



Building Department

2650 N. Dixie Freeway
New Smyrna Beach, Florida 32168
Phone: (386) 410-2800
Fax: (386) 410-2805
www.cityofnsb.com

Walk-Through Permit Process
Application accepted Monday - Friday
between 8:00 a.m. and 3:00 p.m.
NUMBER: 2015-0013
Approved By: _____
Building Official

Purpose

The City of New Smyrna Beach offers a walk-through plan review and permitting process for certain types of applications. The intent of this process is that applicants will be able to obtain a particular type of permit during a single visit in a timely manner. Projects that are more complex and those that are not in the eligible list, require more time to process than is feasible during a single "while you wait" visit. The walk-through process is available to anyone whose project meets the established criteria.

Eligibility Guidelines

The following are types of construction that is normally accepted as walk-through permit applications:

All Disciplines

Change of Contractor
Permit Renewal

Electrical

Service Change
30-day Pre Power for test
Burglar Alarm
Footer Bond
Service Inspection
Service Repair
Low Voltage
Temporary Power Pole
Trade Permit

Engineering

Sidewalk Offsite – SFR or Duplex (2-family) only
Pavers Offsite – SFR or Duplex (2-family) only

Mechanical

A/C Raise Units
A/C Replace (Mechanical and/or electrical)
Central Vac (Mechanical and/or Electrical)
Trade Permit

Plumbing

Abandon Septic Tank
Sewer Connection
Backflow Installation or Recertification
Trade Permit
Sewer Cap
Water Heater
Re-Plumb
Water Service

Structural

Garage Door
Doors/Windows – Exact Replacement –
SFR or Duplex (2-family) only
Reroof – SFR or Duplex (2-family) only
Shutters – SFR or Duplex (2-family) only

Zoning

Fence – Residential Only

Pools

Pools heaters
Re-surfacing
Re-decking

A Walk-Through project for a property city may be eligible, provided the construction is one of the eligible types listed above and the city can accommodate the request. If there is a concern, please contact the city for determination.

***** NOTE: THERE WILL BE A LIMIT OF THREE (3) WALK-THRU PERMITS PER SIGN-IN**