



City of Ormond Beach Application for Early Plan/Concurrent Review

22 S. Beach Street Room 104

Ormond Beach, FL 32174

386-676-3233 phone

Please email **completed** form to **bponline@ormondbeach.org**

Check only one of the below:

Request concurrent review prior to Site Plan approval of commercial/multi-family project--- please provide City Site Plan project number PZ # _____

Request early review prior to application by licensed contractors---Site Plan review not required due to: single family residential project or commercial interior only project

Physical Address of proposed job site: _____

Parcel number of proposed job site: _____

Description of proposed project: _____

New construction, total building square footage: _____

Existing building, total building square footage: _____

Property owner name: _____

Property owner phone number: _____

Property owner email: _____

Applicant name (if not property owner): _____

Applicant title and/or company: _____

Applicant phone number: _____

Applicant email: _____

Design professional name (if not applicant): _____

Design professional title and/or company: _____

Design professional phone number: _____

Design professional email: _____

All submittals, including correct contact information must be complete. Failure to provide the required information could result in a delay of processing and/or reviewing. Thank you.

Permit issuance is not guaranteed. All site and building requirements must be met, followed by full application for permit.

Please note the following applies to both early and concurrent plan review requests:

*This early/concurrent review process is separate from the permit application process. All permits still require a separate application, approval process, and fees.

*This process does not place your project ahead of previously submitted projects or imply that there is an expedited review.

*All communications are typically via email, so please ensure that the contact information is correct on the request form.

*Concurrent plan review request can be made at any time after the site plan review is submitted to the City.

*Payment is required to the City in the minimum amount of \$350.00 prior to an early or concurrent review start. Payments can be made online with a Visa or MasterCard at www.ormondbeach.org/bp You will need the project number from your payment due slip. You can also mail in a check or pay in person.

*Payment due for the early/concurrent review is calculated by the square footage of the building. The fee is \$350.00 for up to 10,000 square feet, and then \$50.00 per additional 1,000 square feet.

*The early/concurrent review process cannot be switched to a permit application process before completion of the early/concurrent review.

*Once the plans are reviewed, they are valid for permit application submittal unless there is an applicable code change or site plan approval is modified/not received.

*For early review: once you have been advised that sufficient information has been provided, and all comments have been addressed, your properly licensed contractor can email a completed application for permit to the City at bponline@ormondbeach.org . Once they have submitted all required information, the permit review process will take a MINIMUM of 3 to 5 business days for staff to create a permit and issue a payment due slip.

*For concurrent review: once your site plan has been approved, and you have been advised that sufficient information has been provided, (including all comments have been addressed), your properly licensed contractor can email a completed application for permit to the City at bponline@ormondbeach.org . Once they have submitted all required information, the permit review process will take a MINIMUM of 3 to 5 business days for staff to create a permit and issue a payment due slip.

*Questions regarding site plan submittal and approval are coordinated by the City's Planning department, and they can be contacted at 386-676-3238 or comdev@ormondbeach.org

*Commercial/multi-family projects may involve additional City permits as well as a pre-construction meeting and/or review.

*Each structure on a site including (but not limited to) accessory structures such as sheds, carports, docks, signs, fences and dumpster enclosures require their own permit. Commercial paint permits are also required in addition to structural permits. All forms and applications can be found on our City's website, www.ormondbeach.org

*Permit issuance is not guaranteed. All site and building requirements must be met, followed by full application for permit.

*Full application for permit includes an application completed by a contractor and all sub-contractors listed as required. All contractors and sub-contractors must meet licensing requirements as provided by Volusia County Contractor Licensing. You can find the information at www.volusia.org or contractorlicensing@volusia.org