

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
COMMERCIAL ADDITIONS/ALTERATIONS**

Completed 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, and garage), estimated costs, subcontractors information must be provided on permit application.

- ☐ Permit Application – signed by the licensed Class A, B or C contractor (or in the case of aluminum construction an aluminum contractor) if a contractor is hired-the licensed contractor, electrical, mechanical, plumbing and roofing subcontractors must be listed at the time of application and must be registered with the Building Department.
- ☐ Owner/Builder Disclosure – this is required when improving commercial buildings, at a cost not to exceed \$75,000.00 and an owner is obtaining a permit- If you apply as an owner/builder, the building must be for your own use and occupancy and may not be for sale or lease. If you sell or lease the building you have built as an owner builder within (1) one year after construction is completed, the law will presume that you have built it for sale or lease, which is a violation of Florida State Statute 489.103 (7) (a).
- ☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner.
- ☐ Surveys – Two (2) surveys indicating existing structures as well as the dimensions and setbacks from all structures to the property lines. (All setbacks must comply with the Land Development Code Dimensional Requirements).
- ☐ Construction Drawings – Two (2) sets of signed and sealed construction drawings to include architectural plans, plan view, wall selections, elevations, truss plans and site drainage (if applicable). *NOTE: If the construction drawings show options, applicable options shall be clearly indicated. All other options shall be marked as N/A.*
- ☐ Wall Selection – Two (2) copies of a wall section showing a cut through typical exterior wall of the addition. This cut is to show the size of the footer, reinforcing steel and size, depth below grade; the wall construction with anchorage, stud spacing, and insulation R factor; the floor and insulation R factor; the roof, or truss plans, roof covering, pitch, insulation R factor, eave venting, and overhang length; finish ceiling height; exterior wall covering; and any other pertinent information.
- ☐ Product Approval – Two (2) copies of product approval/specifications (test reports, installation details, etc.) for windows, doors (including garage doors), skylights, etc. as required per Rule 9N-3.
- ☐ Construction Drawing Elevation Certificate – required if property lies within an “A” or “AE” flood zone (if applicable).
- ☐ Notice of Commencement – a certified copy of the recorded notice of commencement is required for any job \$2500.00 or greater prior to the first inspection - it is not required to submit for the permit.
- ☐ Completed Roll-Off Form
- ☐ DBPR & Volusia County License Check

Fees are subject to the fee schedule which can be obtained through the Building Department.

Taken in by: _____

Date: _____

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR INSPECTIONS
COMMERCIAL ADDITIONS/ALTERATIONS**

- A. First Rough Plumbing
- B. Foundation/Footer
- C. Fill Cell
- D. Second Rough plumbing
- E. Rough Electric
- F. Rough Mechanical
- G. Framing
- H. Gas
- I. Insulation
- J. Roof Dry-In
- K. Roof Final
- L. Final Plumbing
- M. Final Electric
- N. Final Mechanical
- O. Final building