New Commercial Structure Permit Checklist

Florida Building Code 8th Edition (2023)
Office of Building Services

☐ Building Permit Application

- Required to be signed by the license holder or an authorized agent
- All subcontractors are to be listed at time of issuance:
  Electrical, Low Voltage, Mechanical, Plumbing, Concrete-Mason, Roofer, Framer, Gas, Irrigation (if applicable)

☐ Notice of Commencement

- A notice of commencement must be recorded and certified for permits with a job value over $5,000. The property owner or an assigned member through articles of incorporation which can be found through sunbiz.org must sign the NOC

☐ Construction Plans

- Construction plans are required to be signed and sealed by an architect or engineer.
- Digitally signed & sealed construction plans will need to be submitted online through the permitting portal Lake County OPRS
- If unable to obtain digitally signed/sealed plans, applicants must submit paper plans with the original wet/raised seal and signature in office. The applicant will be responsible for printing an approved set after permit issuance

☐ Energy Calculations (if applicable)

- One (1) set from a Florida-registered design professional

☐ Product Approval Numbers (if not included on construction plans)

☐ Approved Zoning Permit & Approved Site Plan

- Approvals are only valid for 18 months for submission of the building permit application
  Planning & Zoning

☐ Septic Permit (if applicable)

- Require proof of septic permit application required before permit issuance
  Florida Department of Environmental Protection

☐ Green Swamp Area of Critical State Concern (if applicable)

(Separate permits may be required based on the scope of work and indicated through plan review)