



BUILDING DIVISION
City Of Port Orange
1000 City Center Circle
Port Orange, FL 32129
Phone: (386) 506-5600

CHECKLIST FOR RESIDENTIAL PERMITS

This checklist is intended to provide assistance to customer and/or contractor in ensuring that appropriate documentation is provided for permit review. All boxes that are applicable to a specific type of permit must be checked (☒). Boxes that are not applicable for permit must be marked as N/A.

House (1 & 2 Family)

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, flood zone, finished floor elevation, square feet (living, porch, garage), and estimated costs. If subcontractor work (electrical, gas, irrigation, mechanical, plumbing, roof) will be attached to building permit, appropriate information related to subcontractors, estimated costs, etc. must be provided on permit application. *INCOMPLETE APPLICATION WILL BE RETURNED.*
- (2) Surveys. Customer/contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Proposed house must be drawn to same scale as surveys with all dimensions clearly indicated.
- (2) Sets of drawings that are signed and sealed by an architect or engineer licensed in accordance to Chapter 481 or 471, respectively, of the Florida Statutes. Construction documents shall include, but may not be limited to: foundation plan; floor plan, typical wall sections; structural details; electrical layout; and, truss engineering (if applicable).

NOTE: If the construction drawings show options, applicable options shall be clearly indicated. All other options shall be marked as N/A.

- (1) Elevation Certificate. (Required if proposed construction is located in flood zone A, AE, or AH.)
- (2) Copies of energy forms and equipment load calculations (i.e. Manual J).
- (2) Copies of product approvals (test reports, installation details, etc.) for windows, doors (including garage doors), skylights, etc. as required per Rule 9B-72.
- (1) Product Approval Review Form
- (1) Tree Inventory Sheet

Addition

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, flood zone, finished floor elevation, square feet (living, porch, garage), and estimated costs. . If subcontractor work (electrical, gas, irrigation, mechanical, plumbing, roof) will be attached to building permit, appropriate information related to subcontractors, estimated costs, etc. must be provided on permit application. *INCOMPLETE APPLICATION WILL BE RETURNED.*
- Submittal Fee/Plan Review Fee
- (2) Surveys. Customer/Contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Proposed addition must be drawn to the same scale as survey with all dimensions clearly indicated.

- (2) Sets of drawings that are signed, sealed & dated by an architect or engineer licensed with the state of Florida. Construction documents shall include, but may not be limited to: foundation plan; floor plan, typical wall sections; structural details; electrical layout; and, truss engineering (if applicable).
- (1) Elevation Certificate. (Required if proposed construction is located in flood zone A, AE, or AH.)
- (2) Copies of energy forms and equipment load calculations (i.e. Manual J). (Equipment load calculations are not required if a licensed mechanical contractor provides notarized affidavit stating that existing HVAC equipment has sufficient capacity to heat and/or cool addition.)
- (2) Copies of product approvals (test reports, installation details, etc.) for windows, doors (including garage doors), skylights, etc. as required per Rule 9B-72.
- (1) Product Approval Review Form
- (1) Tree Inventory Sheet

Screen Room/Porch/Carport (Aluminum)

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, square feet, and estimated costs. . If subcontractor work (electrical) will be attached to building permit, appropriate information related to subcontractor, estimated cost, etc. must be provided on permit application. INCOMPLETE APPLICATION WILL BE RETURNED.
- Submittal/Plan Review Fee
- (2) Surveys. Customer/Contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Proposed screen room or porch must be drawn to same scale as surveys with all dimensions clearly indicated.
- (2) Copies of applicable drawings, data and details from Aluminum Structures Design Manual. Submittal shall also include two copies (1 original, 1 photocopy) of the Design Checklist. (This applies to applicants that are authorized to use the ASDM by Larry Bennett, PE.)
- Two (2) copies of applicable drawings, data, and details for aluminum construction that are signed and sealed by a licensed architect or engineer in accordance to Chapter 481 or 471, respectively, of the Florida Statutes. (This applies to persons other than those that are authorized to use the ASDM.)
- (1) Tree Inventory Sheet

Mobile Home

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, contractor information, flood zone, finished floor elevation, dimensions of mobile home, and estimated costs. If subcontractor work (electrical, gas, mechanical, plumbing) will be attached to building permit, appropriate information related to subcontractors, estimated costs, etc. must be provided on permit application. INCOMPLETE APPLICATION WILL BE RETURNED.
- Submittal/Plan Review Fee
- (1) Elevation Certificate. (Required if mobile home is located in flood zone A, AE, or AH.)
- Mobile Home Subdivision: (2) Surveys. Customer/Contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Mobile home must be drawn to same scale as survey with all dimensions clearly indicated.
- Mobile Home Park: (2) Copies of site plan drawn to scale showing: front and side corner setbacks measured from edge of street pavement; rear setback measured from park property line; and, distances between all adjacent structures to rear and sides.
- (2) Copies of details for anchoring mobile home.
- (1) Tree Inventory Sheet

Swimming Pool

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, water surface area of pool, and estimated costs. If subcontractor work (electrical, plumbing) will be attached to building permit, appropriate information related to subcontractors, estimated costs, etc. must be provided on permit application. *INCOMPLETE APPLICATION WILL BE RETURNED.*
- Submittal/Plan Review Fee
- (2) Surveys. Customer/Contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Pool must be drawn to same scale as survey with all dimensions clearly indicated. In addition, grade elevations must be indicated for corners of property, along sidelines of lot, and around pool deck.
- (2) Copies of structural drawings.
- (2) Copies of pool layout with design criteria.
- (2) Copies of specifications for exit alarm (if applicable).
- (2) Copies of Swimming Pool Safety Act form. (At least 1 copy must be an original.)
- (1) Tree Inventory Sheet

Pool Enclosure

- Permit Application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, square footage, and estimated costs. *INCOMPLETE APPLICATION WILL BE RETURNED.*
- Submittal/Plan Review Fee
- (2) Surveys. Customer/contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Proposed screen room or porch must be drawn to same scale as surveys with all dimensions clearly indicated.
- (2) Copies of applicable drawings, data and details from Aluminum Structures Design Manual (ASDM). Submittal shall also include two copies (1 original, 1 photocopy) of the Design Checklist. (This applies to applicants that are authorized to use the ASDM by Larry Bennett, PE.)
- (2) Copies of applicable drawings, data, and details for aluminum construction that are signed and sealed by a licensed architect or engineer in accordance to Chapter 481 or 471, respectively, of the Florida Statutes. (This applies to persons other than those that are authorized to use the ASDM.)
- (1) Tree Inventory Sheet

Fence

- Permit Application. All relevant information must be provided. This includes, but may not be limited to customer/contractor information, lineal feet of fence, material, height, and estimated cost. *INCOMPLETE APPLICATION WILL BE RETURNED.*
 - (2) Surveys. Customer/contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Proposed fence shall be clearly indicated on surveys.
- NOTE: Fence must be approved by Planning Division if the proposed fence is 6 feet in height and site meets at least one of the following criteria: body of water behind property; golf course located behind property; or, common area 100 feet or greater behind the property.
- (1) Tree Inventory Sheet

Shed (Accessory Building)

Completed application. All relevant information must be provided. This includes, but may not be limited to, customer/contractor information, flood zone, finished floor elevation, square footage, and estimated cost. If subcontractor work (electrical) will be attached to building permit, appropriate information related to subcontractor, estimated cost, etc. must be provided on permit application. INCOMPLETE APPLICATION WILL BE RETURNED. (Note: Accessory structures cannot be larger than the primary structure.)

Submittal/Plan Review Fee

(2) Surveys. Customer/contractor may provide 1 original survey and 1 photocopy. Documents shall not be reduced or enlarged. Shed must be drawn to same scale as surveys with all dimensions clearly indicated, including proposed setbacks from property lines. (See below.) Special approval requirements exist for a proposed easement encroachment.

Shed Size

Required Setbacks

120 or less square feet

5 feet from property line.

121 to 250 square feet

10 feet from property line.

More than 250 square feet

Per zoning district restrictions.

(2) Copies of drawings that are signed and sealed by an architect or engineer licensed with the state of Florida, if shed is not pre-fabricated. (Exception: Shed that is not pre-fabricated, 120 square feet or less in area, and drawings are provided that show good engineering practices.)

(2) Copies of manufacturer's installation manual (if shed is pre-fabricated).

Electrical Layout (if applicable)

(1) Tree Inventory Sheet