



ADDITION TO RESIDENCE PERMIT

To obtain a Building Permit you have to be a licensed contractor or the legal property owner. If you apply as an owner/builder the building must be for your own use and occupancy. It may not be built for sale or lease which is a violation of Florida Statute 489.103(7). It is your responsibility to make sure that people employed by you have licenses required by state law and county or municipal licensing ordinances. Any person working on your building who is not licensed must work under your supervision and must be employed by you, which means that you must deduct F.I.C.A. and by withholding tax you must provide worker's compensation for that employee. This is prescribed by law. You may not hire an unlicensed person as your contractor.

WHERE DO I START?

You will start in the Zoning Department where you must obtain zoning clearance. After you have received clearance you will submit all required items to the Building Department for permitting. All information has to be submitted before it will be reviewed for the permitting process.

If the home is using a septic tank you must go through the Environmental Health Department located at 315 W. Main Street, Tavares (352)253-6130 to possibly obtain a new permit or have the existing tank recertified and evaluated. You will need to provide them with a copy of the permit application which includes the zoning clearance. This process usually takes three to five working days.

WHAT IS REQUIRED TO OBTAIN A BUILDING PERMIT?

- Building Permit Application (completed, signed and notarized)
- Tax receipt or recorded Deed for the building site (with current property owner's name)
- Alternate Key Number or Parcel Identification Number
- Owner/Builder affidavit (if required)
- Copy of contract, proposal or estimate of construction costs
- Villages or Park approval letter (if required)
- Recorded Notice of Commencement (before first inspection)
- Contractors must supply a copy of their current State Certificate or Competency Card, Occupational License (if applicable), Certificate of Insurance of General Liability (addressed to the Town of Lady Lake) and Workers Compensation or Exemption certificate (addressed to the Town of Lady Lake)

- The owner or contractor must provide information for all subcontractors and copies of their appropriate licenses as well
- Two (2) surveys or site plan showing the size of the lot, setbacks, all improvements to be built on site, existing structures, off-street parking, all impervious surface, landscaping and driveway information
- Two (2) sets of detailed construction plans drawn on a minimum 18" x 24" sheet sized to a ¼" scale. Plans must be signed and sealed by an engineer.
- Two (2) complete sets of energy calculations (if applicable)
- Two (2) sets of truss engineering (if applicable)
- Two (2) completed Product Approval forms (if applicable)

Note: A Notice of Commencement is to be filed with the Lake County Clerk's Office for any job value exceeding \$2500. The office is located at 122 E. Main Street, Tavares (352)253-2600. The county also has a satellite office for drop offs located at 902 Avenida Central, The Villages (352)753-2064. A certified copy of the recorded Notice of Commencement is to be posted on the job site and a copy given to the Town of Lady Lake prior to receiving the first inspection.