

BUILDING & PERMITTING OFFICE

Department: Flagler County Building Department (Growth Management / Central Permitting)

Address: Government Services Building, 1769 E. Moody Blvd., Building 2, Bunnell, FL 32110

Phone: 386-313-4003

Permits website: <https://www.flaglercounty.gov/Growth-Building/Building-and-Inspections>

Code of ordinances: https://library.municode.com/fl/flagler_county/codes/code_of_ordinances

MANUFACTURED HOME NOTES

- First question is jurisdiction: Palm Coast, Flagler Beach, Bunnell, Beverly Beach, and Marineland all permit separately from the county
- County permits go through Central Permitting at the Bunnell government complex (Building 2, Suite 103) or the online permitting page
- Chapter 8 of the county code covers building codes

Florida: installations follow FS 320 and Rule 15C-1/15C-2 (DHSMV) with licensed installers and installation decals; county building permits, tie-down and wind-zone compliance apply. Coastal counties may require Wind Zone II/III homes.



Mobile Home Permit Requirements

FOR INSTALLERS APPLYING ONLINE

Once approved, items with an asterisk (*) must be printed at scale and made available on the job site by the time of first inspection.

- ☐ Mobile Home Application
- ☐ Used Mobile Home Checklist
- ☐ Flagler County Residential Tree Protection and Landscape Compliance- **LDC Section 6.01.03.(A)** Index tree protection/replacement requirements. - *Single-family dwelling lots*: Each single-family residential lot must preserve or replant at least forty (40) percent of the total pre-development caliper inches existing on the site. Preserved index trees may be substituted for tree planting required by the landscaping section of this Code.
- ☐ Drainage Affidavit
- ☐ Right of Way (ROW) permit application-requires 2 driveway plans & 2 site plans (Driveway must be flagged or staked for inspector at application stage) **FCC Ordinance 98-04**
- ☐ Copy of recorded deed or Property Appraiser printout showing proof of ownership (if owner does not match the ownership information listed on the Property Appraiser)
- ☐ Proof of water and wastewater disposal hookup (Water and sewer receipt from utility company or well and septic tank permit from Environmental Health Dept)
- ☐ Proposed survey Elevation of proposed and existing structures shall be in N.G.V.D.
- ☐ (*) Site plan - (in accordance with) Land Development Code section 5.01.04(3) Landscape development standards. - Single family dwellings. Each single- family lot must provide at least one (1) tree per three thousand (3,000) square feet of lot area for the first quarter acre of lot area. For lots exceeding one-quarter (1/4) acre, one (1) tree for every additional one-quarter (1/4) acre, or major fraction thereof, must be preserved or planted. Existing shade trees, sabal palms and pine trees may be used to satisfy this requirement, in whole or in part, provided that they have a minimum caliper of two and one-half (2 1/2) inches DBH and overall height of ten (10) feet. When trees are planted to meet the minimum requirement they must be shade trees meeting the material standards of this section.
- ☐ (*) Pier and tie-down diagram
- ☐ (*) Installation permit signed by the installer
- ☐ (*) Manufacturer's Installation Booklet

*** THIS LIST IS INTENDED ONLY AS A GUIDE LINE FOR APPLICATION SUBMITTAL AND MAY OR MAY NOT BE ALL INCLUSIVE***

It is the applicant's responsibility to produce Notice of Commencement as specified in Florida Statute Chapter 713.13. prior to the scheduling of inspections. All inspections must be complete to close out the permit when the project is complete. Failure to close out permits may result in additional fees and/or suspension of rights to obtain additional permits.

In lieu of manually signing and sealing plans, design professionals shall affix digital signatures in compliance with Florida Statutes Chapter 481 and Florida Administrative Rule 61G1-16.005 for architects or Florida Statutes Chapter 471 and Florida Administrative Rule 61G15-23.003 for Engineers. Digital signatures must be original and will be verified. Do not upload scanned/copied plans, they will not be accepted. The following statement must accompany a digital signature "This item has been electronically signed and sealed by (name) on (date) using a Digital Signature. Printed copies of this document are not considered signed and sealed and the signature must be verified on any electronic copies". A digitally created image of the seal must be on the plans for printing purposes.

Plans

1. Each page must contain the digital signature and will require individual upload for each sheet/page.
2. Must be drawn and formatted for a minimum landscape 24" x 36" sheet or 11" x 17" for smaller scale jobs.
3. Are to be submitted in a pdf format only.
4. Each page must have title block to contain the address of the subject property.
5. Plans shall be uploaded properly oriented in landscape mode.
6. Must be drawn to scale
7. Each page of the plans must have a graphic scale.
8. Plans that are digitally signed and sealed cannot be locked (password protected).
9. Plans must include a digitally created image of the seal along with the digital signature and seal (For printing purposes).

Documents

1. Documents must be submitted in pdf format only.
2. Documents shall be submitted in portrait orientation (unless created in landscape mode)

File Naming Convention

Plans

1. Plans are to be **submitted / uploaded as single page files** (do not combine files) and named according to the name of the page. Example: A.1 M.1 E.4 S.2. If the page does not have a naming convention (blank or named 1, 2, 3, 4) please use a description for the name for quick and easy identification. Example: Floor Plan, Elevations, Wall Sections, Pool Plans, etc. ***Do NOT add any verbiage in front of the file name- you may add additional verbiage as a suffix.*** Identifiers may be the suffix but not used as a prefix.
2. Revisions/ corrections are to be named the SAME NAME as the original document.

Documents

This applies to all documents submitted online, regardless of the phase of the permit (apply, revisions, corrections, supporting documents, etc.)

Documents are to be submitted individually and ***named as identified below***. If a document contains multiple pages, it may be uploaded as a single file. (i.e., energy calculations, etc.)

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File names should be named in the examples below: (identifiers only as a suffix)

- Boundary survey
- Early power affidavit
- Electrical Calculations
- Elevation certificate
- Energy calculations
- Final Survey
- Foundation Survey
- Landscape plan
- Lot grading plan
- Manufacturer specifications
- Notice of commencement
- Owner disclosure
- Plumbing riser diagram
- Pool calculations
- Product approval
- Proof of ownership
- Recorded warranty deed
- Roof affidavit
- Roofing worksheet
- Septic Tank Permit
- Sewer Receipt
- Site plan
- Shop drawings
- Specification manual
- TDH
- Tenant affidavit
- Topographic survey
- Tree survey
- Tree Protection and Landscape Compliance form
- Truss layout
- Water receipt
- Well permit

General Information

1. Permits utilizing the electronic plan review system must maintain the electronic process throughout the permit application review process. (and vice versa if submitted manually)
2. You may utilize this system to upload and maintain your documents at the packet stage up to 30 days

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prior to choosing to submit.

3. Your packet will expire in 30 days if you do not choose to submit and will require you to start again when you are ready.
4. Once you submit, if the package is incomplete, you will receive any email outlining the deficiencies and the package will not be accepted.
5. Revisions/corrections cannot be uploaded while reviews are being processed. Once all of the reviews have been completed, you will be able to upload any new plans/documents. The red SUBMIT button must be clicked for your documents to reach us. A revision sheet is not required for upload, one will automatically be generated when you hit SUBMIT.
6. Revisions are to be named the SAME NAME as the original document.
7. When the reviews have been completed, you will receive an email notifying you the permit is ready for issuance.
8. Payments continue to be made online or in person.
9. Job/Inspection card, permit, plans, etc. can be downloaded from the portal.
10. Approved plans are to be at the job site for the inspector.
11. Inspections may be requested through the portal.
12. The certificate of occupancy is also available for print online upon issuance.

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PERMIT APPLICATION/MANUFACTURED HOME INSTALLATION

Installer Is To Provide Two Applications For Permit. Fill Out The Applicable Information And Sign Affidavit Below For Permit Application.

Permit # _____

Applicant _____
Address _____

Dealer / Installer _____
License Number _____
Installation Decal No _____

Manufacturer's Name _____

Roof Zone _____ Wind Zone _____
Number Of Sections _____ WIDTH _____ LENGTH _____ YEAR _____ SERIAL No _____
Installation Standard Used (Check One) MANUFACTURERS MANUAL _____ 15C-1 _____
Floor Plan _____ Marriage Wall Plan _____ Shear Wall Plan _____

Plans Must Have True Dimensions, Manufactures Name, Wind Zone And Model Number On Plan.

SITE PREPARATION

Debris And Organic Materials Removal _____ Compacted Fill _____ PAGE # _____
Water Drainage: Neutral _____ Swale _____ Pad _____ Other _____ PAGE # _____

FOUNDATION:

Load Bearing Soil Capacity _____ Or Assumed 1000 PSF _____ PAGE # _____
Footing Type: Poured In Place _____ Portable _____ Size And Thickness _____ PAGE # _____
I-Beam Or Mainrail Piers: Single Tiered _____ Double Interlocked _____ PAGE # _____
Size Of Piers: _____ Placement O/C _____ PAGE # _____
Perimeter Pier Blocking: Size _____ Placement O/C _____ PAGE # _____
Ridge Beam Support Blocking: Size _____ Number _____ Location (s) _____ PAGE # _____
Ridge Beam Support Footer: Size _____ Number _____ Location (s) _____ PAGE # _____
Center Line Blocking: Size _____ Number _____ Location (s) _____ PAGE # _____
Special Pier Blocking Required (Fireplace, Bay Window, Etc.) Yes _____ No _____ PAGE # _____
Mating Of Multiple Units: Mating Gasket _____ Type Used _____ PAGE # _____

FASTENER: ROOFS Type And Size _____ Spacing _____ O/C _____ PAGE # _____
ENDWALLS Type And Size _____ Spacing _____ O/C _____ PAGE # _____
FLOORS Type And Size _____ Spacing _____ O/C _____ PAGE # _____

ANCHORS:

Type: 3150 Working Load _____ 4000 Working Load _____ PAGE # _____
Height Of Units: (Top Of Foundation Or Footer To Bottom Of Frame) _____ PAGE # _____
Number Of Frame Ties: _____ Spacing _____ O/C _____ Angle Of strap _____ Degrees _____ PAGE # _____
Number Of Over Roof Ties: (If Required) _____ PAGE # _____
Number Of Sidewall Anchors: _____ Zone II _____ Zone III _____ PAGE # _____
Number Of Centerline Anchors: _____ Number Of Stabilizer Devices _____ PAGE # _____
Vents Required For Underpinning (1 SF/150 SF Of Floor Area) Number _____ PAGE # _____

CLASS OF SOIL:

Type I _____ Type 2 _____ Less Than 175 PSI _____

Installer Verifies The Above Information Is Accurate And True Based On Recognized Field Testing Methods.

Signature: _____ Date: _____

PERMIT WORKSHEET

page 1 of 2

PERMIT NUMBER _____

Installer _____

License # _____

Address of home
being installed _____

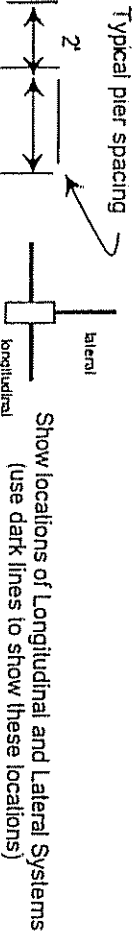
Manufacturer _____

Length x width _____

NOTE: *if home is a single wide fill out one half of the blocking plan
if home is a triple or quad wide sketch in remainder of home*

I understand Lateral Arm Systems cannot be used on any home (new or used)
where the sidewall lies exceed 5 ft 4 in.

Installer's initials _____



manage wall piers within 2' of end of home per Rule 15C

New Home ☐

Used Home ☐

Home installed to the Manufacturer's Installation Manual ☐

Home is installed in accordance with Rule 15-C ☐

Single wide ☐

Wind Zone II ☐

Wind Zone III ☐

Double wide ☐

Installation Decal # _____

Triple/Quad ☐

Serial # _____

PIER SPACING TABLE FOR USED HOMES

Load bearing capacity (sq in)	Footer size (256)	16" x 16" (342)	18 1/2" x 18 1/2" (400)	20" x 20" (484)*	24" x 24" (576)*	26" x 26" (676)
1000 psf	3'	4'	5'	6'	7'	8'
1500 psf	4'6"	6'	7'	8'	8'	8'
2000 psf	6'	8'	8'	8'	8'	8'
2500 psf	7'6"	8'	8'	8'	8'	8'
3000 psf	8'	8'	8'	8'	8'	8'
3500 psf	8'	8'	8'	8'	8'	8'

* Interpolated from Rule 15C-1 pier spacing table.

PIER PAD SIZES

I-beam pier pad size _____

Perimeter pier pad size _____

Other pier pad sizes (required by the mfg.) _____

Draw the approximate locations of marriage wall openings 4 foot or greater. Use this symbol to show the piers.

List all marriage wall openings greater than 4 foot and their pier pad sizes below.

Opening _____

Pier pad size _____

ANCHORS

4 ft _____ 5 ft _____

FRAME TIES

within 2' of end of home spaced at 5' 4" oc _____

TIEDOWN COMPONENTS

Longitudinal Stabilizing Device (LSD) _____

Manufacturer _____

Longitudinal Stabilizing Device w/ Lateral Arms _____

Manufacturer _____

OTHER TIES

Number _____

Sidewall _____

Longitudinal _____

Marriage wall _____

Shearwall _____

PERMIT NUMBER _____

POCKET PENETROMETER TEST

The pocket penetrometer tests are rounded down to _____ psf or check here to declare 1000 lb. soil _____ without testing.

X _____ X _____ X _____

POCKET PENETROMETER TESTING METHOD

1. Test the perimeter of the home at 6 locations.
2. Take the reading at the depth of the footer.
3. Using 500 lb. increments, take the lowest reading and round down to that increment.

X _____ X _____ X _____

TORQUE PROBE TEST

The results of the torque probe test is _____ inch pounds or check here if you are declaring 5' anchors without testing _____ A test showing 275 inch pounds or less will require 4 foot anchors.

Note: A state approved lateral arm system is being used and 4 ft. anchors are allowed at the sidewall locations. I understand 5 ft anchors are required at all ceilingline tie points where the torque test reading is 275 or less and where the mobile home manufacturer may require anchors with 4000 lb holding capacity.

Installer's initials _____

ALL TESTS MUST BE PERFORMED BY A LICENSED INSTALLER

Installer Name _____

Date Tested _____

Electrical

Connect electrical conductors between multi-wide units, but not to the main power source. This includes the bonding wire between multi-wide units. Pg. _____

Plumbing

Connect all sewer drains to an existing sewer tap or septic tank. Pg. _____

Connect all potable water supply piping to an existing water meter, water tap, or other independent water supply systems. Pg. _____

Site Preparation

Debris and organic material removed _____
Water drainage: Natural _____ Swale _____ Pad _____ Other _____

Fastening multi wide units

Floor: Type Fastener: _____ Length: _____ Spacing: _____
Walls: Type Fastener: _____ Length: _____ Spacing: _____
Roof: Type Fastener: _____ Length: _____ Spacing: _____
For used homes a min. 30 gauge, 8" wide, galvanized metal strip will be centered over the peak of the roof and fastened with galv. roofing nails at 2" on center on both sides of the centerline.

Gasket (weatherproofing requirement)

I understand a properly installed gasket is a requirement of all new and used homes and that condensation, mold, mildew and buckled marriage walls are a result of a poorly installed or no gasket being installed. I understand a strip of tape will not serve as a gasket.

Installer's initials _____

Type gasket _____ Installed: _____
Pg. _____ Between Floors Yes _____
Between Walls Yes _____
Bottom of ridgebeam Yes _____

Weatherproofing

The bottomboard will be repaired and/or taped. Yes _____ Pg. _____
Siding on units is installed to manufacturer's specifications. Yes _____
Fireplace chimney installed so as not to allow intrusion of rain water. Yes _____

Miscellaneous

Skirting to be installed. Yes _____ No _____
Dryer vent installed outside of skirting. Yes _____ N/A _____
Range downflow vent installed outside of skirting. Yes _____ N/A _____
Drain lines supported at 4 foot intervals. Yes _____
Electrical crossovers protected. Yes _____
Other: _____

Installer verifies all information given with this permit worksheet is accurate and true based on the manufacturer's installation instructions and or Rule 15C-1 & 2

Installer Signature _____ Date _____



Used Mobile Home Checklist

Transaction number: _____

Current Location: _____

Permit Number: _____

Owners Name: _____

Make/Year: _____

Serial Number: _____ Wind Zone: _____

Mileage: _____ Date: _____

Structural Requirements:

Used mobile homes shall meet the following standards:

1. Exterior exit doors, including sliding glass doors, shall be in good and safe working order.

_____ Approved_____ Disapproved
2. Exterior doors shall have safe and operable locks.

_____ Approved_____ Disapproved
3. All used mobile homes shall have operable egress windows or an exterior egress door located in each sleeping room, as required in sections 3280.106 and 3280.404(b)(3) and (4)(vi) of the HUD manufactured home construction and safety standards.

_____ Approved_____ Disapproved
4. All windows and operators shall be safe and operable and all glass in place.

_____ Approved_____ Disapproved
5. Screens shall be on each window.

_____ Approved_____ Disapproved
6. All floors shall be of solid decking. All holes or damaged floors caused by leaks or broken decking shall be replaced or repaired, as needed.

_____ Approved_____ Disapproved
7. All interior wall coverings shall be in place.

_____ Approved_____ Disapproved
8. The bottom board covering the underside of the floor joist shall be insect-proof and rodent-proof throughout, and securely sealed.

_____ Approved_____ Disapproved
9. The roof shall be in good condition with no apparent leaks.

_____ Approved_____ Disapproved
10. The installation of the tie downs must be in accordance with the Mobile/Manufactured Home Installation Standards as established by the Bureau of Mobile Home/RV Construction or the manufacturer's specifications for the specific unit.

_____ Approved_____ Disapproved
11. The exterior wall covering shall be as necessary to prevent the entrance of water.

_____ Approved_____ Disapproved

Plumbing:

Plumbing requirements for used mobile homes shall be as follows:

1. All plumbing shall be in place and in good workable condition and installed in accordance to the manufacturer's specifications.

_____ Approved

_____ Disapproved

Heating System:

Heating system requirements for used mobile homes shall be as follows:

1. All heating appliances shall be in place and in good and safe workable condition.

_____ Approved

_____ Disapproved

2. All duct systems shall be in place and in good workable condition.

_____ Approved

_____ Disapproved

Electrical Equipment:

Electrical system requirements for used mobile homes shall be as follows:

1. All used mobile homes shall comply with the provisions of article 550 of the National Electrical Code.

_____ Approved

_____ Disapproved

2. Distribution panel boards shall be properly installed, complete with required breakers or fuses, with all unused openings properly covered.

_____ Approved

_____ Disapproved

3. All electrical fixtures shall be safe and properly installed.

_____ Approved

_____ Disapproved

4. All used mobile homes shall have approved smoke detectors in locations established by the mobile home specifications.

_____ Approved

_____ Disapproved

Signature of FLorida Architect, Engineer, Home Inspector or Flagler County Building Inspector

Address, Phone Number and Florida License Number

_____ PLEASE ATTACH PHOTOS DOCUMENTING INSPECTION
Date



FLAGLER COUNTY
AFFIDAVIT OF DRAINAGE CONTROL FOR
RESIDENTIAL AND MINOR COMMERCIAL CONSTRUCTION

Building Permit Number: _____

(OFFICE USE ONLY)

A. OWNER/SITE INFORMATION:

Name of Owner: _____ Phone Number: _____

Address: _____

Subdivision Name: _____ Lot Number of Site: _____

Tax Parcel Number: Section: _____ Township: _____ Range: _____ - _____ - _____ - _____

B. CERTIFICATE OF COMPLIANCE:

The undersigned owner of the above-described property hereby certifies that development of the above property will not result in:

1. Flooding of adjacent lands.
2. Blockage of existing drainage systems, natural or manmade.
3. The destruction of existing drainage systems, natural or manmade.
4. Erosion of fill or disturbed materials onto adjacent lands or environmentally sensitive areas (as determined by Flagler County).
5. The destruction of roadside drainage swales, roadway pavement and/or shoulders.
6. Flooding of the proposed structure during a 100-year frequency storm.
7. Construction to an elevation less than that required by the Flagler County Land Development Code. (Applicant is cautioned UNAUTHORIZED construction may be subject to demolition).
8. Inadequate onsite drainage in the vicinity of the proposed structure.
9. Deviation from the approved grading plan for this property.

C. RELEASE AND AUTHORIZATION:

1. The undersigned hereby release and holds harmless the County of Flagler and its authorized agents and/or employees from any and all claims of damage of every kind and nature whatsoever to said property, or contiguous properties, arising from the approval of this application or construction of required improvements.
2. The undersigned hereby grants unto authorized agents and/or employees of the County of Flagler the right to enter upon said property for inspection and enforcement activities. Flagler County reserves the right to require the property owner to implement reasonable measures regarding drainage control including, but not limited to, submittal of signed and sealed engineering drainage plans.

(Signature)

(Printed Name)

State of _____

County of _____

Sworn to and Subscribed before me, the _____ Day of _____, 20____ by

_____ who is personally known to me or has produced

_____ as identification.

(Type of Identification)

Signature of Notary Public

Print, Type or Stamp of Notary



Permit Number: _____

Flagler County
Residential Tree Protection and Landscape Compliance
(For a New Residential Structure)

Page 1 of 2

A tree survey is required and shall include at a minimum a description of the species, size, quantity and location of all trees and depiction of the site including proposed structures and vehicle use areas. Tree survey shall be prepared by a Florida licensed land surveyor.

I, _____, the undersigned, certify that
 Print or Type Name(s)

I am the owner or duly appointed agent for the property described below:

Property Street Address _____

Parcel Number _____

I Residential Tree Protection Compliance LDC, §6.01.03

Index tree protection/replacement requirements:

Each single-family residential lot must preserve or replant at least forty (40) percent of the total pre-development caliper inches existing on the site.

- Where replacement trees are required to be planted in order to maintain the minimum number of caliper inches, they shall be from the index tree list, have a minimum caliper of two and one-half (2 ½) inches measured six (6) inches above grade after planting and be Florida Grade #1 or better.

INDEX TREE: A Tree (listed below) having a caliper of 6 inches or greater.

Flagler County Protected Index Trees					
Predevelopment Tree Caliper Inches (TCI):			40% of Predevelopment TCI:		
Total Caliper Inches Post Development:			Minimum replacement tree size 2 ½" diameter, 6" above grade		
Common Name	Number of Trees Provided	Caliper Inches	Common Name	Number of Trees Provided	Caliper Inches
Example:			Magnolia, Southern *		
Elm	3	6", 6", 10"	Magnolia, Sweetbay*		
Ash*			Maple, Red*		
Bay			Oak*		
Black Cherry			Persimmon		
Cherry Laurel			Redbud, Eastern		
Cypress, bald			Red Cedar, Eastern		
Cypress, pond			Red Cedar, Southern*		
Devil's Walking Stick			Sweetgum*		
Elm*			Sycamore, American*		
Hackberry			Tupelo, Black		
Hickory*			Tupelo, Swamp		
Holly			Yellow-Poplar (Tulip tree)		
Totals:			Totals:		

Flagler County

(For a New Residential Structure)

II

Residential Landscape Compliance, LDC §5.01.04(3)

Each single-family lot must provide at least one (1) tree per three thousand (3,000) square feet of lot area for first quarter (1/4) acre of lot area. For lots exceeding one-quarter (1/4) acre, one (1) tree for every additional one-quarter (1/4) acre, or major fraction thereof shall be planted. (i.e.) Four (4) trees required for the first 10,890 sq. ft. and one more tree for every 10,890 sq. ft. or major fraction, thereafter.

- When trees are planted to meet the minimum requirement they must be shade trees (see list above with *), have a minimum caliper of one and one-half (1 1/2) inches measured at four and one-half (4 1/2) feet aboveground at the time of planting.
- Existing shade trees, sabal palms and pine trees may be used to satisfy this requirement, in whole or in part, provided that they have a minimum caliper of two and one-half (2-1/2) inches and overall height of ten (10) feet.

Other trees as may be allowed by the County Planner and State Forester.

[illegible]

III

Please initial the following Statement if no Protected Index Trees over 6 inches in caliper exist on the property.

_____ I certify that no protected index trees exist on the above-described property for which a building permit is sought.

IV

Please initial the following Statement if no Trees will be removed from the property.

_____ I certify that no trees will be removed on the above-described property for which a building permit is sought.

V

Please sign below to certify that the above information is true and accurate.

Owner/Agent Signature

Date _____



FOR OFFICE USE ONLY

Permit # _____

Right-of-Way Culvert / Driveway

Residential Application Please Submit:

Two (2) Sets of Driveway Cross Section

Two (2) Sets of Site Plans on 8 ½ x 11

Commercial Application Please Submit:

Three (3) Sets of Driveway/Offsite Improvement Plans

IMPORTANT: Instructions on pages 2 & 3 are part of the Permit and must be submitted with application.

**Type of
Application**
(check appropriate box)

**Driveway Apron
(Paved or Unpaved)**
(Circle one)

To Unpaved Road

To Unpaved Road w/Culvert

Concrete Driveway Apron

To Paved Road

To Paved Road w/Culvert Pipe

**Name of Utility
Company Notified**
(per Conditions in paragraph 4)

Contractor/Installer: _____ State License _____

Contractor Address: _____ Phone/Fax _____

Applicant Name: _____ Firm Name: _____

Applicant/Owner Address: _____ Phone/Fax _____

Parcel #: _____ Block: _____ Lot: _____

Subdivision: _____

Estimated Job Value \$ _____

REQUIRED CULVERT SPECIFICATIONS 40' FT LONG CONCRETE OR HIGH DENSITY POLYETHELENE (HDPE) WITH *MITRED ENDS. DIAMETER VARIES DUE TO LOCATION.

***MITERED ENDS SPECIFICATION PER FDOT DESIGN STANDARDS INDEX 273 SHEET 2**

www.fdot.gov/rddesign/DS/12/IDx/00273.pdf



Right-of-Way Culvert / Driveway

Instructions and Conditions

General Information and Instructions:

Complete the application and sign the bottom of page 2 before submitting to Central Permitting. The original application becomes the approved permit when Development Engineering completes the "For Office Use Only" section and the appropriate fees* are paid. Either the permit or a copy thereof must be available at all times at the worksite (where the work is being performed).

*Work Without Permit: Any work that commences without the required permits available on the job site shall be immediately suspended until such time as the required permits have been acquired. A fee for work commenced without a valid permit issued shall be assessed in addition to the normal permit fee. The charge shall be as prescribed by the Board of County Commissioners. Emergency work is excluded from the charge.

PAVERS ARE NOT PERMITTED IN A FLAGLER COUNTY MAINTAINED RIGHT OF WAY.

Conditions:

It is understood and agreed that the rights and privileges herein set out are granted to the extent of the County's right, title and interest in the land to be entered upon and used by the permittee. The permittee shall at all times assume all risk and indemnify, defend and save harmless the County of Flagler from and against all loss, damage, cost or expense arising, in any manner, on account of the exercise or attempted exercise by said permittee of the aforesaid rights and privileges.

Applicant declares that prior to filing this permit he has ascertained the location of all existing utilities, both aerial and underground. The specific names of the agencies that have been notified must be typed or printed in the space provided, for the specific type of utility. It is expressly stipulated that this permit is a license for permissive use only and that the placing of facilities upon public property pursuant to this permit shall not operate to create or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant or to vest any property right in said holder. The construction and/or maintenance of a utility shall not interfere with the property and right of prior occupant.

In the event of widening, repair or reconstruction of a public road or highway, upon reasonable notice the permittee shall move its facilities to clear such construction at no cost to Flagler County, insofar as such facilities are within the public right-of-way.

The holder of this permit shall take such safety measures, including the placing and display of caution signs and signals as required by the Manual of Traffic Control Devices for Streets and Highways when working in the public right-of-way and shall also prevent any obstructions which are, or may become, dangerous to the traveling public.

Fees will be computed in accordance with the Fee Schedule adopted by the Board of County Commissioners and are payable upon issuance of the permit. For those driveways permitted as part of a Building Permit, a re-inspection fee in the amount stipulated in the Fee Schedule will be assessed if the Applicant requests an Inspection and the work is Incomplete. Sodding in the right-of-way, together with completion of a shoulder, swale, and backslope grading is considered an integral part of the permit.

Construction/Installation Location: _____

Applicant/Owner Signature

Applicant/Owner Title



Right-of-Way Culvert / Driveway

Standard Operating Procedures for Permit Issuance

- All Disturbed areas shall be restored and stabilized prior to Final Engineering Inspection
- No Sidewalks Driveways, roadways, or other surfaces shall be disturbed unless clearly defined on this application
- Concrete must be a minimum of six inches (6") in the right-of-way, four (4") from the right-of-way line into the private property
- The only types of culvert pipe permitted are concrete and high density polyethylene (HDPE), specification sheets must be provided with either type indicating that they meet the Flagler County Right-of-Way utilization ordinance minimum standards
- Concrete that is placed one foot (1') or less from any exterior structure was requires a termite pre-treatment
- Flagler County does allow pavers to be used in the Right-of-Way. However, if a sidewalk exists, it must remain concrete. Below is a list of approved materials suitable for base construction and the required minimum thicknesses delivered directly from the Florida Department of Transportation's Design Standards, Index No. 514. All thicknesses are post-compaction.

Flagler County Right-of-Way

- Pavers – 4 inch (4") 3000 PSI concrete base on compacted subgrade

Non-County Right-of-Way:

- Limerock LBR100 – eight inches (8")
- Graded Aggregate Base LBR100 – nine inches (9")
- Crushed Concrete – eight inches (8")
- Placed Concrete at 3000 PSI – four inches (4")

Concrete Driveway:

Flagler County Right-of-Way:

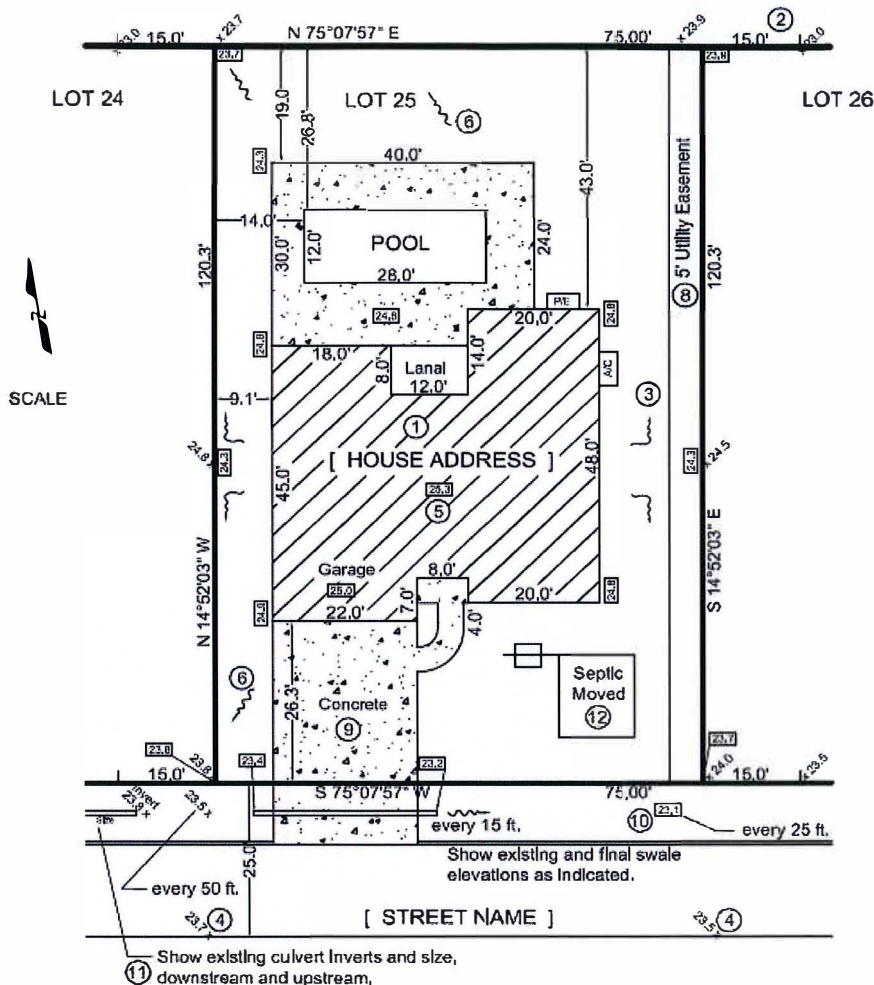
- 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

Non-County Right-of-Way:

- 6 inch (6") 3000 PSI concrete subgrade or five inch (5") on limerock or crushed concrete base

- Specifications
 - Inspections (as applicable)
 - Paver Driveways: Prior to placement of base (verify base thickness and material)
 - Concrete Driveway: When form boards are in place (verify thickness)
 - Temporary Driveway Final
 - Fees
 - Per Fee Schedule

TYPICAL PRELIMINARY PLOT PLAN



AREA SUMMARY

Lot Gross Area = _____
Ground Floor Area = _____
Garage Area = _____

LEGEND

Existing Elevation $\nabla 23.5$
Proposed Elevation $\square 23.7$
Swale $\sim$

A site plan signed and sealed by a State of Florida registered professional is required. Items to be shown on the site plan are:

1. The location of the proposed structure with dimensions to all property lines, including all slabs, walls, walks, etc.
2. Existing and proposed site and proposed building corner elevations by either contours or sufficient spot elevations and elevations up to 15 feet onto adjoining properties to determine the existing drainage pattern of the site. All elevations are to be given in N.G.V.D. 1929 Datum.
3. Elevations or flow arrows along any existing swale to determine the direction of flow.
4. Road centerline elevations.
5. The proposed finished first floor and garage floor elevations.
6. Flow arrows showing the direction of the proposed site drainage.
7. Flood zone of the site with the Community Panel Number and effective date.
8. All easements affecting the site.
9. The location and dimensions of any proposed driveway, including driveway type, thickness, base material and subgrade.
10. Swale elevations, every 25 feet and 10 feet past the property lines if applicable.
11. Existing adjacent culvert size and invert elevations upstream and downstream if applicable.
12. The location and top elevation of the proposed septic system if applicable.

No alterations to the sealed site plan are permitted.

All information is to be shown on 1 (one) sheet.

