



City of Lake City - Growth Management
 173 NW Hillsboro St. Lake City, FL 32055
 Ph: 386-719-5750 Email: Permits@lcfla.com

SINGLE-FAMILY RESIDENCE PERMIT APPLICATION

Permit # _____

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address:	RP #
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Project Name:	Subdivision:
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Legal Description (Section/Block/Lot):	Parcel ID:
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Owner's Information

Name:	Email:	Phone:
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Address:

Contractor's Information

Name:	Email:	Phone:
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Contact Person:	Superintendent's Email:
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Address:	State License no.
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Architect's/Engineer's Information

Architect	Email:	Phone:
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Address:	State License no.
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Engineer	Email:	Phone:
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Address:	State License no.
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PROJECT INFORMATION

Description of work: _____ Sq. feet living: _____ Sq. feet non-living: _____

Total sq. ft. of SFR: _____ Valuation per sq. ft: _____ Number of stories: _____ Number of bedrooms: _____

City water: _____ City sewer: _____ Septic tank permit #: _____ Use zone: _____

Construction material: CBS Frame Precast

Total Valuation \$ _____

*See checklist for additional requirements.

****MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER**

<p>_____ Contractor Signature Date</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>STATE OF FLORIDA, County of _____</p> <p>[NOTARIAL SEAL]</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>	<p>_____ Owner or Owner's Authorized Representative Signature Date</p> <p>_____ Print Name</p> <p>_____ Notary Public, State of Florida</p> <p>STATE OF FLORIDA, County of _____</p> <p>[NOTARIAL SEAL]</p> <p>The foregoing instrument was acknowledged before me by means of <input type="checkbox"/> physical presence or <input type="checkbox"/> online notarization this ____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.</p>
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FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Application date: _____ Rec'd by: _____



Building Department
CHECKLIST FOR NEW SINGLE FAMILY RESIDENCE PERMITS

Pre-Approval required by:
Planning Department

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number
- Site address
- Parcel ID
- Owner's information, including contact info
- Contractor's information, including contact info
- Architect/Engineer's information
- Description of work
- Sq. footage of living space, non-living space and total sq. footage of single-family residence
- Number of stories
- Valuation
- Notarized Contractor/owner builder signature

PLANS AND DOCUMENTS – Provide 2 Copies:

- Sub-contractor agreements
- Manual J
- Energy codes (must be completed and signed on the front and display page)
- Original signed and sealed survey showing the location of the proposed house. (Must be signed and sealed by a licensed surveyor.)
- Health department and abandonment of easement paperwork, if applicable.
- Truss cut sheets on 8 ½" x 11" paper.
- Product Approvals with installation instructions
- Plans signed and sealed by a Florida licensed Architect/Engineer. (Plans shall be no larger than 24"x36" unless approved by a supervisor prior to submittal and are to be securely stapled and coincide with one another.) or digitally stamped signed and sealed plans.
- Please separate the plans by trade using pdf format. Ex: (1) file for Structural, (1) for Electrical, (1) file for Mechanical, (1) file for Plumbing.
- Engineered drainage plan, drawn by a licensed engineer, showing that all post development stormwater runoff and other surface waters will not encroach on adjacent properties, this plan shall include existing and proposed elevation and a statement that the drainage plan complies with Section 103-203 of the Fort Pierce Code of Ordinances.
- Truss layout reviewed and approved by the Architect/Engineer who sealed the house plans.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to the Building Department prior to scheduling the first inspection.)
- Debris Affidavit

- ****If applying for the permit as an owner builder, a copy of the recorded warranty deed or property card showing owners name from the property appraiser's website must be submitted, along with an Owner Builder Affidavit.**

NOTES:

- If the structure is in a special flood hazard area (SFHA), the application is subject to review flood regulations.
- Driveway, Irrigation and Shutter permits shall be included as part of this review process.
- Submit Driveway application, and irrigation plans for review.
- State and federal permits may be required. Ie.
 - Department of Environmental Protection (DEP)
 - Health Department

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.