

**CITY OF HOLLY HILL STANDARD OPERATING PROCEDURES FOR PERMIT ISSUANCE  
DEMOLITION (Partial or Complete)**

*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, 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 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.
- ☐ Surveys – Two (2) surveys indicating all existing structures and the structure(s) being demolished.
- ☐ Completed Roll-Off Dumpster Form
- ☐ Public Works Notification – Please notify Public Works for water and sewer locates at 386-248-9463
- ☐ 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  
DEMOLITION (Partial or Complete)**

**Final Inspection (to include sewer is capped and turned up  
above grade, water is shut off and electric is shut off)**

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

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