

<b><u>PERMIT TYPE</u></b>	<b><u>PLANS/DOCUMENTS/FORMS ETC NEEDED FOR PERMIT PACKAGE</u></b>
Above Ground Pool	Bldg Permit App; certificate of zoning; 2 copies of the pool & ladder specs; survey; equipment location & GFI location; owner builder affidavit
Addition (Aluminum)	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet if electric installed; 2 sets of current master plan engineered drawings or construction plans signed/sealed by architect/engineer; NOC
Addition (Frame or Masonry)	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet (original signed by all trades); tree removal permit; NOC; 2 copies of energy forms; 2 copies of window & door specs (manufacturers testing & installation information); 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane specs (manufacture testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet
Alteration	Bldg permit app; certificate of zoning; copy of contract or owner builder affidavit; sub-contractor sheet; 2 copies of window & doors specs (if applicable); 2 copies of plans signed/sealed by architect/engineer if change is structural (Ex. Convert garage to living area); 2 sets of hurricane specs (manufacturer testing & installation information); floor plan showing location of work; 2 copies of energy forms if change to habitable area; survey if changing footprint
Alteration (Aluminum)	Bldg permit app; certificate of zoning; copy of contract or owner builder affidavit; sub-contractor sheet; 2 copies of current master engineered drawings if change is structural; floor plan showing location of work; 2 copies of energy forms if heating or cooling area; survey if changing footprint
Boathouse	Bldg permit app; certificate of zoning; copy of contract or owner building affidavit; survey; 2 sets of sealed truss plans by engineer if applicable; 2 copies of hurricane anchorage schedule; 2 sets of plans signed/sealed by architect/engineer; DEP permit if applicable; sub-contractor sheet if electric/plumbing (original signatures)
Building Moving	House moving app; building permit app for foundation; certificate of zoning; survey; 2 sets of signed/sealed foundation plans; sub-contractor sheet; 2 copies of energy forms; stormwater permit; driveway permit; tree removal permit; UC impact fee receipt; 2 copies of floor plan showing any improvements
Carport (Aluminum)	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; 2 sets of current master plan engineered drawings; NOC; driveway permit if applicable
Carport (Frame/Masonry)	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; tree removal permit; NOC; 2 sets of sealed truss plans by engineer if applicable; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane anchorage schedule; 2 copies of roofing specs (other than shingles); roofing slope sheet; driveway permit if applicable
Deck	Bldg permit app; certificate of zoning; survey; copy of contract; stormwater permit; 2 sets of drawings (signed/sealed by architect/engineer if 120 sq ft or greater or if elevated 30" or more); rail details required if elevated over 30"
Demolition (Entire Structure)	Bldg permit app; demo notification signed by Utilities Commission & Gas Co
Demolition (Partial)	Bldg permit app; floor plan indicating are to be demolished
Dock	Bldg permit app; certificate of zoning; copy of contract or owner builder affidavit; survey; 2 sets of plans signed/sealed by architect/engineer; DEP permit if applicable; sub-contractor sheet if electric/plumbing (original signatures)

Duplex (No owner builder as contractor)	Bldg permit app; certificate of zoning; survey; copy of contract; stormwater permit; driveway permit; sub-contractor sheet (original signed by all trades); tree removal permit; copy of Utilities Commission Impact fee receipt; copy of County Road Impact fee receipt; NOC; 2 copies of energy forms; 2 copies of window & door specs (manufacturers testing & installation information); 2 sets of engineered garage door specs; 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane specs (manufacture testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet; septic tank permit if applicable; location of AC condenser
Fence (Non-structural)	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit
Fence (Structural)	Building permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; 2 sets of signed/sealed plans by architect/engineer
Garage	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet (original signed by all trades); tree removal permit; NOC; 2 copies of window & door specs (manufacturers testing & installation information); 2 copies of engineered garage door specs; 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane specs (manufacture testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet
Glass Room/Vinyl Room	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet if electric installed; 2 sets of current master plan engineered drawings if aluminum or signed/sealed plans by engineer; 2 sets of window & door specs (manufacturers testing & installation information) for glass room; 2 copies of energy forms if glass room; NOC; vinyl rooms do not need window specs or energy forms
HVAC	Replace existing, permit issued. If new, need location of condenser and distance to next habitable living area.
HVAC (Rooftop)	2 sets of engineering connection details; stand details
Mobile Home	Mobile home permit app; certificate of zoning; survey; copy of contract; sub-contractor form (original signatures for electric/plumbing); manufacture home specs (DCA approval letter); 2 copies of blocking diagram; 2 copies rail and stair details; manufacturer's installation manual (new units only); if in a park, approval letter
Mobile Home Replacement	Mobile home permit app; certificate of zoning; survey; copy of contract; sub-contractor form (original signatures for electric/plumbing); manufacture home specs (DCA approval letter); 2 copies of blocking diagram; 2 copies rail and stair details; manufacturer's installation manual (new units only); if in a park, approval letter
Mobile Home Roofover	Bldg permit app; 2 sets of current master plan engineered drawings or 2 sets of plans signed/sealed by engineer/architect; fastening schedule; copy of contract; NOC
Patio (Covered)/Foundation	Bldg permit app; certificate of zoning; survey; 2 sets of construction plans (signed/sealed by engineer/architect if 120 sq ft or greater); 2 copies of roofing specs (if other than shingles); roofing slope sheet

Patio (Covered)/Existing Foundation	Bldg permit app; certificate of zoning; survey; 2 sets of construction plans (signed/sealed by engineer/architect if 120 sq ft or greater); 2 copies of roofing specs (if other than shingles); roofing slope sheet
Pool Enclosure	Bldg permit app; certificate of zoning; survey; NOC; 2 sets of current master engineered drawings or construction plans signed/sealed by architect/engineer
Renovation	Bldg permit app; copy of contract or owner builder affidavit; sub-contractor sheet; 2 copies of window & doors specs (manufacturers testing & installation information) if applicable; 2 sets of hurricane specs (manufacturer testing & installation information) if applicable; 2 copies of floor plan (existing & proposed) showing scope & location of work
Reroof (No structural)	2 copies of roofing specs (if other than shingles); 2 copies of roofing slope sheet; 2 sets if skylight specs (manufacturer testing installation information) if applicable; copy of contract or owner builder affidavit
Retaining Wall	Bldg permit app; certificate of zoning; survey; stormwater permit; 2 sets of construction plans signed/sealed by architect/engineer; NOC
Screen Porch/Patio	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet if electric installed; 2 sets of current master plan engineered drawings or construction plans signed/sealed by architect/engineer; NOC
Seawall	Bldg permit app; certificate of zoning; survey; stormwater permit; 2 sets of construction plans signed/sealed by architect/engineer; NOC; DEP permit if new (not required for maintenance of existing)
Shed (Premanufactured)	Bldg permit app; certificate of zoning; survey; stormwater permit; 2 copies of engineered specs; 2 copies of window & door specs (manufacturer testing & installation information) if not included on shed specs
Shed (Wood/Masonry)- 10 X 12 or smaller	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet (original signed by all trades); tree removal permit; NOC; 2 copies of window & door specs (manufacturers testing & installation information); 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets of construction plans; 2 sets of hurricane specs (manufacture testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet
Shed (Wood/Masonry) – larger than 10 X 12	Bldg permit app; certificate of zoning; survey; copy of contract or owner builder affidavit; stormwater permit; sub-contractor sheet (original signed by all trades); tree removal permit; NOC; 2 copies of window & door specs (manufacturers testing & installation information); 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane specs (manufacturers testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet
Shutters	Bldg permit app; copy of contract or owner builder affidavit; 2 sets of hurricane specs (manufacturers testing & installation information); NOC
Siding (Tear off and Install)	Bldg permit app; copy of contractor or owner builder form; 2 copies of manufacturer installation specs; sub-contractor form if electric meter removed
Single Family Residence	Bldg permit app; certificate of zoning; survey; copy of contract; stormwater permit; driveway permit; sub-contractor sheet (original signed by all trades); tree removal permit; copy of Utilities Commission Impact fee receipt; copy of County Road Impact fee receipt; NOC; 2 copies of energy forms; 2 copies of window & door specs (manufacturers testing & installation information); 2 sets of engineered garage door specs; 2 sets of sealed truss plans by engineer; 2 copies of hurricane anchorage schedule; 2 sets signed/sealed plans by architect/engineer; 2 sets of hurricane specs (manufacture testing & installation information); 2 copies of roofing specs (other than shingles); roofing slope sheet; septic tank permit if applicable; location of AC condenser

Solar	Bldg permit app; copy of contract or owner builder affidavit; 2 copies of engineered drawings; 2 copies of testing specs and installation
Spa/Whirlpool/Pool Heater	Refer "Swimming Pool" requirements
Swimming Pool	Building permit app: certificate of zoning; survey; copy of contract or owner builder affidavit; sub-contractor form (original signatures); stormwater permit; tree removal permit if applicable; NOC; 2 sets of construction plans signed/sealed by architect/engineer; 2 sets of screen enclosure specs or baby fence specs; show fence location on plan; location of pool equipment and GFI outlet; 2 sets of alarm specs; Safety Requirements affidavit; type of gas (natural or propane); location of propane tank (above ground or buried); See separate sheet for swimming pool requirements.
Townhouses (separate parcels require separate permits)	Refer "Single Family Residence" requirements.
Window Replacement (same size/no structural change)	Bldg permit app; copy of contract or owner builder affidavit; 2 copies of floor plan (label rooms, all window types, sizes and highlight windows to be replaced); 2 copies of window specs (manufacturers testing & installation information); NOC
Window Replacement (different size/structural change)	Bldg permit app; certificate of zoning; copy of contract or owner builder affidavit; 2 copies of floor plan (label rooms, all window types, sizes and highlight windows to be replaced); 2 copies of window specs (manufacturers testing & installation information); 2 sets of plans signed/sealed by architect/engineer; NOC

**CITY OF NEW SMYRNA BEACH, FLORIDA**

**PLAN SUBMITTAL CHECKSHEET**

Submitted	N/A	JOB ADDRESS:	DATE:
<input type="checkbox"/>	<input type="checkbox"/>	1. Signed and completed Building Permit application	
<input type="checkbox"/>	<input type="checkbox"/>	2. Signed and completed Certificate of Zoning	
<input type="checkbox"/>	<input type="checkbox"/>	3. Survey showing proposed house location, <b>no larger than 11" X 17"</b>	
<input type="checkbox"/>	<input type="checkbox"/>	4. Letter stating distance from outside of AC to the next adjacent habitable living area.	
<input type="checkbox"/>	<input type="checkbox"/>	5. Notarized Letter of Authorization	
<input type="checkbox"/>	<input type="checkbox"/>	6. Copy of Signed Contract (per 489.127 (2) F. S. and 104.4 SBC.)	
<input type="checkbox"/>	<input type="checkbox"/>	7. Signed and notarized Owner/Builder form.	
<input type="checkbox"/>	<input type="checkbox"/>	8. Sub-contractor authorization sheet with original signatures.	
<input type="checkbox"/>	<input type="checkbox"/>	9. Utilities Commission impact fee receipts (Or exemption if structure was demolished).	
<input type="checkbox"/>	<input type="checkbox"/>	10. County impact fee statement (Or exemption if demolished) required for Certificate of Occupancy.	
<input type="checkbox"/>	<input type="checkbox"/>	11. Septic tank permit from Volusia county.	
<input type="checkbox"/>	<input type="checkbox"/>	12. Water management form.	
<input type="checkbox"/>	<input type="checkbox"/>	13. Driveway apron permit.	
<input type="checkbox"/>	<input type="checkbox"/>	14. Tree Removal permit (Sketch showing trees to be removed in perimeter of house). Indicate number of trees to be removed.	
<input type="checkbox"/>	<input type="checkbox"/>	15. Notice of Commencement. If job over \$2500.00	
<input type="checkbox"/>	<input type="checkbox"/>	16. Homeowner's Association Approval.	
<input type="checkbox"/>	<input type="checkbox"/>	17. 2 copies of Energy code forms.	
<input type="checkbox"/>	<input type="checkbox"/>	18. 2 copies of Manufacturer's cut sheets for doors with Miami Dade or State of Florida approval.	
<input type="checkbox"/>	<input type="checkbox"/>	19. 2 copies of Manufacturer's cut sheets for windows with a Miami Dade or State of Florida approval.	
<input type="checkbox"/>	<input type="checkbox"/>	20. 2 copies of Engineered garage door specs with Miami Dade or State of Florida approval.	
<input type="checkbox"/>	<input type="checkbox"/>	21. 2 Copies of Roofing Specs (if other than asphalt shingles)	
<input type="checkbox"/>	<input type="checkbox"/>	22. 2 sets of Sealed truss plans.	
<input type="checkbox"/>	<input type="checkbox"/>	23. 2 copies of Hurricane anchorage schedule.	
<input type="checkbox"/>	<input type="checkbox"/>	24. 2 complete sets of Construction Plans-(signed/sealed over 120 sq. ft.)	
<input type="checkbox"/>	<input type="checkbox"/>	25. 1 copy of signed/sealed Approved Site Plan.	
<input type="checkbox"/>	<input type="checkbox"/>	26. 2 Sets Hurricane Shutter Specs with a Miami Dade or state of Florida approval.	
<input type="checkbox"/>	<input type="checkbox"/>	27. DEP approval for docks and boathouses.	
<input type="checkbox"/>	<input type="checkbox"/>	28. <b>Submit a recorded copy of a title deed or warranty deed for new construction.</b>	

**CITY OF NEW SMYRNA BEACH**  
BUILDING PERMIT APPLICATION

DATE \_\_\_\_\_

JOB ADDRESS \_\_\_\_\_ TAX PARCEL # \_\_\_\_\_

JOB NAME \_\_\_\_\_

OWNER'S NAME \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONSTRUCTION CO. \_\_\_\_\_

ADDRESS: STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

CONTRACTOR \_\_\_\_\_ STATE LIC. # \_\_\_\_\_ PHONE \_\_\_\_\_

ARCHITECT/ENGINEER \_\_\_\_\_ STATE LIC # \_\_\_\_\_ PHONE \_\_\_\_\_

ADDRESS: STREET \_\_\_\_\_ CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP \_\_\_\_\_

**BUILDING**

(CHECK ONE) NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REMODEL \_\_\_\_\_ OTHER \_\_\_\_\_ ESTIMATED CONSTRUCTION COST \_\_\_\_\_

RESIDENTIAL # OF UNITS \_\_\_\_\_ # OF STORIES \_\_\_\_\_ SQ.FT. LIVING \_\_\_\_\_ SQ.FT. OTHER \_\_\_\_\_ TOTAL SQ.FT. \_\_\_\_\_

COMMERCIAL # OF UNITS \_\_\_\_\_ # OF STORIES \_\_\_\_\_ TOTAL SQ.FT. \_\_\_\_\_

**PLUMBING**

CONTRACTOR \_\_\_\_\_ STATE LIC. # \_\_\_\_\_

(CHECK ONE) NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REMODEL \_\_\_\_\_ OTHER \_\_\_\_\_ NEW RESIDENTIAL # OF UNITS \_\_\_\_\_

ALL OTHER: \_\_\_\_\_

URINAL \_\_\_\_\_ SOLAR \_\_\_\_\_ LAVATORY \_\_\_\_\_ SEWER \_\_\_\_\_ SINK \_\_\_\_\_

SEPTIC TANK \_\_\_\_\_ SHOWER \_\_\_\_\_ BATH TUB \_\_\_\_\_ DISPOSAL \_\_\_\_\_ WATER CLOSET \_\_\_\_\_

HOSE BIBS \_\_\_\_\_ DISH WASHER \_\_\_\_\_ DRAINS \_\_\_\_\_ ICE MAKER \_\_\_\_\_ WASHING MACH. \_\_\_\_\_

WATER HEATER \_\_\_\_\_ MISCELLANEOUS \_\_\_\_\_

**ELECTRICAL**

CONTRACTOR \_\_\_\_\_ STATE LIC. # \_\_\_\_\_

(CHECK ONE) NEW \_\_\_\_\_ ADDITION \_\_\_\_\_ REMODEL \_\_\_\_\_ OTHER \_\_\_\_\_ NEW RESIDENTIAL # OF UNITS \_\_\_\_\_

SERVICE SIZE \_\_\_\_\_ ADDITIONS & REMODELING # OF INSPECTIONS REQUIRED \_\_\_\_\_

MISCELLANEOUS \_\_\_\_\_

**MECHANICAL**

CONTRACTOR \_\_\_\_\_ STATE LIC. # \_\_\_\_\_

(CHECK ONE) NEW \_\_\_\_\_ ADD ON \_\_\_\_\_ REPAIR \_\_\_\_\_ AIR CONDITIONING TONS \_\_\_\_\_ MAKE & MODEL \_\_\_\_\_

SEER \_\_\_\_\_ COP \_\_\_\_\_ KW \_\_\_\_\_ OIL \_\_\_\_\_ BTU/HR \_\_\_\_\_ TOTAL COST \$ \_\_\_\_\_

**GAS**

CONTRACTOR \_\_\_\_\_ STATE LIC. # \_\_\_\_\_

FIRST APPLIANCE \_\_\_\_\_ # OF ADDITIONAL GAS APPLIANCES \_\_\_\_\_

GENERAL DESCRIPTION OF WORK BEING DONE \_\_\_\_\_

STATE RADON FEE  
(\$ .01 PER SQ. FT.) \$ \_\_\_\_\_

TOTAL FEE: \$ \_\_\_\_\_

**NOTICE:** The penalty for commencing work before a permit is issued shall be 200% of the normal permit fee plus \$50.00; except that during or following a natural disaster the penalty shall be 200% of the normal permit fee plus \$100.00. REINSPECTION FEES: for any failed inspection there will be a fee of \$25.00.

Application is hereby made to obtain a permit to do the work and installations as indicated. I certify that no work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit may be required for ELECTRICAL WORK, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, and AIR CONDITIONERS, FENCES, ETC.

OWNERS AFFADAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regarding construction and zoning.

WARNING TO OWNERS: YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR NOTICE OF COMMENCEMENT.

SIGNATURE: \_\_\_\_\_  
OWNER OR AGENT

SIGNATURE \_\_\_\_\_  
CONTRACTOR

DATE \_\_\_\_\_  
NOTARY AS TO OWNER  
OR AGENT \_\_\_\_\_

DATE \_\_\_\_\_  
NOTARY AS TO OWNER  
OR AGENT \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

MY COMMISSION EXPIRES \_\_\_\_\_

APPLICATION APPROVED BY \_\_\_\_\_

BUILDING OFFICIAL \_\_\_\_\_

Date Submitted \_\_\_\_\_

**CITY OF NEW SMYRNA BEACH, FLORIDA  
CERTIFICATE OF ZONING**

**BUILDING OR RESIDENCE INFORMATION:**

Property Address: \_\_\_\_\_

Property Owner: \_\_\_\_\_

Check One: ( ) Residential ( ) Business ( ) Industrial ( ) Other \_\_\_\_\_

City Location: \_\_\_\_\_

(Example: East side of Magnolia between Second and Third)

Name of Business: \_\_\_\_\_

**APPLICANT INFORMATION:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Check One: ( ) BUSINESS LICENSE ( ) PERMIT

**REQUIRED ZONING:**

Zoning District: \_\_\_\_\_ Setbacks: Front \_\_\_\_\_ Side \_\_\_\_\_ Rear \_\_\_\_\_ Side/Corner \_\_\_\_\_

Reason for Permit/License: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**COMMERCIAL OR INDUSTRIAL BUILDING CHANGE IN USE:**

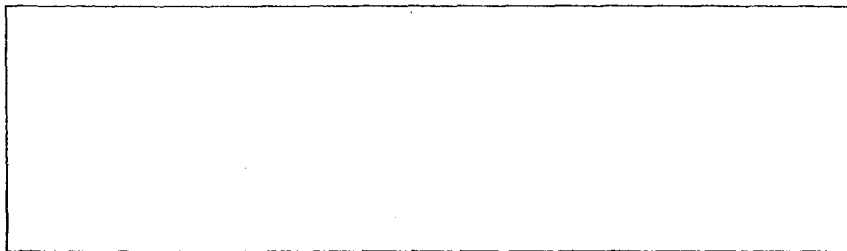
Previous Use: \_\_\_\_\_ Proposed Use: \_\_\_\_\_

**PLOT PLAN**

Street Name \_\_\_\_\_

Depth of Lot \_\_\_\_\_ feet

Street Name  
Front Lot Line



Street Name \_\_\_\_\_

The above information is true and correct to the best of my knowledge.

\_\_\_\_\_  
Applicant Signature

\_\_\_\_\_  
Date

A certificate of zoning is hereby issued confirming that said use conforms with City zoning regulations.

\_\_\_\_\_  
Zoning Technician

\_\_\_\_\_  
Date



# City of New Smyrna Beach

210 Sams Avenue, New Smyrna Beach, FL 32168, (386) 424-2168

## ENGINEERING DEPARTMENT INFORMATION SHEET

### STORMWATER MANAGEMENT PERMIT APPLICATION

#### SINGLE FAMILY AND DUPLEX LOTS ONLY:

City Ordinance No. 24-79, the “Stormwater Management and Conservation Ordinance of New Smyrna Beach, Florida”, which was adopted on May 23, 1979, and amended on July 12, 1983, and February 8, 2005, states that on-site stormwater retention areas are required for all properties within the City of New Smyrna Beach. The minimum on-site stormwater retention requirement is **no less than** one and one half inches (1.5”) of runoff from all impervious surfaces, according to Ordinance 09-05. The on-site stormwater retention requirement for a single family or duplex lot is the minimum.

#### PERMIT PROCEDURE:

**NOTE: The following is only applicable when the impervious area exceeds 500 square feet.**

1. Complete the attached Stormwater Management Permit Application.
  - a. On the Sketch Plan (Sheet 2), show the following:  
Lot dimensions, street names, north arrow, building footprint, roof ridges, roof slope directions, roof dimensions, existing trees, new driveways, and existing low areas (see the attached Sample Worksheet, Sheet 3).
  - b. Calculate the required volume of each Retention Area in cubic feet. The roof slopes and driveways generally determine the number of Retention Areas required. The required volume for each Retention Area is calculated by multiplying the dimensions of the roof slopes **and** driveways that will drain into that particular Retention Area by 1.5, then dividing that area by 12, which is the one and one half inches of runoff converted into cubic feet (see the sample calculation on the attached Sample Worksheet, Sheet 3). Once the volume has been calculated, multiply by 2 to get the square footage required for the Retention Area. Note: an Engineer **is not** required to complete these calculations.
  - c. Locate the proposed Retention Areas on the Sketch Plan (see the attached Sample Worksheet, Sheet 3).
  - d. For structures that are located in FEMA ZONE “A”, a special condition of surveying information is required by Federal Law. See Sheet 2.
2. Refer to the General Notes on the Stormwater Management Permit Application for additional information and requirements.
3. Submit the Stormwater Management Permit Application, along with the Building Permit Application, to the City Building Department (attach 1 copy of the Stormwater Management Permit Application to each set of the building plans submitted).
4. A Final Inspection and Approval is required by the City Engineering Department prior to the issuance of a Certificate of Occupancy by the Chief Building Official for said structure. Call (386) 424-2274 for a Final Inspection 24-hours in advance.

Revised 2/5/08  
Sheet 1 of 3

*“Catch the Charm”*



# City of New Smyrna Beach

## STORMWATER MANAGEMENT PERMIT APPLICATION

Single Family or Duplex Lots Only

(Complete all information or NA)

FEE: \$ \_\_\_\_\_ DRIVEWAY INSPECTION: \_\_\_\_\_

PRELIMINARY INSPECTION DATE: \_\_\_\_\_

FEMA ZONE CERTIFICATION: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_

CONTRACTORS NAME, ADDRESS & TELEPHONE : \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

FEMA FLOOD ZONE / ELEVATION: \_\_\_\_\_

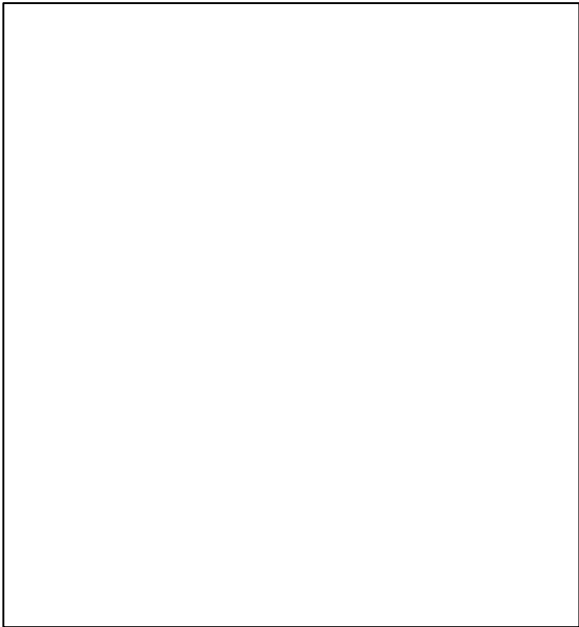
PAVEMENT ELEVATION (Centerline): \_\_\_\_\_

PROPOSED FIRST FLOOR ELEVATION: \_\_\_\_\_

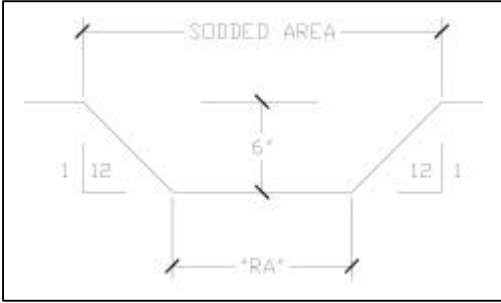
AMOUNT OF FILL PROPOSED FOR LOT: \_\_\_\_\_

### GENERAL NOTES:

1. Side slopes are to be 12:1 or flatter.
2. Retention Area(s) (RA) must be sodded.
3. Stormwater runoff from impervious areas is not allowed to discharge onto adjacent properties.
4. The first 1.5 inches of runoff must be retained.
5. The depth of the RA is to be 6 inches.
6. Rain gutter downspouts are to discharge towards a RA.
7. If fill is proposed the lot must be sloped 4:1 to meet existing elevation at adjacent property line, and no more than 6 inches of fill is allowed to be placed within the required setback areas.
8. Driveways are to slope towards a RA.
9. A "Driveway Permit" is required for a driveway apron in the City R/W. An inspection is required prior to pouring concrete or placing decorative pavers.
10. Two inspections (preliminary and final) are included in the SW Permit Fee. Call 424-2274 24-hours in advance for all inspections.



DO CALCULATION BELOW



Office Use (Notes): \_\_\_\_\_

**NOTE: FEMA ZONE "A" REQUIREMENTS**  
 For structures constructed in FEMA Zone "A", a certified "FEMA ELEVATION CERTIFICATE" of the new first floor elevation is required (by Federal Law) to be submitted to the City Engineering Dept IMMEDIATELY after the first floor slab is poured. This FEMA Elevation Certificate is to certify that the first floor elevation has been constructed above the FEMA ZONE "A" 100-year flood elevation. The Certificate of Occupancy for said structure will not be issued until receipt of this Certified FEMA Elevation Certificate.

Office Use: \_\_\_\_\_

Contractor / Owner Builder \_\_\_\_\_ Date \_\_\_\_\_



# SAMPLE WORKSHEET

## City of New Smyrna Beach

### STORMWATER MANAGEMENT PERMIT APPLICATION

Single Family or Duplex Lots Only

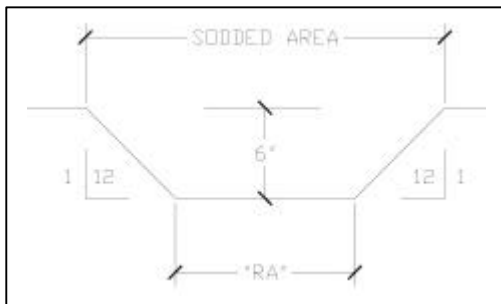
(Complete all information or NA)

STREET ADDRESS: \_\_\_\_\_  
 APPLICANTS NAME: \_\_\_\_\_  
 CONTRACTORS NAME, ADDRESS & TELEPHONE : \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

FEMA FLOOD ZONE / ELEVATION: \_\_\_\_\_  
 PAVEMENT ELEVATION (Centerline): \_\_\_\_\_  
 PROPOSED FIRST FLOOR ELEVATION: \_\_\_\_\_  
 AMOUNT OF FILL PROPOSED FOR LOT: \_\_\_\_\_

#### GENERAL NOTES:

1. Side slopes are to be 12:1 or flatter.
2. Retention Area(s) (RA) must be sodded.
3. Stormwater runoff from impervious areas is not allowed to discharge onto adjacent properties.
4. The first 1.5 inches of runoff must be retained.
5. The depth of the RA is to be 6 inches.
6. Rain gutter downspouts are to discharge towards a RA.
7. If fill is proposed the lot must be sloped 4:1 to meet existing elevation at adjacent property line, and no more than 6 inches of fill is allowed to be placed within the required setback areas.
8. Driveways are to slope towards a RA.
9. A "Driveway Permit" is required for a driveway apron in the City R/W. An inspection is required prior to pouring concrete or placing decorative pavers.
10. Two inspections (preliminary and final) are included in the SW Permit Fee. Call 424-2274 24-hours in advance for all inspections.

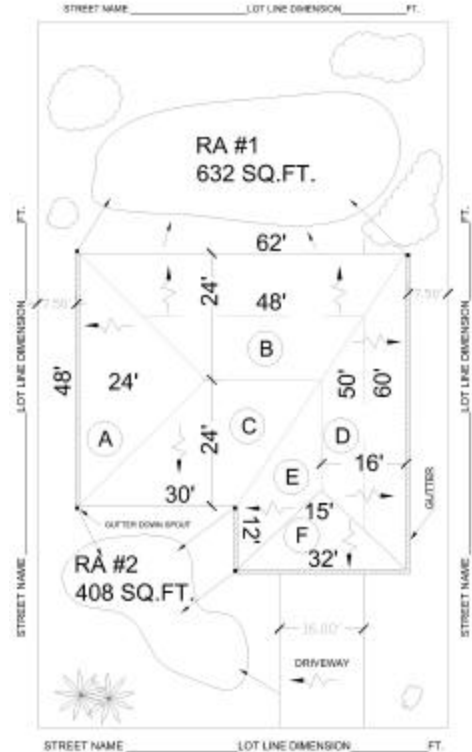


**NOTE: FEMA ZONE "A" REQUIREMENTS**  
 For structures constructed in FEMA Zone "A", a certified "FEMA ELEVATION CERTIFICATE" of the new first floor elevation is required (by Federal Law) to be submitted to the City Engineering Dept IMMEDIATELY after the first floor slab is poured. This FEMA Elevation Certificate is to certify that the first floor elevation has been constructed above the FEMA ZONE "A" 100-year flood elevation. The Certificate of Occupancy for said structure will not be issued until receipt of this Certified FEMA Elevation Certificate.

FEE: \$ \_\_\_\_\_ DRIVEWAY INSPECTION: \_\_\_\_\_

PRELIMINARY INSPECTION DATE: \_\_\_\_\_

FEMA ZONE CERTIFICATION: \_\_\_\_\_



#### DO CALCULATION BELOW

**Formula:**  
 RA Volume = [Roof and Driveway Areas x 1.5] ÷ 12 = CU FT  
 RA Size @ 6" Depth = Volume x 2 = SQ FT

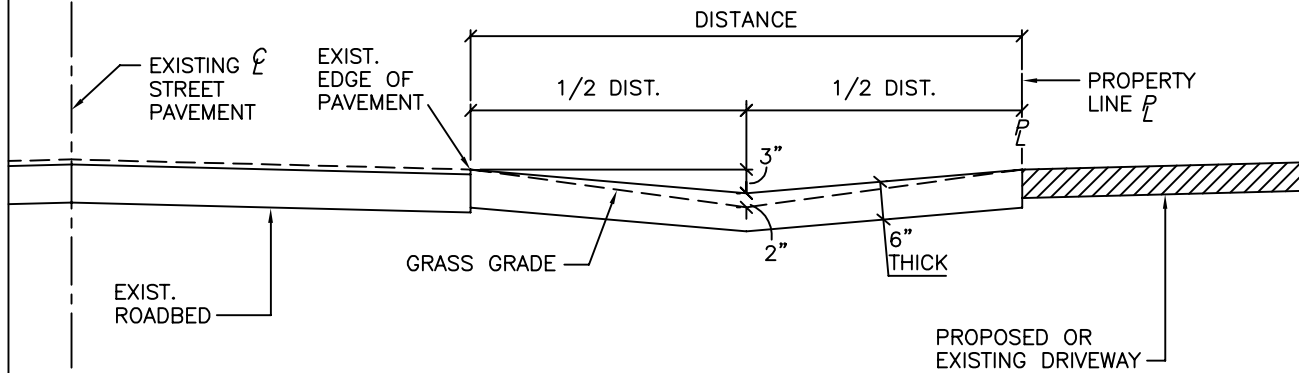
**Sample Calculation:**  
 RA # 1 = Roof Area A+B+D:  
 (24x24)+(24x48)+(16x50) = [2528 SQ FT x 1.5] ÷ 12 = 316 CU  
 FT x 2 = **632 SQ FT**

RA # 2 = Roof Area C+E+F+Driveway:  
 (30x24)+(12x16)+(15x16)+(30x16) = [1632 SQ FT x 1.5] ÷ 12 =  
 204 CU FT x 2 = **408 SQ FT**

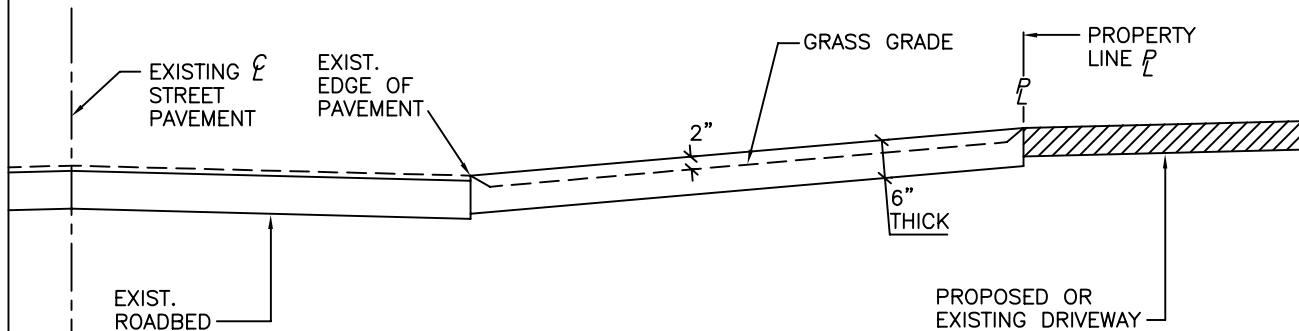
Office Use:

Contractor / Owner Builder \_\_\_\_\_ Date \_\_\_\_\_

APRON TYPE WILL BE DETERMINED BY CITY ENGINEER



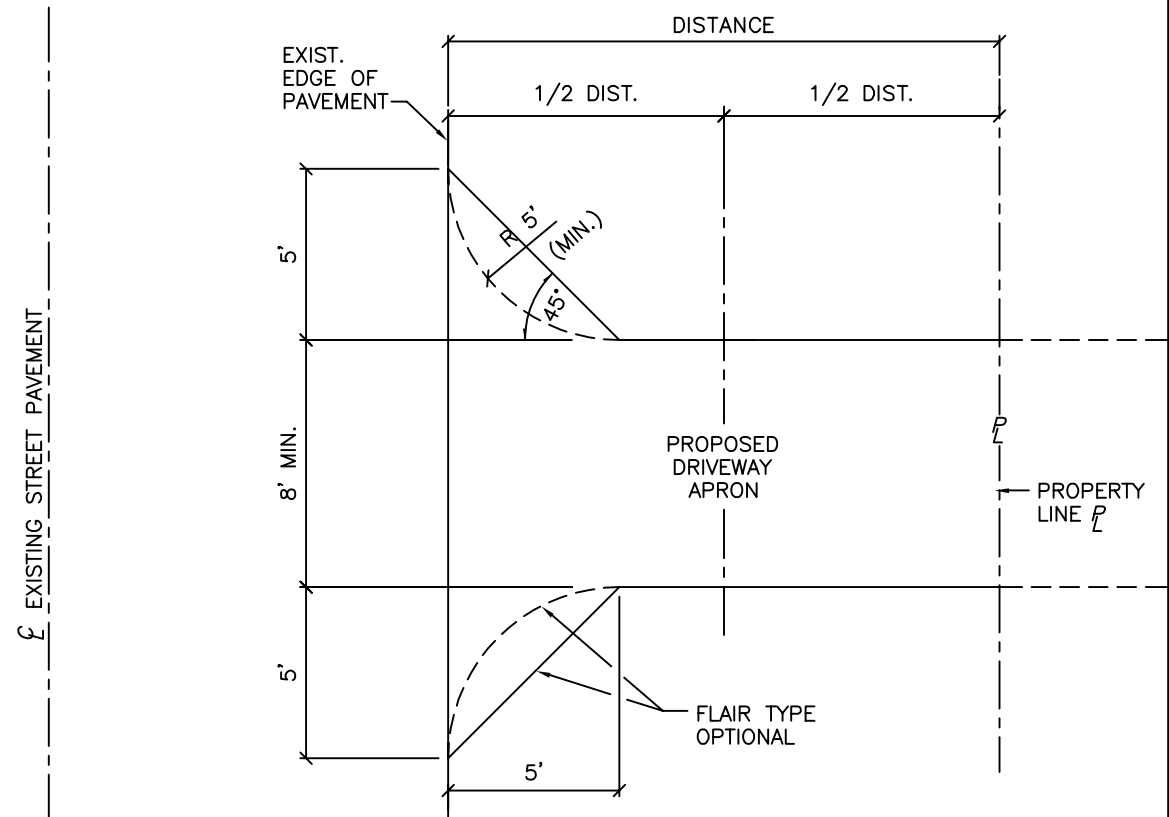
APRON TYPE 'A'



APRON TYPE 'B'

**GENERAL NOTES:**

1. DRIVEWAY APRON CONSTRUCTION SHALL CONSIST OF ONE OF THE FOLLOWING:
  - A. 6" THICK CONCRETE REINFORCED WITH WIRE MESH OR FIBER MESH (3000 PSI CONCRETE); OR
  - B. 5" TYPE S-1 ASPHALTIC CONCRETE; OR
  - C. 6" LIMEROCK WITH 1 1/2" TYPE S-1 ASPHALTIC CONCRETE.
  - D. 4" CRUSHED CONCRETE OR LIMEROCK BASE COMPACTED TO 98% DENSITY WITH 2-3/8" BRICK PAVER WITH CONCRETE BAND AROUND PAVERS
  - E. OTHER MATERIALS MUST BE APPROVED BY THE CITY ENGINEER
2. DRIVEWAY WIDTH: 8 FT. MINIMUM WITH A 5 FT. FLAIR ON EACH SIDE.
3. GRASS GRADE AT DRIVEWAY APRON SHALL BE A MINIMUM 2" BELOW THE TOP OF APRON.
4. CONTACT THE CITY (424-2274) FOR INSPECTION, (M-F 8:30 TO 4:00) PRIOR TO CONCRETE POUR, OR PRIOR TO INSTALLING BRICKS ONCE DENSITY HAS BEEN ACHIEVED



Owner: \_\_\_\_\_

Address: \_\_\_\_\_

Driveway apron type: \_\_\_\_\_

City of New Smyrna Beach  
DRIVEWAY PERMIT

REVISED 12/07

APPROVED BY:

**Kyle Fegley**

Kyle Fegley P.E. , City Engineer

# CITY OF NEW SMYRNA BEACH

## PERMIT AUTHORIZATION/VERIFICATION

**THIS IS TO VERIFY THAT I HAVE CONTRACTED WITH**

\*\*\* NEED ORIGINAL \*\*\*  
SIGNATURES

\*\*\* NEED ORIGINAL \*\*\*  
SIGNATURES

\_\_\_\_\_  
**CONTRACTOR/OWNER**

**TO DO THE WORK RELATED TO MY TRADE AT A CONSTRUCTION JOB**

**LOCATED AT** \_\_\_\_\_  
**STREET ADDRESS AND PARCEL NUMBER**

**NEW SMYRNA BEACH, FLA., AND THAT I HEREBY AUTHORIZE THE PRIME  
CONTRACTOR TO SECURE ALL REQUIRED PERMITS ON MY BEHALF.**

\_\_\_\_\_  
**SIGNATURE - ELECTRICAL CONTRACTOR**

\_\_\_\_\_  
**STATE LICENSE #**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**SIGNATURE - PLUMBING CONTRACTOR**

\_\_\_\_\_  
**STATE LICENSE #**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**SIGNATURE - MECHANICAL CONTRACTOR**

\_\_\_\_\_  
**STATE LICENSE #**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**SIGNATURE - ROOFING CONTRACTOR**

\_\_\_\_\_  
**STATE LICENSE #**

\_\_\_\_\_  
**COMPANY NAME**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**SIGNATURE - GAS CONTRACTOR**

\_\_\_\_\_  
**PHONE #**

\_\_\_\_\_  
**COMPANY NAME**



# City of New Smyrna Beach

## Roofing Information Sheet

RESIDENTIAL  
120 MPH WIND  
ZONE

Please print

Deck Type

[ ]

Underlayment

WEIGHT \_\_\_\_\_ LAYERS \_\_\_\_\_  
 ASTM D226, TYPE I or Type II  
 ASTM D4869 TYPE I or Type II  
 ASTM D6757

Insulation

[ ] N/A

Number of  
Squares \_\_\_\_\_

Fastener type  
spacing

[ ] N/A

Cap Sheet

[ ] N/A

Roof Covering

MANUFACTURER  
ASPHALT SHINGLES TO COMPLY WITH  
 ASTM D 225 or  ASTM D 3462

12"  
Roof  
Slope

Fasteners

ATTACHMENT SHINGLES TO COMPLY  
TO  ASTM D3161 OR  M-DC 107-95

Mean  
Height \_\_\_\_\_

Drip Edge

[ ]

Skylights \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

If yes, manufacturer's specifications  
required to be submitted

\*\* Reroof permits require a minimum of three  
inspections

Sheathing = Sheathing renailing & secondary water barrier

R I P = Roof underlayment and flashing

Final = Final installation

FASTENERS FBC 2007 Sect. R905.2.5 & R905.2.5.1

UNDERLAYMENT FBC 2007 Sect. R905.2.7

ASPHALT SHINGLES FBC 2007 Sect. R905.2.4 R905.2.6

FLASHING FBC 2007 Sect. R905.2.8

DRIP EDGE FBC 2007 Sect. R905.2.8.6

\* FBC = FLORIDA BUILDING CODE 2007\*

\*R I P = ROOF IN PROGRESS\*

\*\*\*\*\*03-01-2009\*\*\*\*\*

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_

Jobsite: \_\_\_\_\_

\*\* NOTE: A product wrapper containing the  
product approval information needs to be placed  
with the permit placard for both RIP (roof  
underlayment & flashing) and FINAL installation  
inspection.



# City of New Smyrna Beach

## Roofing Information Sheet

COMMERCIAL  
120 MPH WIND  
ZONE

Please print

Deck Type

[ ]

Underlayment

WEIGHT \_\_\_\_\_ LAYERS \_\_\_\_\_

ASTM D226, TYPE I or Type II

ASTM D4869 TYPE I or Type II

ASTM D6757

Insulation

[ ] N/A

Number of  
Squares \_\_\_\_\_

Fastener type  
spacing

[ ] N/A

Cap Sheet

[ ] N/A

Roof Covering

MANUFACTURER  
ASPHALT SHINGLES TO COMPLY WITH  
 ASTM D 225 or  ASTM D 3462

12"  
Roof  
Slope

Mean  
Height \_\_\_\_\_

Fasteners

ATTACHMENT SHINGLES TO  
TO  ASTM D3161 OR  M-DC 107-95

Skylights \_\_\_\_\_ Yes \_\_\_\_\_ No \_\_\_\_\_

Drip Edge

If yes, manufacturer's specifications  
required to be submitted

[ ]

\*\* Reroof permits require a minimum of three  
inspections

Sheathing = Sheathing reroofing & secondary water barrier

R I P = Roof underlayment and flashing

Final = Final installation

FASTENERS FBC 2007 1507.2.6 & 1507.3.6

UNDERLAYMENT FBC 2007 1507.2.8 & 1507.4.5

ASPHALT SHINGLES FBC 2007 1507.2.5 & 1507.2.7

FLASHING FBC 2007 1507.3.9

DRIP EDGE FBC 2007 1507.2.9.3

\*\*FBC = FLORIDA BUILDING CODE 2007\*\*

\*\*RIP = ROOF IN PROGRESS\*\*

3-1-2009

Contractor: \_\_\_\_\_

Owner: \_\_\_\_\_

Jobsite: \_\_\_\_\_

\*\* NOTE: A product wrapper containing the  
product approval information needs to be placed  
with the permit placard for both (roof  
underlayment & flashing) and FINAL installation  
inspection.

# NOTICE OF COMMENCEMENT AFFIDAVIT

Attached is a copy of the Notice of Commencement for:

Address:

\_\_\_\_\_  
\_\_\_\_\_

Parcel Number \_\_\_\_\_ that will be filed for  
recording with the Clerk of Circuit Court.

Permit Number \_\_\_\_\_

\_\_\_\_\_  
Applicant Signature

STATE OF FLORIDA  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me this \_\_\_\_\_ day of  
\_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_ who is  
personally known to me OR who has produced \_\_\_\_\_  
\_\_\_\_\_ (type of ID) as identification.

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Print, Type or Stamp of Notary

Notarial Seal





# City of New Smyrna Beach

## TREE REMOVAL PERMIT APPLICATION

(Ordinance No. 58-01)

### THE FOLLOWING INFORMATION IS PROVIDED TO ASSIST AN APPLICANT IN OBTAINING APPROVAL FOR A TREE REMOVAL PERMIT:

1. Sites that require Planning & Zoning Board Approval shall meet the applicable landscaping requirements for tree removal as outlined in the Land Development Regulations.
2. Sites other than those requiring Planning & Zoning Board Approval shall require an accurate Sketch Plan prepared by the Applicant showing the location of all trees on the site, designating the type & size of tree(s) to be removed, retained, relocated or replaced.
3. Upon receipt of this application and the Sketch Plan, the City shall review the Sketch Plan and inspect the site.
4. A Tree Removal Permit shall be issued for said trees subject to the following conditions:
  - a. Healthy trees measuring 4" in diameter (beachside) or 6" (mainland) at 4 ft. above ground level may be permitted and replaced with trees according to the requirements below.
  - b. Hardwoods are to be replaced at a rate of 10% of the cross-sectional area as measured 4 ft. above ground. Replacement hardwood trees are to be a minimum of 2.5" measured 6" above ground and a minimum of 9 ft. in height.
  - c. Palms are to be replaced at a rate of 100% of the cross-sectional area as measured 4-feet above ground. Palms are to be a minimum of 9 ft. in height.
  - d. Trees located within the footprint plus 10 ft. around the perimeter of a single family/duplex or accessory structure may be permitted for removal without replacement, provided the remaining trees on the lot:
    - i. meet the minimum requirement of one (1) tree per 2,500 square feet of total lot area, and
    - ii. measure a minimum diameter of 2-1/2" when measured 6" above ground level.
  - e. Trees that are diseased, injured beyond repair, in danger of falling on existing or proposed residences on residentially-zoned lots, or which interfere with the placement of utility services, or create an unsafe visual clearance may be permitted for removal without replacement, provided the total number of trees remaining on the lot meets the minimum requirement of one (1) tree per 2,500 square feet of total lot area.
5. The cost for a Tree Removal Permit for residential property is **\$25.00 plus \$3.00 for each tree.**
6. The cost for a Tree Removal Permit for non-residential property is **\$100.00 plus \$3.00 for each tree.**
7. **Trees removed without a Tree Removal Permit will be required to be replaced as follows:**
  - a. Replacement trees are to be chosen from the "Large and Medium Trees" section of the "New Smyrna Beach Tree List", provided in Section 604.051 of the Land Development Regulations;
  - b. Replacement trees are to equal the full cross-sectional area of the tree(s) removed;
  - c. Replacement trees are to be a minimum of 6-inches in diameter as measured 4-feet above ground;
  - d. Replacement trees are to be a minimum of 15-feet in height;
  - e. Replacement trees are to have a 10-foot minimum crown spread;
  - f. Replacement trees are to be maintained for one-year.

\*\*\* Please call (386) 424-2185 or 424-2015 for inspection after replacement trees have been planted.

**NOTE: THIS PERMIT IS VALID FOR (6) MONTHS, AND ONLY FOR THE TREES SPECIFIED.**

PERMIT NO. \_\_\_\_\_

PROPERTY ADDRESS/LOCATION: \_\_\_\_\_

APPLICANTS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

OWNERS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_

CONTRACTORS NAME: \_\_\_\_\_ TELEPHONE: \_\_\_\_\_

MAILING ADDRESS: \_\_\_\_\_ CITY REG. #: \_\_\_\_\_

SPECIFIC TREE REMOVAL REQUEST: \_\_\_\_\_

LOT AREA \_\_\_\_\_ REQUIRED # OF TREES \_\_\_\_\_ REMAINING TREES \_\_\_\_\_

REPLACEMENT TREE(S) REQUIRED: \_\_\_\_\_ FEE \$ \_\_\_\_\_ PAID: \_\_\_\_\_ RECEIPT NO. \_\_\_\_\_

\_\_\_\_\_  
Date

\_\_\_\_\_  
Applicant's Signature & Title