



ORANGE CITY

The Heart of Southwest Volusia

ACCESSORY BUILDING PERMIT

PLEASE PROVIDE THE FOLLOWING:

- Before submitting please contact Planning, at (386) 775-5415 for information on setbacks, lot coverage, height, etc.
- Completed building permit application (property owner must sign application).
- Copy of contractor's license or Owner/Builder affidavit form (applying as contractor).
- Copy of city and/or county local business tax receipt.
- Copy of certificate of worker's compensation or exemption.
- Copy of certificate of general liability insurance.
- List all subcontractors on permit application, provide permit authorization letters or forms, and submit copies of licenses and insurances (building and electrical contractor).
- Proof of ownership (copy of warranty deed or county tax bill).
- Authorization letter signed and notarized by the property owner (if leasing property).
- Two (2) copies of a certified boundary survey showing any easements, location of septic tank and drain field, location of electrical service power line to the house, location of the proposed shed and size, and setback requirements from property lines. Show distances between all existing and proposed structures. Provide lot coverage ratio-proposed and existing.
- If built on site – two (2) copies of signed and sealed plans from a architect or engineer showing elevations, floor plan, wall sections, and type of materials to be used to complete the structure.
- If a pre-manufactured structure- two (2) copies of the approved plans stamped by the Department of Community Affairs (DCA) from supplier.
- Two (2) copies of electrical layout plan (if installing electrical devices). Electrical subcontractor may be required to be noted on permit application.
- Copy of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC (if over \$2,500.00) or contract (if less than \$2,500.00).
- Building permit document or plans review fees paid.

“ALL DOCUMENTS MUST BE SUBMITTED LEGIBLE. FACSIMILE DOCUMENTS MUST HAVE AN ADDRESS OR PERMIT NUMBER ON ALL PAGES WHEN FAXED”

Note: Should you have questions or require any additional information, please contact the Development Services; Building at (386) 775-5423. Additional documents maybe required upon request by the Development Services.