



ONE AND TWO FAMILY DWELLING PERMIT REQUIREMENTS CHECKLIST

Address

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



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

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.