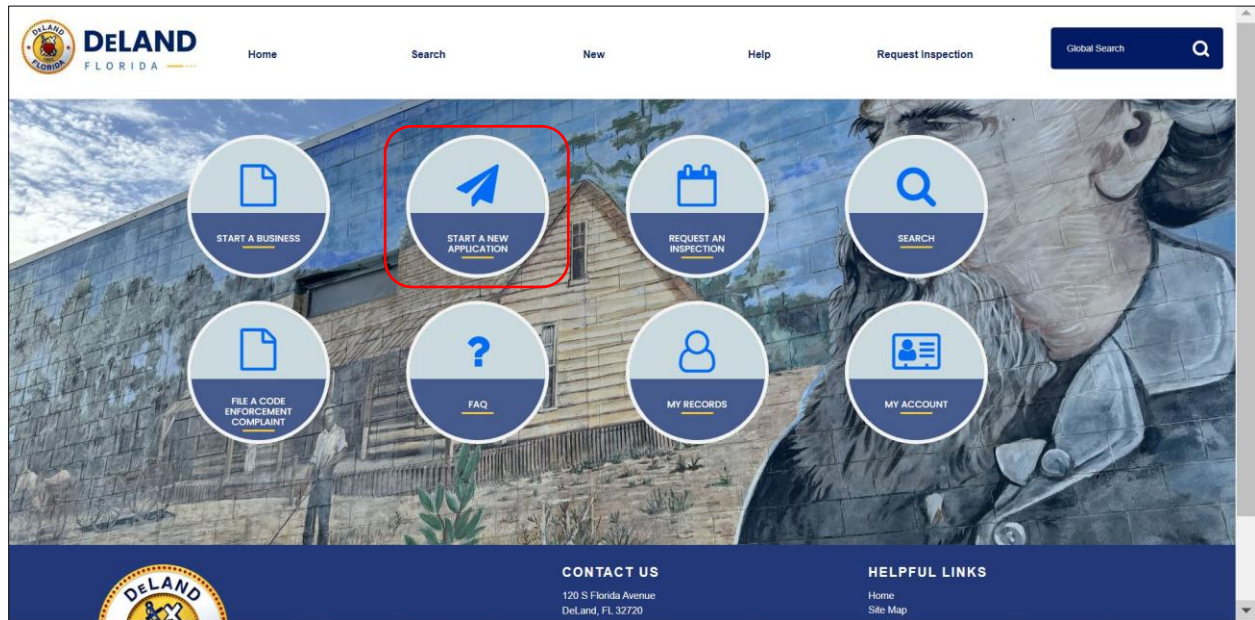




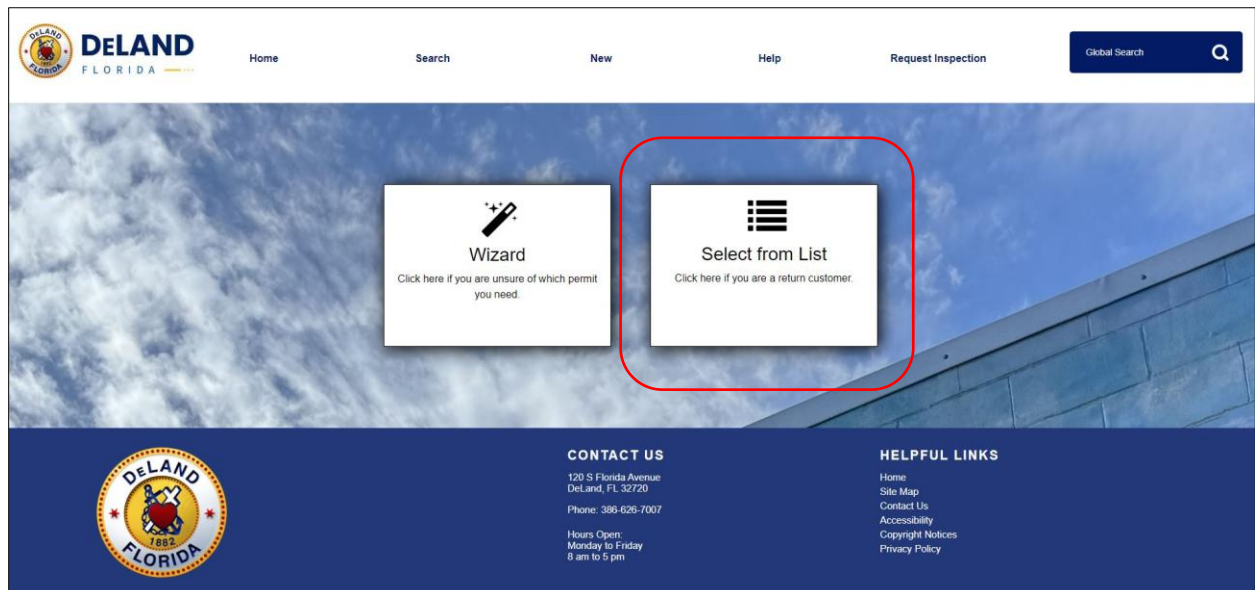
Creating a New Building Permit Application

Once you have logged in, you will reach the **Home** page under **Dashboard**.

You will then need to select Start a New Application.



You would use the select from list box, then accept the conditions after reading them.





Select **Mechanical** for the Record Type and click the **Continue Application** tab.

Select a Record Type

Choose one of the following available record types. F

+ Building

- ☐ Accessory Building or Structure
- ☒ Building Pre-check Application
- ☐ Building Renovation
- ☐ Demolition
- ☐ Electric
- ☐ Master Plan Review
- ☐ Mechanical
- ☐ Plumbing
- ☐ Reroof
- ☐ Revision
- ☐ Sign
- ☐ Solar Permit

If you are the property owner and wish to do the work yourself, click **yes** for the **Owner Builder** tab and click the **Continue Application** tab, you will also need to come into office to have a physical copy of this form signed and notarized for our records.

Please answer all the question associated with the owner builder questionnaire and click the **Continue Application** tab. If not select no for owner/builder.

1 Owner Builder 2 Location & People 3 Permit Detail 4 Documents 5 Review 6 7

Step 1: Owner Builder > Owner Builder

Owner Builder Project Information

OWNER BUILDER

Is this project going to be constructed by Licensed Qualifiers or done by owner? To qualify for owner builder status, the following statements must apply completely and be acknowledged as true.

* Owner Builder: ☐ Yes ☒ No

Save and resume later Continue Application »

Then you will need to fill out one of the three sections and search for the address and owner info. Once all fields are filled, click on the **Continue Application** tab.



Step 2: Location & People > Location Information

* indicates a required field.

Address

Enter the address of the project location

*Street No.:	Direction:	*Street Name:	Street Type:
	--Select--		--Select--
Unit Type:	Unit No.:		
--Select--			
City:	State:	Zip:	Country:
			United States

Search

Clear

Parcel

*Parcel Number:

Search

Clear

Owner

The owner information will appear based on the information provided from the Volusia County Property Appraiser's website. For questions regarding updating the ownership information, please contact 386-822-5720.

Owner Name:

Address Line 1:

Address Line 2:

City: State: Zip:

Country:

Search

Clear

Save and resume later

[Continue Application »](#)



The next step will be to fill out your **Contact Information**. The individual who is submitting the application will be the applicant. You would hit select from account, and select the top one, associated contact.

The qualifier will be the license holder for the company. You can look up a contractor by clicking on the **Look Up** tab and filling out the questions that follow. The first qualifier to be selected will be the General Contractor. If any sub-contractors are to be added, simply look up their information after putting in the General Contractors in first.

Please note that the licensed contractors must be registered with Volusia County in order to receive a permit from the City of DeLand.

If the Mortgage, Title, Bonding and Architect / Engineering information is applicable, click **yes** and answer the corresponding questions. If the information is not applicable, select no and continue with the application. Once all information fields are filled, click on the **Continue Application**.

Step 2: Location & People > Contact Information
At least 1 qualifier is required EXCEPT when the Owner is performing the work.
* indicates a required field

Applicant

To add a new contact, click the Add Contact link. To edit a contact, click the link next to a contact name.

Select from Account

Add New

Additional Contact

Optional

Select from Account

Add New

Qualifier List

List all licensed contractors working on the proposed project (Owner/Builder exempt from adding a Qualifier)
To find a Qualifier, click the Look Up button. Please note it is the applicant responsibility to assure a valid contract with attached Qualifier. Please insert the information for the primary contractor taking responsibility for the whole of the project first. Each additional contractor added to the list after the primary will be considered a subcontractor.

Look Up

Showing 0-0 of 0

License Number	License Type	Contact Name	Business Name	Action
No records found.				

Look Up License×

License Type:

--Select--

State License Number:

Name of Business:

Look Up

Clear

Discard Changes

The next step is the description of the work to be done. Fill out the all the fields on this page. Be sure to include a detailed description of the work that is to be done. The more info put in will give us a better understanding of the work that is to be done. Also, be sure to include the **Job Value** (total project cost). Once the fields have been filled, click on the **Continue Application** tab.



Reroof

1 Owner Builder	2 Location & People	3 Permit Detail	4 Documents	5 Review	6	7
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Step 3: Permit Detail > Work Description

* indicates a required field

Detail Information

Application Name:

The application name is for your record, so name it whatever you would like to make it easier for you to identify.

* Detailed Description:

The description is your scope of work, please make it short but detailed.

[spell check](#)

Additional Information

The project cost must include labor and materials. If this is an owner builder application, the cost of labor to hire a contractor must be included in the project cost regardless of whether a contractor has been hired.

* Job Value(\$):

Save and resume later

Continue Application »



New building permit applications undergo a pre-check process designed to streamline and shorten the review time once the application enters the formal review stage. When completed, click on the **Continue Application** tab.

Mechanical

1 Owner Builder

2 Location & People

3 Permit Detail

Step 3: Permit Detail > Permit Information

Mechanical Information

MECHANICAL EQUIPMENT INFO

*** Use:**

--Select--

Tons: ?

Package:

☐

Curb/Stand:

☐

Heat Source:

--Select--

Please indicate whether this project includes a new or replacement Duct System.:

☐ Yes ☐ No

Mechanical Permit Type:

--Select--

Seer: ?

Roof Top:

☐

Attic:

☐

Commercial Hood: ?

? Please indicate if this is a Self-Contained Unit: ?

☐ Yes ☐ No

Save and resume later

The next step will be attaching all documents needed for the project. This will include your Certificate of Insurance, plans, surveys, Notice of Commencement over \$5,000.00, etc. Be sure to properly assign and label any documents that are to be added. If you need to add a document, click on the **add** tab and select the file from your computer. Be sure to save the documents before trying to add others. Once you have attached and saved all documents, click on the **Continue Application** tab.



[Announcements](#) [Logged in as: Jan M Mussori](#) [Collections \(0\)](#) [Cart \(1\)](#) [Reports \(1\)](#) [Account Management](#) [Logout](#)

Search...

Accessory Building or Structure

1

2 Location 0 People

3 Permit Detail

4 Documents

5 Review

6 Pay Fees

7

Step 4: Documents > Attached Documents

* indicates a required field.

Custom Fields

PLAN ROOM ACKNOWLEDGEMENT

*I acknowledge that I will upload plans, supporting documentation, and attachments after paying ☐ for my application.:

Save and resume later

Continue Application »

The next step is the **Review of the Applications Information** to be submitted. Carefully go over each section and be sure that the information that is being submitted correct. If you see any information that is incorrect, click on the **Edit** tab on the right side of the screen that corresponds with the incorrect information. After you have reviewed all the information. You will read the following

*"I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application. If you agree with the statement above, click on the **box under the statement** and then click on the **continue application** tab*

CONGRATULATIONS!! You just submitted an application. Please refer to the **Making a Payment** walk-thru for the steps on paying for your application submittal fee. Once the application submittal fee is paid, the review process of the application will begin.