

Aluminum Enclosure Checklist

* Permit application
* Sealed drawings
* Manufactures specifications (booklet provided at time of purchase)
* Site plans/survey - include all existing and proposed structures and setbacks to property lines. Check our files - <http://records.palmcoastgov.com/>
* Landscape plan (may be included on the site plan)

o Structures shall be screen with a visual buffer planting, solid for decorative fencing or walls may be installed to screen from public view. Plants used shall be vegetation that conserves water, is adaptable to local conditions and is drought tolerant.

* Proof of property ownership - recorded deed or property appraisers office printout
* Construction lien law affidavit (for jobs greater than $2,500)
* 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 Clerks office in Bunnell. It is not required at the time of permit issuance, but will be required prior to any inspections.
* Owner Builder Disclosure Statement

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