



# city of PALM COAST

Community Development Department  
Building Services Division

160 Lake Avenue  
Palm Coast, FL 32164  
386-986-3780

## General Permit Submittal and Review and Inspection Process

### Application/Submittal

Your application for a permit may be submitted on-line or at our office located at 160 Lake Ave Suite #137 Palm Coast, FL 32137. Office hours are Monday – Friday 8:00 a.m. – 5:00 p.m.

The requirements for submittal can be found here

- Contractor issued permits : <https://www.palmcoastgov.com/government/building/contractor-permitting>
- Owner issued permits: <https://www.palmcoastgov.com/government/building/homeowner-permitting>

Incomplete submittals will not be accepted.

Fees are not due at the time of submittal – all fees are paid at the time of issuance.

Please note: If you begin your application through the online submittal process, you must continue with this process. If you begin your application with paper, you must continue with this process.

### Review Process

The plan review time is up to 5 business days for residential projects and 10 business days for commercial projects.

Your application may require review by multiple city departments. All reviews will be done simultaneously by all departments/divisions. (Pre-approval is not required for submittal)

During the review, if any corrections are necessary, an automatic email with the required changes will be sent.

- Correction submittals cannot be submitted until ALL outstanding reviews have been completed. We do not accept submittals during an open review cycle.
- If the site plan / survey is resubmitted, it will be routed to all departments that review site plans to ensure your changes did not affect their requirements and ONE site plan has been approved by all reviewing departments.

When all reviews have been approved, you will receive an automatic notification your permit application has been made ready for issuance.



## **Permit Issuance/Payments**

Payment may be made in person or through the online portal regardless of your original submittal process.

- Payment made with a credit card or an e-check will be assessed a 2.75% fee by the credit card processing company.

If you submitted in person, the documents you submitted will be stamped and ready for pickup. (you may also make the payment online and download the approved plans from the online portal without making a trip to the office)

If you submitted online, all documents will be ready for download from the online portal once payment has been made.

## **Inspections**

The job/inspection card will indicate the required inspections for your project.

Inspections can be requested by using the 24 automated inspection request line, the online permitting portal or using Alexa.

Inspections requested by 7:00 a.m. will be done the same day. Once the inspector has been assigned to your request, an automatic email will be sent with the inspector's name and phone number. You may contact the inspector to request a 2 hour time frame.

The approved set of plans/documents must be at the job site for the inspector when he arrives.

All inspections identified on the job card are required to be inspected and approved in order to close the permit.

## **Certificate of Occupancy**

When all of the required inspections and documentation for your project has been submitted, the certificate of occupancy will be issued. There are no additional fees for a certificate of occupancy or additional applications.

## **Expired permits**

A permit will expire if there has been no approved inspections within a 6 month time frame. When a permit expires, it becomes null and void and a new permit will be required to complete the work / obtain the required inspections.

## **Additional Information**

Email is primary form of communication. Automatic email notifications will be sent when the following actions occur:

- Permit application submittal (acceptance)
- Plan review results
- Permit status change (applied, ready, issued, final, expired)
- Inspection requests
- Inspection results
- Assignment of the inspector

- Expiration warnings (30, 20, 15, 10, and 5 days prior to expiration)
- Permit expiration
- Contractor registration status changes

The online permitting portal is available to you regardless of how you submitted for your permit. The online portal offers the following opportunities:

- Permit application submittal
- Revision / correction submittal
- Plan review status and comments
- Payments
- Approved documents download/printing
- Inspection requests
- Inspection history
- Manage subcontractors
- View all permits linked to your address / license