



# city of PALM COAST

**Community Development Department**  
Building Services Division

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

## **Welcome to the City of Palm Coast!**

We are happy you have decided to invest in our community. We have gathered the most common questions and information to help assist you with the building process from all city departments in an effort to help eliminate frustration.

The City asks that as you begin construction in our community, you conduct yourselves as our guest by connecting with existing neighbors, managing your construction sites to minimize safety risks, and maintain cleanliness. In addition, we ask that you keep the swale clear of any debris to avoid drainage problems and that you exert care to avoid cutting cables, telephone wires, or any other lines providing service to the neighborhood.

## **Where do I begin?**

The Building Division webpages are full of helpful information and forms. Most of our forms are PDF fillable forms for convenience.

[www.palmcoastgov.com/government/building](http://www.palmcoastgov.com/government/building)

The site also provides detailed information and requirements for each permit type.

## **How do I register to pull permits?**

Before you can submit for permitting, you and your sub-contractors must be registered in our permitting database. The registration form can be located on the first page of our website

<http://docs.palmcoastgov.com/departments/building/contractor%20registration%20form.pdf>

Once submitted, the information is usually entered into the database within a few hours. An automatic email will be sent to you once the registration is completed.

If you are a locally registered contractor, you must first obtain a Flagler County Comp Card from the Flagler County Contractor Licensing Board through reciprocity. (386-313-4103).

Registered contractors are required to obtain a City of Palm Coast Business Tax Receipt 386-986-3766.



State *Certified* contractors whose physical business is located within Palm Coast are also required to obtain a business tax receipt. (State certified contractors whose business is NOT located within the City of Palm Coast are NOT required to obtain a local business tax receipt)

### **What approvals do I need prior to making application for my permit?**

There are no prior approvals needed. The requirements for permit submittal include other departmental agencies. All agencies review the submittal simultaneously and electronically. This includes, Building, Electrical, mechanical, Plumbing, Fire, Planning & Zoning, Utility, Engineering/Stormwater, Environmental, etc.

During that review, the "locates" for water and sewer hook-up will be identified on the survey, water and sewer capacity/impact fees will be determined, and a swale/culvert diagram will be designed. If the information is not on file to design the swale/culvert design, and will be provided at a later date through the online permitting portal.

*Note: the plumbing diagram for permit submittal is not required to be site specific to match the side of the home the water or sewer will be connected to.*

### **What do I need to submit for a permit?**

Find out submittal requirements for specific permit types here -

<https://fullsite.palmcoastgov.com/government/building/contractor-permitting>

Any city forms/documents associated with your permit type are also located here within each checklist of requirements.

### **Do my sub-contractors need separate permit?**

No. Mechanical, Electrical Plumbing and Roofing sub-contractors are identified on your permit. Fees and inspection are all inclusive on one permit.

Identification of the sub-contractors are a part of a complete permit package.

### **How do I apply for a permit?**

We offer and encourage online submittal of all permit types. The online process will shave days off of your permitting turn-around time.

<https://fullsite.palmcoastgov.com/eplanreview>

We strongly recommend reading the 'document submittal requirements' to ensure the size, format and naming convention are followed before submitting. There is also a step by step pictorial guide 'how to submit online' to guide you through setting up a user account, submittals, submitting corrections, submitting revisions, making payments, printing, etc.

Paper copies can be submitted in person at our office Monday – Friday 8:00 a.m. – 5:00 p.m.

One set is sufficient for paper submittals. You will receive the approved submittals back at permit issuance.

*NOTE:* Follow up submissions prior to permit issuance must follow the same format as the permit application was made. If you submit manually, you must continue the process manually and vice versa until permit issuance.

### **What is the application fee?**

There are no fees due at the time of permit submittal.

All fees are collected at the time of permit issuance.

### **What fees will be due?**

- **Impact Fees:**

Transportation, fire and Parks Impact fees may be waived until the issuance of the certificate of occupancy, however, when paid at permit issuance, a 3% discount is given.

Fees can be found on our website

<http://docs.palmcoastgov.com/departments/building/appimpactfeesummary.pdf>

- **Building Permit Fees:**

Each permit will be assessed an administrative fee, plan review, and inspection fees.

<http://docs.palmcoastgov.com/departments/building/appimpactfeesummary.pdf> Page 9 begins the permit fees.

Additional fees may include zoning, Stormwater/Engineering and state surcharges.

Try out our fee calculator to get an estimate (excludes impact and water & sewer fees)

<https://fullsite.palmcoastgov.com/government/building/fee-calculator>

- **Re-inspection Fees:** (after permit issuance)

A disapproved inspection will be charged a \$40.00 re-inspection fee. This fee is due prior to the issuance of the certificate of occupancy.

- **Revision Fees:** (after permit issuance)

Revisions are charged \$40.00 and are due prior to the issuance of the certificate of occupancy.

- **Water & Sewer Connection Fees:**

During the review process, the Customer Service Department will determine the fees due for your particular lot. To request the amount prior to permitting, you may submit a request here

<https://fullsite.palmcoastgov.com/online-apps/ciac>

### **What Building Code do you use?**

The latest edition of the Florida Building Code. We do not have any local amendments to the code.

### **Do my plans need to be signed and sealed?**

Please refer to the chart to guide you to the design professional requirements for each discipline

<https://docs.palmcoastgov.com/departments/building/permitting/documents-required-to-be-signed-and-sealed.pdf>

Plans submitted electronically must be signed and sealed digitally when required.

<https://docs.palmcoastgov.com/departments/building/permitting/guide-to-digital-signatures.pdf>

### **How do I submit corrections/ revisions or other documents?**

You are strongly encouraged to submit through the online permitting portal to ensure the documents you are submitting are attached to the correct permit. Documents would typically include notice of commencements, surveys, blower door tests, termite certificates, etc.

Documents submitted via email to [buildingdivision@palmcoastgov.com](mailto:buildingdivision@palmcoastgov.com) must be accompanied by a revision/correction sheet for proper routing and the documents must have a correct file name.

*\*Revisions or corrections cannot be submitted via email, they must be submitted manually or via the online permitting portal.*

*\*Revisions or corrections cannot be submitted during an active review cycle. When ALL outstanding reviews have been completed, the portal will open up and allow you to submit. All comments should be addressed at the same time as you will not be able to address additional comments until that review cycle has been completed.*

## **Notice of Commencement**

A **certified copy** of the recorded notice of commencement is required prior to the first inspection. It is not required at the time of permit submittal or issuance. *(Originals are not required)* The notice of commencement is to be recorded with the Flagler County Clerks of Courts office.

## **Foundation and Final Surveys**

- Site Plan

During the application process you will be required to submit a site plan for the property. The site plan should include all of the proposed elevations and the drainage conveyance for the property as well as the proposed setbacks to the closest point of all property lines.

- Foundation survey

A foundation survey is to be submitted and approved prior to vertical construction. When you submit the survey, survey will be reviewed by the Zoning and Engineering/Stormwater Departments for the following:

- Finished floor elevation – compare to proposed and minimum requirements
- Setbacks to the closest point of the structure to the front, rear and side yard property lines

Once approved, the 'inspection' area for foundation survey will be released and allow you to continue to request further inspections.

- Final Survey

A final survey must be submitted prior to the final inspections. When submitted, a 'final survey' inspection will be scheduled by staff. The final survey will be reviewed by the Engineering/Stormwater Department. If the final survey needs corrections, it will be documented at that time, and the inspection disapproved. When the final survey is approved, a 'field survey' inspection will be scheduled by staff and the inspector will visit the site to verify the grade matches the survey and meets all minimum requirements. If the site inspection is not approved, comments will be made on the inspection record and the survey may be marked up for your review through the online portal.

### **How do I schedule Inspections?**

Inspections can be scheduled 24/7 using our online permitting portal or through an automated voice system (386-986-4747). Inspections requested by 7:00 a.m. will be done the same day, anything after 7:00 a.m. will be done the following day.

When the inspector is assigned to your inspection, you will receive an automatic email with the inspector name and phone #. He will be able to provide you a two hour time frame for the inspection.

If you need to cancel an inspection, you may cancel up to 7:00 a.m. through the online portal or via the inspection telephone line the day of the scheduled inspection, after 7:00 a.m., you must contact the scheduled inspector directly. The inspectors are available throughout the day. If you call and they do not answer, please leave a message and they will return your call.

### **Cross Connection inspections**

A cross connection inspection will be performed during the final utility inspection. This is to ensure that a cross connection to the potable water supply is not present. This includes, but is not limited to reuse/reclaimed water/wells and irrigation lines. Double check back flow preventers are installed at the meter to protect the main lines from potential hazards, however, if a cross connection occurs on the home side or after the meter and back flow, there is a potential to contaminate the home owners water supply.

### **How to I obtain my certificate of occupancy?**

The certificate of occupancy is issued automatically when the following items have been completed:

- All inspections approved
- Approved blower door test submitted
- Final termite certificate submitted
- All outstanding fees paid
- Final elevation certificate submitted and approved (if applicable)
- Any special circumstances specific to your permit are resolved

The CO will be issued automatically over night when all the above criteria has been met. You may email or call to request it to be issued prior and we will issue it manually.

### **What are the city's drainage requirements?**

The city uses a swale system throughout Palm Coast. The swales are the broad, shallow channels along roads, driveways and parking lots that are designed to

keep water off your road. They are a key part of the storm water drainage system.

The City of Palm Coast Technical Manual will provide you with the design standards for your lot:

<http://docs.palmcoastgov.com/departments/community-development/ldc-technical-manual/section%205%20-%20engineering.pdf>

A helpful recorded presentation and powerpoint from a community meeting can be found here:

<https://fullsite.palmcoastgov.com/government/community-development/grading>

### **How do I know what size culvert to install and at what elevation?**

During the permit review process, the Engineering Department will review your survey. If the survey contains the correct information to design a swale plan, the review will be approved, and a SWALE review added. The swale design typically requires the city survey crew to visit the site and then the design is created. The permit is made ready PRIOR to the swale design to allow you to begin construction. The swale sheet is uploaded and available for you to download prior to you getting to that part of the construction phase.

### **Where do I find the zoning regulations for size, setbacks, zoning, architectural features, landscaping, etc?**

A complete guide to all development regulations in the city's Land Development Code and Technical Manual can be found here:

<https://fullsite.palmcoastgov.com/government/community-development/ldc>

For quick reference for colors, architectural features & materials, exterior finishes, roofs, landscaping and trees.

<https://fullsite.palmcoastgov.com/government/building>

\*Click on Zoning and Landscaping

### **Who supplies the water and sewer utilities?**

The City of Palm Coast supplies water and sewer utilities. Only in very rare cases would a piece of property require a septic system.

Some areas in the city are serviced through a PEP tank and others through a traditional sewer system.

### **What is a PEP tank?**

A PEP tank is a pre-treatment effluent pumping system and accounts for half of the wastewater collection system with the other half being gravity sewer, very similar to a septic tank system, but instead of an on-site drain field, the gray water is pumped into the wastewater collection system.

The PEP tank is installed by the city and is owned and operated by the city. For information regarding PEP systems please see the city information guide -

<http://docs.palmcoastgov.com/departments/utility/Pep%20Booklet.pdf>

### **How do I know if I need a PEP tank?**

PEP tanks are located in the following sections of Palm Coast.

23, 26, 28, 29, 30, 31, 33, 34, 35, 37, 59, 60, 63, 64, & 65

City map of PEP tank locations

<https://fullsite.palmcoastgov.com/documents/view?url=http%253a%252f%252fdocs.palmcoastgov.com%252fdb%252f555%252fpep-tank-map.pdf>

### **How do I request the city to install a PEP tank?**

The request is made in the same manner as your building inspections. All requests are made through the permitting system and the Utility Department will receive your request.

The PEP tank can be requested when the home is at the finished framing stage. This will allow the Utility to coordinate other components of the installation such as scheduling a bore if needed; coordinate with FPL to assure underground power is not placed in the construction boundaries, or to schedule for a pole hold if needed. This timeline will prevent any unnecessary damage to existing sod or landscaping and help the Utility to complete this process without delays in construction.

- PEP tank site to be clear of construction debris (dumpsters, porta-lets, temp power poles, etc.)
- Trees cannot be located within the tank site
- A clean-out must be installed on the sewer stub-out by the house as a reference point to assure the tank is placed at the proper elevation. (stakes driven in the ground by the stub-out is not acceptable as a permanent mark)



### **How do I request a water meter?**

The request is made in the same manner as your building inspections. All requests are made through the permitting system; the Utility Department will receive your request and a work order for installation will be generated. The request can be made once the permit is issued.

To make a request for the water meter, the following requirements must be met:

- Permit issued
- Lot cleared
- Vegetation is cleared in a 5' diameter around both front survey pins
- Obstructions removed

### **What can I do online without having to visit the office?**

The online permitting portal allows for the following:

- Submit permit applications
- Submit corrections / revisions
- View plan review comments
- Download approved plans
- Pay fees
- Print all documents, job card, permit, CO's , etc.
- Schedule inspection and view results
- Submit additional documents – notice of commencement, affidavits, termite certificates, blower door tests, etc.
- Change sub-contractors
- Monitoring the status of your permit in 'real time'

### **Environmental Concerns/ Gopher Tortoise**

If your site has been identified as a possible location for gopher tortoises, a field inspection will be conducted during the permit review process. If it is deemed that no gopher tortoise or burrows are located on the lot, the inspection will be approved and the permit may be issued. If the inspector finds gopher tortoise or burrows, it will be the responsibility of the contractor to hire a private authorized gopher tortoise agent to commence with permitting and relocation activities.

### **Green Building**

Construction based incentives are offered for development that meets the certification criteria for Florida Water Star. For developments that obtain a certification, a \$300 building fee rebate and \$541.12 rebate will be provided to the applicant. <https://floridawaterstar.com/> (\$10,000 is the maximum payout for the 'building' rebate per fiscal year).

## **How do I get any updates and news regarding changes?**

We will send out a contractor newsflash for any upcoming changes that may affect the building process. The newsflash is sent via email to all emails in our permitting database. These can also be accessed on our website under Contractor Alerts -

<https://fullsite.palmcoastgov.com/government/building/alerts>

## **Communication**

The primary form of communication are automatic notification via email. It is important that your email is kept current in our database. You may provide multiple emails. We encourage a generic email as we see contractors encounter problems due to staff turnover. The following emails will be sent on an automatic basis:

- Permit is applied for
- Plan review placed on hold (will be sent per individual division, not combined)
- Any change in permit status (applied, ready, expired, finalized, etc.)
- Permit expiration warnings
- Contractor certificate expiration warnings (workers comp, liability, license, etc.)
- Inspection requests
- Inspection results
- Subcontractors identified will receive email notifications they have been identified on your permit

## **Contacts**

- Water and Sewer capacity fees – Customer Service 386-986-2360
  
- Pep Tank installation
  - Eric Serrano 386-986-2372
  - Ivan Sanderson 386-986-2371
  - Ralph Hand 386-986-2380
  
- Water Meter installation
  - Richard Sydnor 386-986-2369
  - Mike Hughes 386-986-2359
  
- Setbacks, color, aesthetics, landscape, size, etc
  - Zoning - 386-986-3751

- Foundation survey review
  - Zoning - 386-986-3751
  - Engineering – 386-986-3756
- Final Survey review and inspections
  - Stormwater – 386-986-3756
- Drainage – 386-986-3756
- Right of Way / Culvert / Swale - 386-986-3756
- Gopher tortoise/ Environmental – 386-986-2320 / 904-562-0045
- Flood plain information – 386-986-2320
- Building Administration (main line) - 386-986-3780
- Building Plan Review- 386-986-3782
- Building Inspections (chief inspector Robert Martin) - 386-559-0729
- Deputy Building Official – John Boden – 386-986-2624
- Permitting Supervisor – Barbie Bembry – 386-986-3785
- Chief Building Official – Patrick Buckley – 386-986-3786