



city of PALM COAST

Community Development Department
Building Services Division

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

Declaration for Renovations and Remodeling

Address/Location _____

Previous use _____ Intended Use _____

The work performed on existing buildings is classified in one of the categories below per the Florida Existing Building Code. Please check the box below that best describes the work you intend to do to the building.

502.1 Repair: The patching or restoration or replacement of damaged materials, elements, equipment or fixtures for the purpose of maintaining such components in good or sound condition

503.1 Level 1 Alteration: The removal and replacement or the covering of existing materials, elements, equipment or fixtures using new materials, elements, equipment or fixtures that serve the same purpose

504.1 Level 2 Alteration: The reconfiguration of space (seating, changes to floor plan, etc.) the addition or elimination of any door or window, the reconfiguration of or extension of any system, or the installation of any additional equipment

505.1 Level 3 Alteration: The work area exceeds fifty percent of the building area.

506.1 Change of Occupancy: Changing all or part of a building or space from one use or occupancy classification to another (e.g. changing a retail store to a business office, changing a storage warehouse to an event center)

Exterior Alterations (signage, facades, parking, outdoor seating, etc.)

No Alterations: No work and/or alterations are proposed to the building.

Please describe the complete scope of work proposed for this building.

I (print) _____ affirm the scope of work described above represents all proposed alterations in conjunction with use and occupancy of this building. I understand alterations to the building requires one or more building permits and failure to obtain required building permits may result in issuance of a stop work order, notice and order to obtain required building permits and removal of building finish materials for the purpose of inspecting and approving unpermitted work.

Signature of Business Owner/Occupant and Date

OFFICE USE

Previous use _____ Intended Use _____