

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE  
NEW COMMERCIAL BUILDING**

*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 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 improving commercial buildings, at a cost not to exceed \$75,000.00 and 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) (a).

☐ Warranty Deed - One copy of a recorded warranty deed and/or Property Appraiser verification of owner

☐ 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.

☐ Product Approvals – Two (2) copies of product approval/specifications (test reports, installation details, etc.) for windows, doors (including garage doors), skylights, etc. as required per Rule 9N-3.

☐ Wind load Requirements – Two (2) copies of demonstrated compliance with 130 mph wind load requirements.

☐ Storm Water Management Permit Application

☐ Completed Roll-Off Dumpster Form

☐ Energy Forms – Two (2) sets of energy forms and equipment load calculations (i.e. Manual J).

☐ Roofing worksheet –Two (2) completed roofing worksheets with two (2) copies of the product approvals

☐ Surveys – Two (2) surveys indicating existing structures as well as the dimensions and setbacks from all structures to the property lines to include patios, driveways, walkways, etc... (All setbacks must comply with the Land Development Code Dimensional Requirements)

☐ Boundary Survey – Two (2) copies of a sealed boundary survey indicating current flood zone by a licensed surveyor.

☐ Flood Plain Data Sheet – Two (2) signed copies indicating which of the three (3) areas the structure is in.

☐ Construction Drawing Elevation Certificate – required if property lies within an "A" or "AE" flood zone.

☐ Landscape Detail Plan – Two (2) Landscape plans showing at least one tree per dwelling unit and at least one tree shall be located in the required front yard of each dwelling unit for single family residences and two trees for two-family dwelling units. Landscape detail plan shall identify all protected trees by species name, and the size of the trunk measured at the diameter at breast height.

☐ Driveway Detail Plan – Two (2) driveway detail plans equivalent in detail to the City of Holly Hill residential culvert detail.

☐ 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