Single Family Residential 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
- Building department staff must notarize the owner's signature for permit issuance for owner-builders
- All subcontractors are to be listed at the time of submittal:
  Electrical, Low Voltage, Mechanical, Plumbing, Concrete-Mason, Roofer, Framer, Gas, Irrigation (if applicable)

☐ Owner Builder Disclosure Statement
- Required if the property owner will be applying for an owner-builder permit

☐ 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
- One (1) set from a Florida-registered design professional. Must include R-405 form, manual J, manual S, and full duct layout or a manual D

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

☐ Approved Zoning Permit & Approved Plot Plan
- Affidavit of Compliance with Homeowner Association Architectural Review Requirements
- Approvals are only valid for 30 days for submission of the building permit application
  Planning & Zoning

☐ Septic Permit (if applicable)
- Require proof of septic permit application required before permit issuance

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

☐ Driveway Apron Application

Permit Fees for Single Family Residence.

Refer to our Building Services fee schedule for permit fee information Fee Schedule

Additional Department Fees

Addressing - (if applicable)

Public Works Department – Contact Public Works Department for any fee assessment

Solid Waste – Contact Solid Waste management for any fee assessment

Impact Fees – Contact planning & zoning for any impact fee assessment

A Warning to Owner-Builder Permit Applicants

If you do not intend to do the work yourself and have been asked by someone without a contractor's license to pull the building permit, you are at risk of financial harm and penalty. Section 489.103(7) Florida Statutes states that owners of property must directly supervise the work being performed. Any person working on your construction project who is not a licensed contractor must be employed by you. Therefore, you must deduct FICA and withholding tax and provide workers' compensation for the employee. Without worker's compensation insurance, you could be held liable for injuries received on your property. Typically, your homeowner's insurance policy will not honor your claim if the work performed requires a licensed contractor. You could be responsible for thousands of dollars of medical bills.

NOT ONLY IS IT DANGEROUS, IT IS ALSO A CRIME

Section 455.227, Florida Statutes states that any person who knowingly aids, assists, procures, employs, or advises an unlicensed individual can be charged with a first-degree misdemeanor and may face fines up to $5,000.00 for each offense. It is important to know that owners of property do not receive a discounted permit. fee for obtaining a permit themselves. A licensed contractor in good standing with the Building Department will always obtain a permit for your project.

PROTECT YOURSELF! HIRE ONLY LICENSED CONTRACTORS

For more information, please contact the Lake County Building Department before you apply for the permit.

You can check for licensed contractors by visiting the Building Safety website at: Contractor Search

To report any unlicensed activity please contact our Licensing Investigator Department at 352-253-6120
2023 Florida Statutes Section 489.103(7)(c) and 489.503 OWNER/ BUILDER DISCLOSURE STATEMENT

The Owner builder must be present at the time of application. To qualify under this subsection, the Owner Builder must personally appear to sign the building permit application, the owner builder disclosure statement, and associated documents to satisfy local permitting agency requirements, if any, proving that the owner has a complete understanding of the owner's obligations under the law as specified in this disclosure statement.