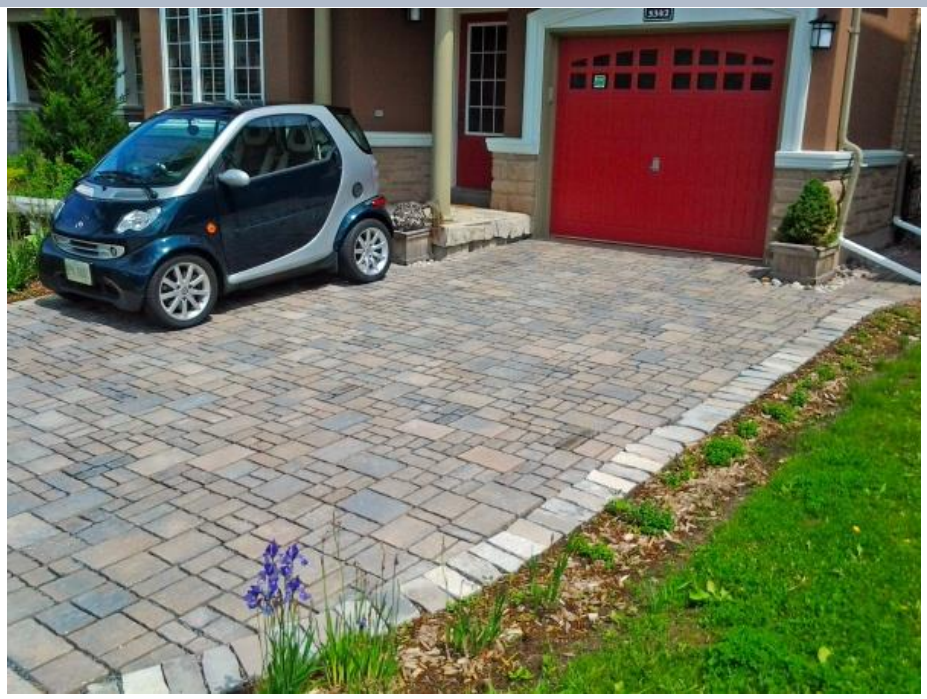

Residential Driveway

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.

Accela Instructions: See Guide to Starting an Online Permit Application for easy-to-follow instructions.

Permit Application Type (Important Note: Use of incorrect record type may delay your permit.)

Select Accela Record Type: Residential Miscellaneous

Permit Category: Site

Permit Type: Driveway, Patio Slab, Deck

Examples:

1. Removal of existing and installation of new driveway
2. Reconfiguration of existing driveway
3. Change of material on existing driveway (for example, concrete to paver)

Site Plans

1. Project address or legal description.
2. Property lines.
3. Elevations.
    a. All existing and proposed assumed site elevations.
4. Location and dimensions.
    a. Proposed driveway.
    b. All property lines.
    c. On-site structures.
    d. Right-of-way dimensions.
5. Trees.
    a. Location, species, and sizes of all trees within 20’ of construction area.
    b. Tree barricade locations and details.
    c. Tree mitigation table.

Signature Requirements

There are no signature requirements for Residential site plans.

Topographical Survey (when)

1. Legal description.
2. Property lines.
3. Elevations (NAVD 88 Datum).

4. All site elevations.
5. Flood Zone identification and flood demarcation line if property is a mixed region.
6. Location of existing site conditions, including items such as structure(s), driveway, and sidewalks on site.
7. Location, species, and sizes of all trees within 20’ of construction area.
8. Roadway centerline elevation.

Signature Required

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

When Required

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

Topographical Presentation Options

Topographical Survey Information

It is allowable to embed the topographical survey information onto the site plan. However, if this method is used, it must still

Trees

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