

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE
DOCKS**

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, estimated costs, subcontractors information must be provided on permit application.

- ☐ Permit Application – signed by the licensed 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 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).
- ☐ 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.*
- ☐ Approvals– A copy of the approval letter from the Florida Department of Environmental Protection.
- ☐ Approvals– A copy of the approval letter from the Army Corp of Engineers.
- ☐ Approvals– A copy of the Volusia County Manatee Protection permit.
- ☐ Completed Roll-Off Dumpster Form
- ☐ 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.
- ☐ DBPR & Volusia County License Check

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

Taken in by: _____

Date: _____

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- A. Framing
- B. Roof Deck Nailing
- C. Electric Rough (if applicable)
- D. Electric Final (if applicable)
- E. Plumbing Final (if applicable)
- F. Building Final**