



Residential Driveway Permit Application Guide

This document is intended to offer guidance for the permit application process. It should not be considered all-inclusive, as the unique nature of a project could require additional documentation.

This guide contains minimum permit application filing requirements for residential driveways.

QUICK TIPS

Accela Instructions

See [Guide to Starting an Online Permit Application](#) for easy-to-follow instructions.

Permit Application Type

Select Accela Record Type:

- Residential Miscellaneous.
- Permit Category: Site.
- Permit Type: Driveway, Patio Slab, Deck.

Important Note

Use of an incorrect record type may delay your permit.

Examples

- Removal of existing and installation of new driveway.
- Reconfiguration of existing driveway.
- Change of material on existing driveway (e.g., concrete to paver).



Residential Driveway

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SITE PLANS

- S1. Project address or legal description.
- S2. Property lines.
- S3. Elevations.
 - a. All existing and proposed assumed site elevations.
- S4. Location and dimensions.
 - a. Proposed driveway.
 - b. All property lines.
 - c. On-site structures.
 - d. Right-of-way dimensions.
- S5. Trees.
 - a. Location, species, and sizes of all trees within 20' of construction area.
 - b. Tree barricade locations and details.
 - c. Tree mitigation table.

QUICK TIPS

Signature Requirements

There are no signature requirements for Residential site plans.

TOPOGRAPHICAL SURVEY (when required)

- TS1. Legal description.
- TS2. Property lines.
- TS3. Elevations (NAVD 88 Datum).
 - a. All site elevations.
- TS4. Flood Zone identification and flood demarcation line if property is a mixed region.
- TS5. Location of existing site conditions, including items such as structure(s), driveway, and sidewalks on site.
- TS6. Location, species, and sizes of all trees within 20' of construction area.
- TS7. Roadway centerline elevation.

Signature Requirements

Surveys of any kind must be signed and sealed by a Florida licensed Surveyor.

When Required

A topographical survey is required if the driveway is 1,000 square feet or more.

Topographical Presentation Options

Topographical Survey Information

It is allowable to imbed the topographical survey information onto the site plan. However, if this method is used, it must still be signed/sealed by a Florida licensed Surveyor.

Trees

Information may be submitted as a separate certified arborist report that complements the survey for locating and identifying the trees.