



**UNIVERSAL ENGINEERING SCIENCES, INC.**  
 911 Beville Road, Suite 3 | South Daytona, FL 32119  
 Tel: (386) 756-1105 | Fax: (386) 760-4067

Permit Number: \_\_\_\_\_

## PERMIT APPLICATION

**Town of Pierson**  
 116 W. 1st Avenue, Pierson, FL 32180  
 Phone: (386) 749-2661  
 Email: [www.townofpierson.org](http://www.townofpierson.org)

**APPLICATION MUST BE  
 FILLED OUT COMPLETELY**

DATE RECEIVED \_\_\_\_\_

I. PROJECT LOCATION/FACILITY INFORMATION				
PROJECT NAME				
ADDRESS				
SUBDIVISION/FACILITY NAME			LOT / UNIT#	
TAX FOLIO # / PARCEL #			ZONING DISTRICT	
LEGAL DESCRIPTION				
II. IDENTIFICATION				
A. OWNER OR LESSEE		EMAIL ADDRESS		FAX NO.
NAME			TELEPHONE NO.	
ADDRESS		CITY	STATE	ZIP CODE
B. BONDING/MORTGAGE NAMES				
Fee Simple Titleholder, Bonding Company, Mortgage Lender and Design Professional information is required when the aggregate value (total cost of all improvements and not just work authorized by the individual permit) is \$2,500 or more (except HVAC repair/replacement < \$7,500).				
NAME		ADDRESS, CITY, STATE & ZIP		TELEPHONE NO.
FEE SIMPLE TITLEHOLDERS (IF OTHER THAN OWNER)		<input type="checkbox"/> SAME AS OWNER		
BONDING COMPANY <input type="checkbox"/> NOT APPLICABLE				
MORTGAGE LENDERS <input type="checkbox"/> NOT APPLICABLE				
DESIGN PROFESSIONAL		LICENSE #		
C. CONTRACTORS		PRIMARY CONTACT EMAIL ADDRESS		PRIMARY CONTACT CELL PHONE NO.
LICENSE #	TYPE	COMPANY NAME	ADDRESS, CITY, STATE & ZIP	TELEPHONE NO. EMAIL ADDRESS
GENERAL				
PLUMBING				
GAS				
ELECTRICAL				
HVAC				
OTHER				
III. TYPE OF IMPROVEMENT				
<input type="checkbox"/> NEW BUILDING	<input type="checkbox"/> RELOCATION	<input type="checkbox"/> MANUFACTURED	<input type="checkbox"/> SHELL	<input type="checkbox"/> DECK
<input type="checkbox"/> ADDITION	<input type="checkbox"/> REPAIR	<input type="checkbox"/> MOBILE HOME SET-UP	<input type="checkbox"/> TENANT SPACE	
<input type="checkbox"/> ACCESSORY STRUCTURE	<input type="checkbox"/> ALTERATION	<input type="checkbox"/> DEMOLITION		
<input type="checkbox"/> POOL/SPA:	<input type="checkbox"/> IN-GROUND	<input type="checkbox"/> ABOVE GROUND		
<input type="checkbox"/> OTHER _____	<b>ESTIMATED COST OF CONSTRUCTION: \$ _____</b>			
A. WORK DESCRIPTION ( Residential and Non-Residential Projects)				
Provide a description of the work to be covered by the permit. As examples; 20,000 sq. ft. office building, building a 2,300 sq. ft. office addition, replace 5 exterior windows, renovate kitchen. etc.				





# ONE AND TWO FAMILY DWELLING PERMIT REQUIREMENTS CHECKLIST

Address

**Town of Pierson**  
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Before submitting for a permit, please contact the Pierson Planning and Zoning Division at (386) 749-2661 for information on Zoning setbacks, lot coverage, heights, etc.

## The following must be submitted in order to apply for a Building Permit:

- Completed building permit application, signed by Qualifier/ Contractor or property/ homeowner when acting as Owner Builder.
- All subcontractors must be listed on the permit application. Must provide permit authorization letters or forms, and submit copies of licenses and insurances (building, electrical plumbing and mechanical contractor) unless registered with Volusia County.
- Copy of contractor's license (unless registered with Volusia County) OR Owner/ Builder Affidavit form if the property/ homeowner is acting as the contractor.
- Copy of contractor's city and/or county local business tax receipt (unless registered with Volusia County).
- Copy of contractors Certificate of Worker's Compensation or exemption (unless registered with Volusia County).
- Copy of contractor's certificate of general liability insurance (unless registered with Volusia County).
- Proof of ownership (Copy of warranty deed or county tax bill).
- Two (2) complete sets of **signed and sealed construction plans**. Elevations need to depict maximum height of structure. Floor plan must show conditioned and unconditioned square footage.
- Two (2) copies of **certified boundary survey** showing proposed property improvements, one of the surveys being an original signed and sealed document. The survey shall include flood zone, finished floor elevations, lot coverage ratio, all setbacks, accessory structures, driveways and proposed parking areas.
- Two (2) copies of plumbing riser diagram (isometric).
- Two (2) copies of electrical panel schedule with electric load summary.
- Two (2) copies of Manual J – ACCA Manual J, ACCA Manual N, or the ASHRAE.
- Cooling and Heating Load Calculation Manual, Second Edition from mechanical contractor, OR when mechanical systems are designed by an Engineer registered in the State of Florida, the engineer has the option of submitting a signed and sealed summary sheet in lieu of the complete sizing calculations(s).



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- Two (2) copies of pre-engineered truss payout with sealed uplift values identified.
- Two (2) copies of sealed garage door engineering from supplier.
- Two (2) copies of hurricane shutter specifications from supplier.
- Two (2) copies of product approvals for doors, windows (including jamb attachment detail), and roof specifications from suppliers.
- Complete set of State of Florida Energy Code forms (document is located in building code).
- Copy of well and septic tank permit (attach copy from the State of Florida, Department of Health Department) or contact their office: (386)274-0692 to apply.
- Two (2) copies of the signed Town of Pierson Lot Drainage and Driveway affidavit.
- Two (2) copies of the recorded Notice of Commencement (NOC) or affidavit of filing for NOC.
- Building permit application fees must be paid when submitting and is non-refundable should the application be denied. When all approvals are done, an invoice will be sent for permit pick up and final payment.
- Plans review fees to be paid when submitting and is not refundable nor applied to the final invoice.
- Building permit invoice and any additional fees required must be paid once all approvals are done.

Note: Should you have questions or require any additional information,  
**please contact the Pierson Building Division at 386-749-2661.**

Additional documents may be required upon request by the Pierson Building Division.

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



# LOT DRAINAGE AND DRIVEWAY AFFIDAVIT

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## Lot Drainage:

A residential building permit application must contain sufficient information to allow Town staff to determine whether the proposed development of the lot or parcel complies with the requirements of the grading and stormwater requirements of the Unified Land Development Regulations.

## Grading Plan:

If the proposed structure is located in a subdivision that includes an approved master drainage system, the individual lot grading plan shall follow and demonstrate compliance with the master drainage plan for that subdivision. Lots that are not located in a subdivision with an approved master drainage system are required to have a site-specific grading & drainage plan of their own. The grading plan must establish that the lot or parcel will properly drain without detrimental effects to adjacent or nearby property owners.

At a minimum grading & drainage plans shall include the following features:

- a. A "to scale" plot plan identifying the Finished Floor Elevation (FFE) of all proposed structures, along with flow arrows and spot elevations. The Grading Plan must establish positive drainage by grading areas so that water collects and flows away from proposed structures and does not re-direct existing runoff to an adjacent property unless an existing drainage easement or similar agreement is provided, or an approved master drainage plan requires runoff to be directed across adjacent properties.
- b. Identify existing drainage features on the lot, adjacent lots, and at the street, including any inlets, storm drain pipes, culverts, swales, and any existing structures on adjacent lots (within 20 feet of the property line).
- c. Identify the 100-year floodplain and/or floodway and Base Flood Elevation (BFE).

## Driveways:

In order to assure that driveways are designed to provide for safe and efficient movement a residential building permit application must contain sufficient information to allow Town staff to determine whether the proposed driveway complies with the requirements of the Unified Land Development Regulations.

At a minimum driveway plan shall include a "to scale" drawing depicting the proposed location of the driveway and containing the following information:

- a. Dimensions of the minimum distance between the property line and the edge of the driveway
- b. Dimensions of the distance along the edge of the roadway from driveway to the property line
- c. The driveway width
- d. Type and size of connecting flares
- e. Proposed driveway material

**I have read the above and understand it, and will comply with all rules, regulations and statutes.**

PROPERTY ADDRESS: \_\_\_\_\_

Owner or Contractor Signature: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF: \_\_\_\_\_ Personally known or ID presented

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_.

Notary Public: \_\_\_\_\_



# CERTIFICATE OF OCCUPANCY REQUIREMENTS FOR ONE AND TWO FAMILY DWELLING UNITS CHECKLIST

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## Please provide the following at time of application:

- Driveway/sidewalk approval - Need to contact the Pierson Building Division to review requirements for driveway and sidewalk installations in accordance with Ordinances.
- Three (3) copies of the signed and sealed Elevation Certificate and survey.
- Volusia County Impact Fee receipt - Contact Volusia County at (386) 736-5929, Ext. 12097.
- Signed and sealed final boundary survey (survey shall include flood zone and inches above crown of road).
- Certificate of termite compliance (must be obtained from a termite company).
- Septic and well system approval (if not connected to public water or sewer) - Contact State of Florida Department of Health at (386) 274-0692.
- Water and sewer receipt (if not connected to a private well or septic system) - Contact the Town Water/ Utility Department at (386) 749-2661
- Town Building Inspector approval - Contact the Pierson Building Division at (386) 749-2661.
- Payment of all town extra inspections and re-inspection fees.

Note: Should you have questions or require any additional information, **please contact the Pierson Building Division at 386-749-2661.** Additional documents maybe required upon request by the Pierson Building Division.

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# BUILDING PERMIT AUTHORIZATION

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I, \_\_\_\_\_, hereby authorize \_\_\_\_\_  
(LICENSE HOLDER OR SUBCONTRACTOR – PLEASE PRINT) (AUTHORIZED PERSON – PLEASE PRINT)

to obtain a building permit or to list the above subcontractor on original building permit under my State license as issued by the Department of Business and Professional Regulation, Construction Industry Licensing Board for the following permit(s) and property:

### Permit Type and Work Description:

Building: \_\_\_\_\_  
Electrical: \_\_\_\_\_  
HVAC: \_\_\_\_\_  
Plumbing: \_\_\_\_\_  
Roofing: \_\_\_\_\_  
Drywall: \_\_\_\_\_  
Other: \_\_\_\_\_

Owner: \_\_\_\_\_

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

Lot Number: \_\_\_\_\_ Parcel ID # : \_\_\_\_\_

Subdivision: \_\_\_\_\_

License Holders Name – PLEASE PRINT: \_\_\_\_\_

State License Number: \_\_\_\_\_

License Holders Signature: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF: \_\_\_\_\_

Personally known or ID presented

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

(Signature of Notary Public-State of Florida)

Prepared By - Return To:

\_\_\_\_\_

PERMIT NUMBER: \_\_\_\_\_

**NOTICE OF COMMENCEMENT**

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. **DESCRIPTION OF PROPERTY** a. Tax Parcel No. Required: \_\_\_\_\_ b. Full Legal Description Required:

c. Physical Address, Required if available \_\_\_\_\_

2. **GENERAL DESCRIPTION OF IMPROVEMENT:** \_\_\_\_\_

3. **OWNER / LESSEE INFORMATION** IF THE LESSEE CONTRACTED FOR THE IMPROVEMENT:

a. Name and address:

b. Interest in property: \_\_\_\_\_

c. Name and address of fee simple titleholder (If other than owner): \_\_\_\_\_

4. **CONTRACTOR'S:** a. Name: \_\_\_\_\_

b. Address: \_\_\_\_\_ C. Phone: \_\_\_\_\_

5. **SURETY** (if applicable, a copy of the payment bond is attached): a. Name \_\_\_\_\_

b. Address: \_\_\_\_\_

c. Phone number: \_\_\_\_\_ d. Amount of bond: \$ \_\_\_\_\_

6. **LENDER'S NAME:** a. \_\_\_\_\_

b. Lender's Address's: \_\_\_\_\_ c. Phone: \_\_\_\_\_

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13 (1)a/7., Florida Statutes

a. Name and address: \_\_\_\_\_

b. Phone numbers of designated persons: \_\_\_\_\_

8. a. In addition to himself or herself, Owner designates \_\_\_\_\_ of \_\_\_\_\_ to receive a copy of the Lienor's Notice as provided in Section 713.13 (1) (b), Florida Statutes.

9. b. Phone number of person or entity designated by owner: \_\_\_\_\_

Expiration date of notice of commencement: \_\_\_\_\_, 20\_\_\_\_.

(The Expiration date will be 1 year from the date of the Recording unless otherwise specified)

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART 1, SECTION 713.13 FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

\_\_\_\_\_  
**(Signature of Owner or Lessee, or Owner's or Lessee's  
Authorized Officer/Director/Partner/Manager)**

\_\_\_\_\_  
**(Print Name and Provide Signatory's Title/Office)**

State of \_\_\_\_\_, County of \_\_\_\_\_

The foregoing instrument was acknowledged before me by means of \_\_\_\_\_ physical presence or \_\_\_\_\_ online notarization, this

\_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_  
( name of acknowledged )

Personally Known \_\_\_ or Produced Identification\_\_\_ Type of Identification Produced \_\_\_\_\_

Notary

\_\_\_\_\_  
**(Signature of Notary Public)**  
(Print, Type, or Stamp Commissioned Name of Notary Public)





# OWNER BUILDER AFFIDAVIT

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Section 489.103(7), Florida Statute, requires all owners of property acting as their own contractor to complete the following disclosure statement and personally appear to sign for the building permit. This is an affidavit for contractor exemption for an owner/builder applying for a building permit in the Town of Pierson.

**NOTE: A PERSON WHO KNOWINGLY MAKES A FALSE WRITTEN DECLARATION MAY BE GUILTY OF THE CRIME OF PERJURY. A FELONY OF THE THIRD DEGREE, PUNISHABLE AS PROVIDED BY THE FLORIDA STATUTES 775.082 OR 775.084.**

1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.
2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.
3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.
4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within one year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.
5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.
6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.
7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.
8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on y building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance



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Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.
10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 1-850-487-1395 or at [www.myfloridalicense.com](http://www.myfloridalicense.com) for more information about licensed contractors.
11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address: \_\_\_\_\_.
12. I agree to notify Town of Pierson Building Division immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure. Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage. Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

I have read the above and understand it, and will comply with all rules, regulations and statutes.

Owner Builder Signature: \_\_\_\_\_

STATE OF FLORIDA, COUNTY OF: \_\_\_\_\_

Personally known or ID presented

Sworn and subscribed to before me this \_\_\_\_\_ day of \_\_\_\_\_ 20\_\_\_\_.

Notary Public: \_\_\_\_\_



# GROWTH AND RESOURCE MANAGEMENT

123 West Indiana Avenue, Room 203  
DeLand, FL 32720

DeLand (386) 736-5924 Fax (386) 626-6550  
Daytona (386) 257-6000 Email: Impactfees@volusia.org  
New Smyrna Beach (386) 423-3376

## VOLUSIA COUNTY IMPACT FEE APPLICATION

<b><u>You must submit a city or county building permit application prior to this review</u></b>	County use only
Date building permit submitted _____ Permit Number _____	

Applicant Name _____		E-Mail Address _____
Business Name for the Project site _____		
Mailing Address _____		
City _____	State _____	Zip _____
Telephone Number _____		Fax Number _____
Applicant is: <input type="checkbox"/> Owner <input type="checkbox"/> Contractor <input type="checkbox"/> Other (please specify) _____		

### Answer the following questions about the subject property for Impact Fee review:

1. **Physical Address:** \_\_\_\_\_  
**City:** \_\_\_\_\_  
 The correct numeric street address for the site must be furnished. If unsure, contact the City or County where the project is located for the correct address.

2. **Property Tax Parcel Number:** \_\_\_\_\_  
 The tax parcel number should be a 12-digit number assigned by the County Property Appraisers Office. If you are unsure of the correct tax parcel number, please contact the Property Appraisers Office at one of the following:

DeLand - 123 West Indiana Avenue	736-5901
Orange City – 2742 A Enterprise Road, Suite A	775-5257
Daytona Beach - 250 North Beach Street	254-4601
New Smyrna Beach - 113 East Canal Street	423-3315

3. **Attach a copy of the construction floor plans for the project and one copy of the site plan. Provide square footage for each category of land use. (Show all floors including mezzanines)**  
 The calculation for the County impact fee is based upon the square footage of the structure(s) measured from the outside wall. Please note: nursing homes and adult congregate living facilities are charged by the bed, hotels and motels by the room, and general recreation and camp grounds are charged by the number of parking spaces/campsites on the site plan.

4. **Description of the intended use of the project (Retail sales, warehouses, medical offices, office uses, etc.)**  
 \_\_\_\_\_

5. **Is this project an expansion of an existing business, a change of use of an existing structure, or a demolition of structure(s)?** Yes  No   
 If yes, please furnish documentation to determine if any applicable credits can be utilized for this project. The structure must have been in existence on or after May 1, 1986 for demolition exemption.

**Signature of Applicant:** \_\_\_\_\_

You will receive a fee statement for the amount due. **Fees due are those in effect at the time of payment.** If your project is within the city limits of the following cities you should make your payment at their business offices provided you make your check payable to that city: **Daytona Beach, Deland, Deltona, Edgewater, Orange City, and Port Orange.** Please attach the fee statement to your check.