



BUILDING PERMIT INFORMATION for REPAIRS to COMMERCIAL BUILDINGS OR CONDOMINIUM

Please use the following information and attachments as a guide to assemble the application documents that are necessary to be submitted to this office to obtain the required building permits for commercial construction projects. (Note: All plans and documents are required to be legible.)

- Commercial construction such as structural repairs, truss repairs, replacing sheathing, replacing doors, replacing windows, repairing water damage, replacing drywall, replacing ductwork, replacing receptacles, replacing an air conditioning unit, repairing an electrical panel-box, replacing permanent lighting fixtures, running electrical circuits, installing a new roof, adding receptacles or lighting, upgrading an electrical service, changing out or reconfiguring air conditioning/heating, adding or replacing an exhaust system, adding or replacing plumbing system **all require a building permit**. An application for a building permit for all intended work will need to be submitted to the Building and Zoning Department. Please see the "Volusia County Commercial Permit Application" for required details and information.
Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website). Questions concerning the application form and necessary documents can be directed to the Permit Technicians:
*Daytona Beach...254-4680 *DeLand...736-5929 *New Smyrna Beach...423-3376
- A **Building or General Contractor licensed to do business in the County of Volusia will need to apply for the permit**. Appropriate licensed subcontractors will need to be named.
Licensing information, applications, forms and checklists can be found @ <http://volusia.org/contractors> (Contractor Licensing Website). Questions concerning licensing should be directed to Contractor Licensing, please choose option 2 when you call:
*Daytona Beach... 248-8158 *DeLand... 736-5957 *New Smyrna Beach... 424-6828
- Three duplicate copies of an **itemized scope of work & estimate** for each individual unit or tenant, identifying said units by number, floor locations &/or building number – or – if the repair work is structural in nature, three duplicate sets of construction plans accurately depicting the project will be required to be submitted with the building permit application. In either instance, **product approval information for covered products (i.e. doors, windows, skylights, roofing etc...) will need to be provided** for review. If drywall is to be replaced, details showing existing fire separation or method of retrofitting fire separation will need to be provided for review. Projects that are structural in nature or are of unusual design will need to be reviewed, signed and sealed by a design professional (Florida Registered Architect or Engineer) for both structural and Code compliance.
- If the addition or alteration includes modification or expansion of the **heating/cooling system**, energy compliance forms from the State of Florida are required to be completed. Please see forms 400C-01 & 400D01. In most instances, the forms can be completed by the licensed air conditioning contractor. 3 copies of completed energy forms will be required to be submitted with the building permit application.
- Additions/alterations and repairs are required to comply with the requirements found in Chapter 34 of the 2001 Florida Building Code for existing buildings.
The Code can be viewed @ <http://www.floridabuilding.org/bc/default.asp>.

- If the property lies in **flood zone “AE” or “VE” per the Flood Insurance Rate Maps, April 15, 2002 (FIRM)** and the additions/alterations or repairs to the existing structure constitute a substantial improvement (construction value is greater than 50% of the existing value of the structure), a preconstruction elevation certificate will be required. This certificate (FEMA form only) is to be submitted with the building permit application to verify that the lowest floor is at the proper elevation. Detached structures for habitable space, workshops, garages and storage structures greater than 400 square feet need to comply with floor level requirements as well. Please see the “Flood Zone Information and Requirements” document.
Permitting information, applications, forms and checklists can be found @ <http://volusia.org/permitcenter/default.htm> (Permit Center Website).
- If the property lies **seaward of the Coastal Construction Control Line** and the project constitutes a substantial improvement, the project is subject to the requirements of Section 3107 of the 2001 Florida Building Code. The Code can be viewed @ <http://www.floridabuilding.org/bc/default.asp>. These projects also require a permit from the State of Florida, Department of Environmental Protection (DEP). Questions concerning State requirements should be directed to the Bureau Engineer at the following number:
*Bureau of Beaches & Coastal Systems, Tallahassee, FL...(850) 487-4475

The above information and attachments provided are intended for general use only and are not entirely inclusive. Upon successful submission, plans and documents will be reviewed for compliance with applicable laws, codes and ordinances. The contractor of record will be notified of any deficiencies noted during the permit and plan review process.