

PERMIT CHECKLIST

Before **any** development activity occurs on a piece of property, a permit is required from the local jurisdiction. A permit is required before carrying out any building activity; the making of any material change in the use, or change in appearance of any structure.

PLEASE READ AND UTILIZE THIS CHECKLIST CAREFULLY TO ASSIST YOU IN ORGANIZING AND PREPARING YOUR APPLICATION PACKAGE FOR SUBMITTAL

INCOMPLETE APPLICATIONS WILL NOT BE ACCEPTED

Items Required At Time Of Submittal Of Application Package:

1. ___ **BUILDING PERMIT APPLICATION**
2. ___ COPY OF SIGNED DATED CONTRACT - (if applicable), or value of project.
3. ___ RAISED SEAL FLOOD ELEVATION CERTIFICATE – Turned in at slab inspection must show slab at min. 18” above BFE. Required if any part of property is in a flood zone.
4. ___ LEGAL DESCRIPTION - Section, Township, Range, Lot, and Block, Parcel #, Alternate Key #and Subdivision name.
5. ___ PROOF OF OWNERSHIP – i.e., Current tax notice, Homestead Exemption Notice, Certificate of Title, or Recorded Deed.
6. ___ THREE (3) SEALED SETS OF CONSTRUCTION PLANS (Signed & Sealed by Florida Architect or Engineer).
7. ___ THREE (3) COPIES TRUSS/RAFTER UPLIFT LOAD SUMMARY SHEET AND TRUSS LAYOUTS.
8. ___ THREE (3) COPIES ENERGY FORM 600A, B, or C.
9. ___ LOAD CALCULATIONS FOR HVAC
10. ___ THREE (3) COPIES OF HVAC DUCT LAYOUT. (Attached to plans)
11. ___ THREE (3) PRODUCT APPROVAL SHEETS – with documentation & window and door engineering
12. ___ UTILITY REQUEST FORM IF USING CITY WATER
13. ___ THREE (3) COPIES OF A **SITE PLAN** : Drawn to scale (1”=30’) (one inch equals thirty feet) using Site plan or survey with the following showing **(site plan must be approved by Planning & Zoning before Building Permit review commences)**:
NOTE: PLEASE BE SURE EACH OF THE ITEMS LISTED BELOW ARE INCLUDED ON THE SITE PLAN
 - A. Dimensions of the property.
 - B. Location of all existing and proposed structures.
 - C. Setbacks from all property lines to existing and proposed structures.
 - D. Location of all roads and right-of-ways (including center lines) in relation to the property.
 - E. A directional arrow indicating North.
 - F. The scale used for the site plan (such as 1” = 30’)
 - G. Septic, drain field, and well location on the proposed building site. If any one of these locations is within 75 feet of the property line, then the site plan must encompass those areas adjoining the proposed building site indicating location of the property’s septic, drain field and well locations are.
 - H. Location of all natural and man made surface waters (i.e., lakes streams, canals, wetlands, etc.).
 - I. Location of proposed and/or existing water lines and meters.
 - J. Location of driveways and sidewalks.
 - K. Location of LP tanks, size, type. Distance from tank to structure. Distance from all external ignition sources, i.e. air conditioner.
14. ___ ONE (1) COPY OF COMMERCIAL FLOOR PLAN IN *PDF FORMAT* ON COMPACT DISK (CD) - for Firefighting pre-planning
15. ___ **NOTICE OF COMMENCEMENT** (Certified and Recorded for projects \$2,500 or more—mechanical \$7,500 or more)
16. ___ **OWNER/BUILDER DISCLOSURE STATEMENT & AFFIDAVIT** – (if applicable)
17. ___ PROVIDE COPY OF APPLICABLE STATE AND LOCAL LICENSES AS WELL AS CERTIFICATE OF INSURANCE FOR GENERAL LIABILITY AND WORKERS COMP (or workers comp exemption if applicable). STATE REGISTERED CONTRACTORS WILL NEED TO HAVE A CURRENT LAKE COUNTY COMPETENCY CARD.

ZONING CLEARANCE AND SITE PLAN APPROVAL MUST BE OBTAINED BEFORE BUILDING PERMIT REVIEW COMMENCES

352-394-4083 (Building Services) ext. 310