

# Renovation

## Administrative:

- Owner/Builder Disclosure form Signed and Notarized in office if applicable.
- Updated Worker's Compensation exemption or certified to the City of DeLand uploaded into the attachments of the application.
- A recorded [Notice of Commencement](#) for any improvement in which the contract price is greater than \$5,000. This must be submitted prior to scheduling the first inspection.

## Plans:

- Construction plans with the architect's/engineer's seal if change is structural or affects the building envelope or where required by building codes.
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- If work includes an addition please also see Addition Requirements.
- Scope of work list.
- Truss packets with the engineer's seal if applicable.
- Floor plan showing location of work.
- Energy forms if change to habitable area.

\*Please note: other plans may be required to complete the review process based on individual permitting needs.\*