

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

*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 a licensed residential contractor, a specialty vinyl siding contractor or an aluminum contractors- if a contractor is hired the licensed contractor 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.

☐ Manufacturers Specifications – Two (2) copies of the manufacturer's specification sheets indicating the type of siding being used.

☐ Fastener Schedule – Two (2) copies of the fastening schedule per the manufacturer and/or the Florida Building Code.

☐ 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 Dumpster Form

☐ DBPR & Volusia County License Check

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

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR INSPECTIONS SIDING PERMIT**

- A. Insulation
- B. Water barrier verification prior to cover
- C. Fastening/Nailing
- D. Final

**OTHER MISCELLANEOUS INFORMATION**

Coordinate the scheduled inspection when insulation is in place and prior to starting the installation of siding.

**Per Division policy repairs/replacements of exterior wall covering less than 64 square feet do NOT require permits.**

Taken in by: \_\_\_\_\_

Date: \_\_\_\_\_