no prior approvals needed. The requirements for permit submittal include other departmental agencies. All agencies review the submittal simultaneously and electronically. This includes Building, Electrical, Mechanical, Plumbing, Fire, Planning & Zoning, Utility, Engineering/Stormwater, Environmental, etc.

During the permit review process the "locates" for water and sewer hook-up will be identified on the survey, water and sewer capacity/impact fees will be determined, and a swale/culvert diagram will be designed. If the information is not on file to design the swale/culvert design, the swale plan design will be provided at a later date through the online permitting portal.

Note: the plumbing diagram for permit submittal is not required to be site specific to match the side of the home the water or sewer will be connected to.

What do I need to submit for a permit?

Find out submittal requirements for specific permit types here -

<https://www.palmcoast.gov/building>

All city forms/documents associated with your permit type are also located here within each checklist of requirements.

Do my sub-contractors need separate permit?

No. Mechanical, Electrical Plumbing and Roofing sub-contractors are identified on your permit. Fees and inspection are all inclusive on one permit.

Identification of the sub-contractors are a part of a complete permit package.

How do I apply for a permit?

All permits are to be submitted through the online permitting portal.

<https://old.palmcoastgov.com/eplanreview>

We strongly recommend reading the '*document submittal requirements*' to ensure the size, format and file naming convention are followed before submitting. There is also a step-by-step pictorial guide '*how to use the online portal*' to guide you through setting up a user account, submittals, submitting corrections, submitting revisions, making payments, printing, etc.

NOTE: Follow up submissions are to follow the same required submittal requirements as the original submittal (file names, formats, etc.) Revisions or corrections cannot be submitted during an open review cycle. When the review cycle has been completed, the portal will re-open and allow for submittals.

What is the application fee?

There are no fees due at the time of permit submittal.

All fees are collected at the time of permit issuance.

What fees will be due?

Fees can be found on our website https://copc-strap-production.s3.amazonaws.com/Summary_of_Fees_6_12_25_1a1df47e22.pdf

To get an estimate (excludes impact and water & sewer fees) use our online fee calculator

<https://cdpservices.palmcoastgov.com/PermitCalc/WebPermitCalculatorISAPL.dll/uzsvcjGH8AABUDPaK~yloM0AyQa/>

- **Impact Fees:**

- City Transportation
- Fire
- Parks
- School Board
- Flagler County EMS
- Flagler County Law Enforcement
- Flagler County Library

- **Building Permit Fees:**

Each permit will be assessed administrative, plan review, and inspection fees. https://copc-strapi-production.s3.amazonaws.com/Summary_of_Fees_6_12_25_1a1df47e22.pdf Page 11 begins the permit fees.

Additional fees may include Zoning, Stormwater, Engineering and state surcharges.

- **Water & Sewer Connection Fees:**

During the review process, the Customer Service Department will determine the fees due for your particular lot. To request the amount prior to permitting, you may submit a request here <https://www.palmcoast.gov/ciac>

- **Irrigation Meter**

When submitting the application for permit, a Utility Water and Sewer Application is a part of the package. You will need to identify on the application you would like a second meter for irrigation. The fees will be determined during the review. You may use the link above to submit a formal request prior to application.

- **Re-inspection Fees:** (after permit issuance)

A disapproved inspection will be charged a \$40.00 re-inspection fee. This fee is due prior to the issuance of the certificate of occupancy.

- **Revision Fees:** (after permit issuance)
Revisions are charged \$40.00 and are due prior to the issuance of the certificate of occupancy.
- **Extension Fee** – \$40.00 A permit is valid for 6 months from issuance and an additional 6 months from each passing inspection. If you have not completed your project within those time frames and need additional time, you may apply for an extension using our online form and submitting through the online permitting portal. https://copc-strap-production.s3.amazonaws.com/Extension_or_cancellation_request_57454f858c.pdf

What Building Code do you use?

The latest edition of the Florida Building Code. We do not have any local amendments to the code. https://floridabuilding.org/bc/bc_default.aspx

Do my plans need to be signed and sealed?

Please refer to the chart to guide you to the design professional requirements for each discipline

<https://docs.palmcoastgov.com/departments/building/permitting/documents-required-to-be-signed-and-sealed.pdf>

Plans submitted must be signed and sealed digitally when required.

<https://docs.palmcoastgov.com/departments/building/permitting/guide-to-digital-signatures.pdf>

When submitting for your permit, please refer to the 'Document Submittal Requirements' for details. (each sheet is to be sealed individually and uploaded as an individual sheet and not as one set/file)

<https://docs.palmcoastgov.com/departments/building/online/document-requirements.pdf>

How do I submit corrections/ revisions or other documents?

ALL corrections/revisions/other documents are to be submitted through the online portal.

Documents would typically include notice of commencements, surveys, blower door tests, termite certificates, etc.

**Revisions or corrections cannot be submitted during an active review cycle. When ALL outstanding reviews have been completed, the portal will open up and allow you to submit. All comments should be addressed at the same time as you will not be able to address additional comments until that review cycle has been completed.*

How do I read/understand the plan review comment status?

- Pending with an IN date – review has not been completed.
- Pending without an IN date – corrections need to be submitted.
- Hold – the review has been placed on hold waiting for comments to be addressed.
- Completed – review has been approved. (*The previous 'hold' will remain as a part of the record, the 'completed' will override it to allow the permit to continue.

****TIP** – clicking the 'plan review report' in the upper right hand corner of the online plan review screen will provide a comprehensive and easy to read report of the current status and plan review notes.

During the review process, the Engineering Department will review your survey. If the survey contains the correct information to design a swale plan, the review will be approved and a SWALE review added. The swale design typically requires a survey crew to visit the site and then the design is created. This review will not have any effect on the continuation of the plan review / permit issuance. The swale plan design will be completed and available through the online permitting portal prior to that part of the construction phase.

Plan reviews placed on HOLD will include the reviewers name and contact information. You are encouraged to contact the reviewer directly with any questions. The name and contact information of the reviewer will be included in your plan review comments.

Re-submissions of a site plan / survey will automatically be re-reviewed by the Engineering, Stormwater and Zoning Divisions to ensure the same site plan has been reviewed and approved.

When can I clear the lot or remove trees?

You cannot begin to clear or remove any trees until the building permit for the home has been issued.

Erosion Control Measures

Erosion control measures are required to be in place. You can find the requirements outline here in Division 2 Section 24 – 76.

https://library.municode.com/fl/palm_coast/codes/code_of_ordinances?nodeId=PTIICOOR_CH24EN_ARTIIPOCO

Notice of Commencement

A **certified copy** of the recorded notice of commencement is required prior to the first inspection. It is not required at the time of permit submittal or issuance. *(Originals are not required)* The notice of commencement is to be recorded with the Flagler County Clerks of Courts office.

We also partner with a company File and Go who offer notice of commencement services. Upon recording of the NOC, the document is automatically transmitted to the building department for processing.

www.fileandgo.com

Formboard Survey

- Site Plan

During the application process you will be required to submit a site plan for the property. The site plan should include all of the proposed elevations and the proposed setbacks to the closest point of all property lines.

- Formboard Survey

A formboard survey is to be submitted and approved prior to scheduling foundation inspection(s) footers, stem wall, slab. The survey will be reviewed by the Zoning and Engineering for the following:

- 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)

Review of the formboard survey will be completed within 24 hours. Once approved, the 'inspection' area for foundation survey will be released and allow you to continue to request further inspections.

How do I schedule Inspections?

Inspections can be scheduled 24/7 using our online permitting portal or through an automated voice system (386-986-4747) or using ALEXA. Inspections requested before 6:59 a.m. will be done the same day, anything after 6:59 a.m. will be done the following day.

An inspector is assigned to your inspection the morning of the scheduled inspection, you will receive an automatic email with the inspector name and phone #. You may contact him directly to obtain a two hour time frame for his arrival or to make special arrangements.

If you need to cancel an inspection, you may cancel up to 6:59 a.m. through the online portal or via the inspection telephone line the day of the scheduled inspection, after 7:00 a.m., you must contact the scheduled inspector directly. The inspectors are available throughout the day. If you call and they do not answer, please leave a message and they will return your call.

Electric Inspections and power

An early power inspection will automatically be added to your list of inspections. A temporary power pole inspection is optional and will not be identified on your inspection card. If you schedule your inspections through the online portal, you will see the option to schedule a temporary power pole inspection. (choose add new and additional inspection options will appear). If you request through the telephone IVR system, use code # 2170. When the inspection has been completed, and automatic email is sent to Florida Power and Light of the approval.

Cross Connection inspections

A cross connection inspection is required for a new residential construction. This is to ensure that a cross connection to the potable water supply is not present. This includes, but is not limited to reuse/reclaimed water/wells and irrigation lines.

Double check back flow preventers are installed at the meter to protect the main lines from potential hazards, however, if a cross connection occurs on the home side or after the meter and back flow, there is a potential to contaminate the home owners water supply.

What are the city's drainage requirements?

The city uses a swale system throughout Palm Coast. The swales are the broad, shallow channels along roads, driveways and parking lots that are designed to keep water off your road. They are a key part of the storm water drainage system.

- Grading and Drainage Plan is required for permit application submittal.
 - Plan to be prepared by and digitally signed and sealed by a Florida Licensed Professional Engineer (Plans by a land surveyor / mapper will not be accepted)
 - Plans must include all stormwater grading and drainage design criteria outlined here - https://copc-strapi-production.s3.amazonaws.com/Lot_Grading_and_Drainage_Design_Criteria_8797720686.pdf
- Final Lot Grading and Drainage Certificate is required.
 - At completion of the home and after installation of all required landscaping, a final lot grading & drainage certification shall be submitted.
 - The lot grading & drainage certification shall be on a form provided by the city. https://copc-strapi-production.s3.amazonaws.com/Final_Lot_Grading_and_Drainage_Certification_form_07_01_25_cc754b0282.pdf
 - The final lot grading & drainage certification shall be prepared by and signed and sealed by the Florida Licensed Professional Engineer who prepared the lot grading & drainage plan.

How do I know what size culvert to install and at what elevation?

During the permit review process, the Engineering Department will review your survey. If the survey contains the correct information to design a swale plan, the review will be approved, and a SWALE review added. The swale design

typically requires the city survey crew to visit the site and then the design is created. The permit is made ready PRIOR to the swale design to allow you to begin construction. The swale sheet is uploaded and available for you to download prior to you getting to that part of the construction phase.

Where do I find the zoning regulations for size, setbacks, zoning, architectural features, landscaping, etc.?

A complete guide to all development regulations in the city's Land Development Code and Technical Manual can be found here:

<https://fullsite.palmcoastgov.com/government/community-development/ldc>

For quick reference for colors, architectural features & materials, exterior finishes, roofs, landscaping and trees. *Click on Zoning and Landscaping

<https://fullsite.palmcoastgov.com/government/building>

Who supplies the water and sewer utilities?

The City of Palm Coast supplies water and sewer utilities. Only in very rare cases would a piece of property require a septic system. If your property requires a septic system, you will need to contact the Flagler County Health Department and submit a copy of the permit with your permit application.

Some areas in the city are serviced through a PEP tank and others through a traditional sewer system.

What is a PEP tank?

A PEP tank is a pre-treatment effluent pumping system and accounts for half of the wastewater collection system with the other half being gravity sewer, very similar to a septic tank system, but instead of an on-site drain field, the gray water is pumped into the wastewater collection system.

The PEP tank is installed by the city and is owned and operated by the city. For information regarding PEP systems please see the city information guide -

<http://docs.palmcoastgov.com/departments/utility/Pep%20Booklet.pdf>

How do I know if I need a PEP tank?

Pep tanks are located in the following sections of Palm Coast.
23, 26, 28, 29, 30, 31, 33, 34, 35, 37, 59, 60, 63, 64, & 65

City map of PEP tank locations

<https://fullsite.palmcoastgov.com/documents/view?url=http%253a%252f%252fdocs.palmcoastgov.com%252fdb%252f555%252fpep-tank-map.pdf>

How do I request the city to install a PEP tank?

The request is made in the same manner as your building inspections. All requests are made through the permitting system and the Utility Department will receive your request.

The PEP tank can be requested when the home is at the finished framing stage. This will allow the Utility to coordinate other components of the installation such as scheduling a bore if needed; coordinate with FPL to assure underground power is not placed in the construction boundaries, or to schedule for a pole hold if needed. This timeline will prevent any unnecessary damage to existing sod or landscaping and help the Utility to complete this process without delays in construction.

- Pep tank site to be clear of construction debris (dumpsters, porta-lets, temp power poles, etc.)
- Trees cannot be located within the tank site
- A clean-out must be installed on the sewer stub-out by the house as a reference point to assure the tank is placed at the proper elevation. (stakes driven in the ground by the stub-out is not acceptable as a permanent mark)

How do I request a water meter?

The request is made in the same manner as your building inspections. All requests are made through the permitting system; the Utility Department will receive your request and a work order for installation will be generated. The request can be made once the permit is issued.

To make a request for the water meter, the following requirements must be met:

- Permit issued
- Lot cleared
- Vegetation is cleared in a 5' diameter around both front survey pins
- Obstructions removed

If you have requested to have a secondary irrigation meter, the domestic and irrigation meter will be installed at the same time.

How to I obtain my certificate of occupancy?

The certificate of occupancy is issued automatically when the following items have been completed:

- All inspections approved
- Approved blower door test submitted
- Final termite certificate submitted
- All outstanding fees paid
- Final elevation certificate submitted and approved (if applicable)
- Any special circumstances specific to your permit are resolved

The CO will be issued automatically over night when all the above criteria has been met. You may email or call to request it to be issued prior and we will issue it manually.

What can I do online without having to visit the office?

The online permitting portal allows for the following:

- Submit permit applications
- Submit corrections / revisions
- View plan review comments
- Download approved plans
- Pay fees
- Print all documents, job card, permit, CO's, etc.
- Schedule inspection and view results
- Submit additional documents – notice of commencement, affidavits, termite certificates, blower door tests, etc.
- Manage / update sub-contractors
- Monitoring the status of your permit in 'real time'

****The 'How to use the online portal' guide will walk you through each step with detailed instructions and pictures.**

Environmental Concerns/ Gopher Tortoise

If your site has been identified as a possible location for gopher tortoises, a field inspection will be conducted during the permit review process. If it is deemed that no gopher tortoise or burrows are located on the lot, the inspection will be approved and the permit may be issued. If the inspector finds gopher tortoise or burrows, it will be the responsibility of the contractor to hire a private authorized gopher tortoise agent to commence with permitting and relocation activities.

How do I get updates and news regarding changes?

We will send out a contractor newsflash for any upcoming changes that may affect the building process. The newsflash is sent via email to all emails in our permitting database. These can also be accessed on the Building Department Webpage.

Communication

The primary form of communication is automatic notifications via email. It is important that your email is kept current in our permitting database. (the online accounts do not transfer data to our permitting database) You may provide multiple emails. We encourage a generic email as we see contractors encounter problems due to staff turnover. The following emails will be sent on an automatic basis:

- Packet creation
- Packet rejection
- Permit creation
- Plan review comments (will be sent per individual division, not combined)
- Change in permit status (applied, ready, expired, finalized, etc.)
- Permit expiration warnings
- Permit expiration
- Inspection requests
- Inspector assignment and contact information
- Inspection results
- Subcontractors identified will receive email notifications they have been identified on your permit
- Contractor certificate expiration warnings (workers comp, liability, license, etc.)

Contacts

- Water and Sewer capacity fees – Customer Service 386-986-2360
- Pep Tank installation
 - Eric Serrano 386-986-2372
 - Ivan Sanderson 386-986-2371
 - Chris Crawford 386-986-2380
- Water Meter installation
 - Richard Sydnor 386-986-2369

- Mike Hughes 386-986-2359
- Zoning, setbacks, color, aesthetics, landscape, size, etc.
 - Zoning - 386-986-3751
- Formboard survey review
 - Setbacks - 386-986-3751
 - Finished Floor Elevation– 386-986-4726
- Drainage / Final Grading Certification Review 386-986-4726
- Swale Plan/ Culvert 386-986-2311
- Gopher Tortoise/ Environmental – 386-986-3736
- Flood plain information – 386-986-4789
- Building Administration (main line) - 386-986-3780
- Building Plan Review- 386-986-3782
- Building Inspections (Chief Inspector Robert Martin) - 386-986-7848
- Chief Building Official – Patrick Buckley – 386-986-3786