

**TOWN OF PONCE INLET  
BUILDING DEPARTMENT  
PHONE 386-236-2182 / FAX 322-6717**

**ALL STRUCTURES TO BE CONSTRUCTED IN THE WATER – INCLUDING DOCKS,  
BOAT HOUSES, BOAT SLIPS, PIERS AND MOORING POLES**

JOB ADDRESS:

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CONTRACTOR:

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DATE:

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BOATHOUSES     BOAT SLIPS     PIERS     DOCKS     MOORING POLES

**PROVIDE ITEMS BELOW THAT APPLY TO THIS PERMIT**

- SITE PLAN: Requires Planning & Zoning Approval **Setbacks:**
- BOATHOUSES, BOAT SLIPS & PIERS CHECKLIST
- SURVEY
- PLANS AND SPECIFICATIONS
- ENGINEERING: Current signed & sealed engineering required
- VOLUSIA COUNTY MITIGATION OR EXCEPTION FORMS
- NOTICE OF COMMENCEMENT AFFIDAVIT
- NOTICE OF COMMENCEMENT

**IF APPLICABLE: see below**

- BOATLIFT SPECIFICATIONS
- ELECTRICAL PERMIT

**NOTE:**

A FINAL LOCATION SURVEY WILL BE REQUIRED PRIOR TO A FINAL INSPECTION FOR ALL WORK PERFORMED UNDER THIS PERMIT

Town of Ponce Inlet

Project Review: **Boathouses, boat slips and piers**

Project Address:

Public waterway: \_\_\_\_\_ Private waterway: \_\_\_\_\_

Date: \_\_\_\_\_

**5.6.5. Boathouses, boat slips and piers.**

The following regulations shall apply to boathouses, boat slips, piers, and docks in any zoning districts along the Halifax River or any arm, canal or tributary thereof:

A. No boathouse, boat slip, pier, or similar structure shall be erected or constructed to exceed a height of 15 feet above mean high water. An additional 42 inches shall be allowed for guardrails on sundeck roofs only.

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

B. Boathouses, boat slips, piers, and similar structures may be constructed waterward of the mean high water line if all local, state and federal requirements are met, and if such structure will not materially impair navigation, cause scouring and erosion of the shoreline or river bottom, or otherwise adversely affect the public health, safety and welfare. No artificial lighting shall be allowed higher than 15 feet above mean high water.

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

C. Boathouses shall not be used for dwelling purposes or contain any sleeping or living quarters.

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

D. No boathouse shall exceed 20 feet in width and 40 feet in length.

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

E. No dock, boathouses, boat slips, piers, or similar structures, singly or collectively, shall occupy an area more than ten times the lot width expressed in feet at the mean high water line without prior state and/or federal approval, as required.

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

F. Any dock and/or related structure may be permitted by the town, if the dock and/or related structure:

1. Is used for recreational, non-commercial activities;

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

2. Is not used for living or the storage of materials other than those associated with recreational use;

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

3. Is constructed or held in place by pilings, including floating docks, so as not to involve filling or dredging other than that necessary to install the pilings;

Compliance: Yes \_\_\_\_\_ No: \_\_\_\_\_

4. Will not violate water quality standards, impede the flow of water, adversely affect flood control, or create a navigational hazard;

Compliance: Yes \_\_\_\_ No: \_\_\_\_

5. Is an accessory structure to a developed lot with a minimum width of 65 feet; and

Compliance: Yes \_\_\_\_ No: \_\_\_\_

6. Does not, collectively, exceed 1,000 square feet in total area.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

7. Applications for new docks, marginal docks, and piers shall include the following:

(a) The name and location of water body.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(b) An arrow indicating the northerly direction.

Compliance: Yes \_\_\_\_ No: \_\_\_\_  
Compliance: Yes \_\_\_\_ No: \_\_\_\_

(c) All drawings must be drawn at a standard engineering scale, and the drawings must indicate the scale to which the plans are prepared.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(d) A sealed drawing showing the dimensions of the subject property, location of any buildings and easements on the property, and the length and location of the proposed boat dock (length shall be measured from the mean high water line).

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(e) Show where the dock is to be constructed exactly in relation to the shoreline, and show a permanent object or structure (e.g., house, tree) to be used as a reference point.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(f) A statement indicating whether docks (including marginal docks), piers, and boat ramps are located on abutting properties and a reasonably accurate drawing of the location of such docks in relation to the proposed dock.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(g) The exact distance of setbacks from adjacent property lines, and an approximation of the distance of the setbacks from the closest boat dock on each side of the property.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(h) The floor elevation of the proposed dock, and the floor and roof elevation of any boathouse or any other structure connected to the dock.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(i) Depth of water at end of proposed dock.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(j) Width of the waterway or canal at the location of the proposed dock, if said water body or canal is less than 200 feet in width (all measurements to be taken from the mean high water line).

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(k) The original signature(s) of the property owner(s) upon which the upland portion of the dock is to be constructed.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

(l) The original signature(s) of the applicant(s), if the applicant is not the property owner.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

G. Docks may be permitted in artificially created waterways (i.e., canals) provided the dock and any related structure do not protrude into the waterway more than 25 percent of the width of the waterway. However, in no event shall the dock impede navigability or protrude into the waterway in excess of the distance of 20 feet.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

H. Subject to federal and state regulation, the replacement or repair of non-conforming docks and mooring piles shall be allowed in accordance with section 5.4.1.D, provided:

1. No fill material other than the piles is used;

Compliance: Yes \_\_\_\_ No: \_\_\_\_

2. The replacement of the repaired dock or mooring pile is in the same location and of the same configuration and dimensions as the dock or mooring pile being replaced or repaired.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

I. No marginal dock shall be constructed or erected within ten feet of a side lot line or a side lot line extended into a waterway, and any dock with an access way (including a boathouse, boat slip, pier, or similar structure) shall be constructed or erected not closer than 25 feet from any side lot line or side lot line extended into a waterway, unless the applicant has the necessary state approval allowing a different side yard requirement. No newly constructed dock shall impede the navigation or docking ability to existing docks on adjacent properties.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

J. No more than one boathouse may be erected or constructed on an individual waterfront lot.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

K. A separate permit is required for the erection, construction or alteration of any boathouse or boat slip.

Compliance: Yes  No:

L. No boathouse or covered dock shall have enclosed sides. No screening or other visually blocking materials shall be attached or otherwise added to any required guardrails.

Compliance: Yes  No:

M. No boathouse or covered dock shall have a pitched shingled roof with a slope less than a ratio of 2 1/2 to 12 or more than a ratio of four to 12.

Compliance: Yes  No:

**Building Permit Review:**

**N. Construction standards.**

1. Construction materials and methods shall be designed in compliance with the Florida Building Code, Chapter 16: Structural Design, and shall be so certified on a plan sealed by an architect or structural engineer registered as such by the State of Florida.

Compliance: Yes  No:

2. All wood members must be pressure treated.

Compliance: Yes  No:

3. All fastening devices, nails, screws, and bolts, etc., shall be highly corrosive resistant.

Compliance: Yes  No:

a. All light gauge fastening devices such as nails and screws shall be stainless steel and all bolts shall be stainless steel or hot dipped galvanized.

Compliance: Yes  No:

b. All hurricane anchoring devices shall be hot dipped galvanized or stainless steel.

Compliance: Yes  No:

c. For the purpose of this section, hot dipped galvanized shall mean at least two ounces of zinc coating per square foot after fabrication.

Compliance: Yes  No:

4. Boathouse roofs designed to act as a sun deck shall be designed to provide for 60 pounds per square foot deck loading for occupants. Should the boathouse provide for suspending a boat, the maximum lift capacity of the hoisting device shall be considered in the design and still provide a minimum 60 pounds per square foot for occupants of the sun deck. Stairs and guardrails must be provided for all sun decks consistent with standard building code requirements. No baluster shall exceed 1 1/2 inches in diameter. No lighting may be affixed to a sun deck.

Compliance: Yes \_\_\_\_ No: \_\_\_\_

O. No provision contained within this section shall be interpreted to preempt any federal or state regulation or prohibit any federal or state enforcement action.

(Ord. No. 1999-08, § 1, 8-18-1999; Ord. No. 2003-17, § 1, 1-7-2004; Ord. No. 2007-10, § 2, 5-16-2007)

**Cross references:** Boats and boating, § 14-201 et seq.

### **Volusia County Manatee Protection & Mitigation approval**

Compliance: Yes \_\_\_\_ No: \_\_\_\_



# Volusia County FLORIDA

Growth and Resource Management Department  
Environmental Management  
123 West Indiana Avenue • Room 202 • DeLand, FL 32720  
Phone (386) 736-5927 • (386) 254-4612 • (386) 423-3303  
Fax (386) 740-5193  
[www.volusia.org](http://www.volusia.org)

## VOLUSIA COUNTY MANATEE MITIGATION FEE CHECKLIST

THIS CHECKLIST IS FOR PROJECTS WITHIN MUNICIPAL BOUNDARIES ONLY\*

Applicant \_\_\_\_\_ Parcel ID # \_\_\_\_\_ Permit # \_\_\_\_\_  
Applicant Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_  
Project Address \_\_\_\_\_ City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

For wet slips, dry storage spaces or slips, boat ramp trailer parking spaces, temporary mooring, courtesy slips, floating docks. This does not apply to non-motorized vessels.

1. Is activity exempt? (Circle all that apply)
  - a. Dock/slips are located on an inland or non-navigable waterway.
  - b. Dock is to be used as a fishing/observation pier and does not include the mooring of boats (the pier must be five feet above mean high water and have handrails).  
 Yes – STOP  No – continue to # 2
2. Is permit for the repair or replacement of existing slip(s) with no increase in number of slip(s)?  
 Yes – STOP  No – continue to # 3
3. Is dock/slip for a single-family residence?  
 Yes – continue to # 6  No – continue to # 4
4. Dock/slips are for: Check all that apply and then continue to # 5.  
 Multi-family Residence  Marina  Boat Ramp  Dry Storage  
 Boat Yard  Temporary Mooring  Other \_\_\_\_\_
5. List number of project wet/dry slips, or boat trailer parking spaces: \_\_\_\_\_ and continue to # 6
6. Provide this checklist and manatee mitigation fee payment of \$250.00 if project is for a single-family residence or \$1,000.00 per slip for a commercial project payable to the **County of Volusia**. These items must be delivered or mailed to Manatee Conservation Fund, Volusia County Environmental Management, Room 202, 123 West Indiana Avenue, DeLand, FL 32720. Attention to Danielle Dangleman.

\*IF THIS PROJECT IS IN UNINCORPORATED VOLUSIA COUNTY DO NOT SUBMIT THIS CHECKLIST OR A FEE. THE MANATEE MITIGATION FEE WILL BE PROCESSED IN CONJUNCTION WITH THE REQUIRED BUILDING PERMIT.



**Growth and Resource Management Department**  
**Environmental Management**  
123 West Indiana Avenue • Room 202 • DeLand, FL. 32720  
Phone (386) 736-5927 • (386) 254-4612 • (386) 423-3303  
Fax (386) 740-5193  
[www.volusia.org](http://www.volusia.org)

**LETTER OF COMPLIANCE**

With the Mitigation Fee Provisions of the Manatee Protection Plan for Volusia County

Date

(Applicant name)  
(Mailing address)  
(City, State, Zip)

RE: Project Address: Parcel ID #:  
Permit #:  
Property Owner:

Dear (Applicant),

This Letter of Compliance is for a *single-family boat dock with one slip or \_\_\_ Commercial Boat Slips*. The permit applicant has complied with the mitigation fee provisions, as outlined under Phase II, B.4.A, of the Manatee Protection Plan for Volusia County. Payment of the mitigation fee does not absolve the applicant from any other permit conditions which may be required by the County of Volusia, a municipality within the County of Volusia, or any state or federal agency with permitting jurisdiction. It is the applicant's responsibility to fulfill all other required permit conditions, and comply with all local, state and federal regulations.

State and federal regulatory agencies will forward permit applications to the appropriate wildlife agencies for consultation on impacts to manatees and their habitat. The Florida Fish and Wildlife Conservation Commission and the United States Fish and Wildlife Service will provide comments on manatee impacts as a component of the environmental permitting process.

In the event that a local, state or federal permitting agency decides not to authorize a valid permit for boat docks, slips, dry storage units, or boat trailer parking spaces for any reason, Volusia County Environmental Management will refund the mitigation fee to the applicant, minus a \$25 handling fee for single family residences or \$100 for all other application types.

**This letter does not constitute a permit. Project requirements and the resulting permit may change after local, state or federal review.**

Respectfully,

Danielle Dangleman  
Environmental Specialist  
Protected Species Coordinator  
(386) 736-5927 ext. 2734

\_\_\_\_\_  
Signature of municipal authority

\_\_\_\_\_  
Municipality



**Town of Ponce Inlet**  
 Planning & Development Dept.  
 Building Department Office  
 4300 S. Atlantic Avenue  
 Ponce Inlet, FL 32127  
 386-236-2182 (voice)  
 386-322-6717 (fax)

**BUILDING PERMIT  
 APPLICATION**  
 For More than one Trade  
 Pursuant to Chapter 18, Article I through XII  
 Code of Ordinances

Submittal Receipt # and Date: \_\_\_\_\_

FEE PAID: \_\_\_\_\_ PERMIT # \_\_\_\_\_

**Please Note:** Failure to fully complete all applicable items will result in the application being deemed incomplete and no further action will be taken.

SECTION 1: PROPERTY INFORMATION					
Property Address				Permit Number:	
Tax Parcel Number			Subdivision		
SECTION 2: PROPERTY OWNER INFORMATION					
Name:			Email		
Phone:			Fax		
Address:					
City:			State		Zip:
SECTION 3: CONTRACTOR INFORMATION					
License Number:			Email		
Company Name:					
Licensee Name:			Phone		
Address:			Fax		
City:			State		Zip:
SECTION 4: PLANNING & ZONING					
<b>When required: Planning &amp; Zoning must review and approve this application prior to submitting for a Building permit.</b>					
Planning & Zoning review and approval required: Yes [ ] No [ ] Zoning Classification:					
Approved: [ ] Approved with Conditions: [ ]					
Planning & Zoning Approval: _____, Date _____					
<b>Planner</b>					
SECTION 5: PERMIT TYPE INFORMATION					
<b>Check all that apply for this permit</b>					
Commercial [ ] Residential [ ] New [ ] Addition [ ] Alteration [ ] Repair [ ] Demolition [ ]					
Building [ ] Electrical [ ] Mechanical [ ] Plumbing [ ] Gas [ ] Roofing [ ] Other [ ]					
<b>Description of Work:</b>					
<b>Total Contract Cost:</b>					
SECTION 6: FLOOD ZONE					
Flood Zone:	Existing Finished floor elev.		Proposed Finished Floor elevation		

[ ] Lien Law Information disseminated to contractor and mailed to property owner. \_\_\_\_\_

2010 Florida Building Code, NFPA 70 NEC 2008

Continued on reverse side for additional trades that will be working under this permit.

**Additional Trades SECTIONS 7-12:**

SECTION 7: ELECTRICAL	SECTION 8: PLUMBING
Company:	Company:
License Number	License Number:
Phone:	Phone:
Existing service AMP size:	Number of fixtures replaced?
New service AMP size:	Number of new fixtures?
Remodel: Number of circuits added	Check one: City Sewer [ ] Septic System [ ]
Remodel: Number of fixtures added	
Total Cost for this work: \$	Total Cost for this work: \$

SECTION 9: MECHANICAL	SECTION 10: ROOFING
Company:	Company:
License Number	License Number
Phone:	Phone:
Check one: New [ ] Replacement [ ]	Type of material:
Total cost for this work: \$	Total cost of this work: \$

SECTION 11: GAS	SECTION 12: ADDITIONAL TRADE
Company:	Company:
License Number	License Number
Phone:	Phone:
Check one: New [ ] Replacement [ ]	Type of Work?
Total cost for this work: \$	Total cost for this work:

Application is hereby made to obtain a Building Permit from the Community Services Department/Building Office of Ponce Inlet, Florida to perform the type of work indicated herein. I certify that no work or installation has commenced **PRIOR** to the issuance of the requested Permit and, if so, then I will pay **DOUBLE FEES**. I further certify that all work will be performed to meet all applicable laws, rules and codes regulating construction and development in this jurisdiction. I understand that a separate Permit must be secured before any work for building, electrical, mechanical, plumbing, excavation & grading, sign installation, soil erosion control, tree removal, wells, pools, accessory buildings, seawalls & docks, or any other land disturbance activities. **Owner's Affidavit:** *I certify that all the foregoing information is accurate and all work will be done in compliance with all of the applicable laws, rules and codes regulating zoning and construction in Ponce Inlet, Florida.*

**WARNING TO OWNER: Your failure to record a Notice of Commencement (NOC) may result in your being required to pay DOUBLE fees for improvements to your property. If you intend to obtain financing, please consult your lender or attorney before recording your NOC.**

STATE OF FLORIDA

COUNTY OF VOLUSIA

TOWN OF PONCE INLET

_____ Signature of Owner (as contractor)	_____ Signature of Contractor
Subscribed and sworn to (or affirmed) before me on _____, 20____ by _____ He / She is personally known to me or has presented _____ as identification.	SEAL / STAMP  Notary Signature: _____

Application Approved By: \_\_\_\_\_, Building Official Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Approved by: \_\_\_\_\_, Fire Marshal Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

**Additional Conditions Attached**

**STATEMENT OF FACT BY AN OWNER**  
**DESIRING TO CONSTRUCT OR ALTER HIS/HER OWN BUILDING**  
**TOWN OF PONCE INLET**

**State of Florida**

**County of Volusia**

Owners of property in Florida are exempt from the requirement to be licensed in certain narrowly defined circumstances under Florida law in Chapter 489, Part 1, when acting as their own contractor and providing all material supervision themselves. This subsection does not exempt any person who is employed by such owner and who acts in the capacity of a contractor. In order to qualify for the exemption under this subsection the owner must personally appear and sign the permit application.

**Disclosure Statement**

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 1 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 my 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 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 (850)487-1395 or [Call.Center@dbpr.state.fl.us](mailto:Call.Center@dbpr.state.fl.us) 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 The Town of Ponce Inlet Building Department 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.

\_\_\_\_\_  
Signature of Property Owner

\_\_\_\_\_  
Printed Name of Property Owner

The foregoing instrument was acknowledged before me on \_\_\_\_\_

by \_\_\_\_\_, who is known to me personally or who has produced

\_\_\_\_\_ as identification and (did) (did not) take an oath.

NOTARY PUBLIC NAME: \_\_\_\_\_

NOTARY PUBLIC SIGNATURE: \_\_\_\_\_

BUILDING PERMIT NO.: \_\_\_\_\_

VOLUSIA COUNTY  
FLORIDA

volusia county government  
**contractor licensing**

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## Unlicensed Contractors

### How to Protect Yourself

Protect yourself by avoiding unlicensed contractors. Volusia County is committed to protecting its residents from unlicensed contractor activities and scams. Volusia County has adopted an ordinance, which enables the county's staff to write citations imposing fines against violators in the un-incorporated area of Volusia County. Working without the proper license is against the law. Be aware of what can happen if you hire an unlicensed contractor. If the work is not done to code or workmanship standards there is no recourse against the unlicensed contractor, other than through the civil courts. Contractor license information can be located on this Web Site. Unlicensed activity reports can be found at the [DPBR](#) web site.

A Handyman is not a licensed contractor and cannot obtain building permits. If you want to find out if an individual is properly licensed, please call Volusia County Contractor Licensing at (386) 736-5957 Option 2.

### Early Warning Signs of an Unlicensed Contractor

- A large down payment is requested before work begins.
- Many requests for money during early phases of construction.
- You, as the homeowner, are asked to obtain the permit.
- Verbal contract only, the person is not willing to put all terms in writing.
- The contractor does not have proof of insurance.
- You are informed that the job does not require a permit or inspection. (You can always call the Volusia County Permit Center at (386) 736-5929 to verify if a permit is actually required.)
- The contractor is only willing to work on weekends or after hours.
- Someone other than the person or company contracting to do the work obtains the permit.
- Contractor displays only an occupational license. (An occupation license is not a license to perform contracting work.)
- You are asked to make checks payable to an individual when the contract is with a company, or asked to make payments in cash, or to make the

- check payable to "cash".
- Newspaper/flyers or yellow page ads where only the telephone number appears and there is not a business address.
  - License numbers are not on the vehicle, business cards, contracts, flyers, newspaper or yellow page advertisements.

**You, the homeowner, can also ASK QUESTIONS**

- Ask what type of license they have. The license should be issued from Volusia County or the Department of Business and Professional Regulation.
- Ask to see a copy of their license. In order to lawfully engage in contracting, a contractor must be either State Registered or State Certified, or Locally Licensed.
- Ask for a copy of their liability and workman's compensation exemption or insurance. Licensed contractors must have general liability and workers compensation exemption or have insurance in force at all times.

Remember an occupational license or handyman license is not a license to perform contracting work. If in doubt, you can always call us at (386) 736-5957, Option 2. Contractor license information can be located on this Web Site.

Homeowners who hire unlicensed contractors face several potentially costly penalties. The Department of Business and Professional Regulation can issue an order to stop construction and can levy a \$5,000.00 fine for aiding and abetting unlicensed contractors.

**[back to contractor licensing home page](#)**



Comments or questions?  
E-mail the  
**web administrator**

Volusia County, Florida.



Town of Ponce Inlet/Planning & Development Department

**NOTICE OF COMMENCEMENT AFFIDAVIT**

**A Notice of Commencement is required for any permit project exceeding \$2,500 (\$7,500 for mechanical permits)**

Work to be performed at the following address:

\_\_\_\_\_

\_\_\_\_\_ PONCE INLET, FL

PARCEL ID NUMBER: \_\_\_\_\_

I CERTIFY THAT A NOTICE OF COMMENCEMENT FOR THIS PROJECT HAS BEEN FILED FOR RECORDING WITH THE CLERK OF THE CIRCUIT COURT AT THE VOLUSIA COUNTY COURTHOUSE.

\_\_\_\_\_  
APPLICANT'S PRINTED NAME

\_\_\_\_\_  
APPLICANT'S SIGNATURE

STATE OF FLORIDA

COUNTY OF VOLUSIA

SWORN TO (OR AFFIRMED) AND SUBSCRIBED BEFORE ME THIS \_\_\_\_\_

DAY OF \_\_\_\_\_, BY \_\_\_\_\_

(Printed name of applicant)

WHO IS:

PERSONALLY KNOWN TO ME

OR

HAS PRODUCED ID

(TYPE OF ID): \_\_\_\_\_

\_\_\_\_\_  
Signature of Notary Public, State of FL

\_\_\_\_\_  
Print, Type of Stamp Name of Notary

