

# City of Oak Hill

## Residential Permitting Checklist

### (Site Built Structures)

All of the following must be submitted for New Single Family Dwellings, Additions, and Accessory Buildings.

- Complete Application (1)
- (2) sets of sealed drawings by architect or engineer that meet FBC2001 specs and wind-loads of 120mph
- (1) site plan showing building location, patios and driveways
- (1) sealed survey / Site plan locating proposed structure to property lines
- Zoning Approval
- (2) sets of sealed truss layouts from manufacturer
- (2) sets of Energy forms
- (2) sets of mechanical plans with ductwork layout with return air method
- (2) sets of plumbing plans with riser
- (2) sets of electrical layouts, panel size and riser
- (2) sets of windows and doors design test and installation requirements that meet FBC2001.
- Workman's Compensation (Contractor licensing Required)
- Disclosure Statement (Unless owner is applying)
- Stormwater Waiver Forms  
Stormwater Permit Form can be picked up at 250 N. Beach Street,  
Daytona Beach, Florida  
All areas West of US Hwy 1 are not included, unless improvements are  
over 250 sq. ft. then the property needs to be inspected
- Receipt from Health Dept. (Septic & Water)  
Septic Permit, 717 W. Canal Street, New Smyrna Beach, Florida  
Water Permit, Volusia County Administration, 123 W. Indiana Ave.,  
Deland, Florida
- Water and Sewer availability
- Receipt for Road Impact Fee **Paid Before of Certificate of Occupancy**  
Volusia County, 123 W. Indian Avenue, Deland, Florida

## Other Documentation That Applies

- Tree Removal Permit (location, size, and type to be removed)
- Copy of Recorded Deed
- Filed Notice of Commencement
- All Contractors licensed and insured locally or with Volusia County

---

*OFFICE USE ONLY*

Builder: \_\_\_\_\_ Date Received: \_\_\_\_\_

Construction Address: \_\_\_\_\_

Structure Type: \_\_\_\_\_ Wood \_\_\_\_\_ Masonry \_\_\_\_\_

Total sq. ft. \_\_\_\_\_ Amount \$ \_\_\_\_\_ (=) Value \$ \_\_\_\_\_

Permit Fee \$ \_\_\_\_\_ (/) (=) Plan Review Fee \$ \_\_\_\_\_