



## COMMERCIAL PERMIT REQUIREMENTS

409 Fennell Blvd. Lady Lake, FL 32159  
Tel: (352)751-1511 Fax: (352)751-1514

A permit is required prior to starting construction upon any property. The following must be submitted:

- Completed, signed and notarized Building Permit Application
- Copy of Property Appraiser's record ([www.lakecopropappr.com](http://www.lakecopropappr.com))
- Copy of contract, proposal or bid indicating the construction value
- Recorded copy of Notice of Commencement (include all subcontractors and related improvements i.e. fire sprinklers, alarms, irrigation, etc. in the General Description)
- Commission approved Site Plan (3 sets)
- Floor Plan (3 sets)
- Detailed construction plans signed and sealed by an engineer or architect (3 sets)
- Energy calculations (3 sets)
- Sewer and water clearance letter or receipt of payment from the Public Works Department.
- Copy of receipt of payment for County Impact Fees (paid at Lake County office)
- Contractors and subcontractors 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 Lake County Impact Fee office is located at 315 W. Main Street, 5<sup>th</sup> Floor, Tavares (352)343-9467 or (352)343-9451. Check are to be made payable to "Lake County Board of County Commissioners". For your convenience they are able to take payment by phone with a credit card for an additional 1% service charge.

The 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.

No inspections will be performed without a certified copy of the Notice of Commencement at the job site and a copy received by the Building Department. Inspections are to be called in before 4:00 p.m. prior to the day inspection is needed (352)751-1515.

Re-inspection fees are \$50 each. When the fee is paid the contractor can reschedule the inspection for the following day. We will not perform a same day inspection. All re-inspection fees must be paid prior to Final Inspection.

As of July 1, 2008 all commercial buildings must have Carbon Monoxide protection equipment installed prior to issuance of a Certificate of Occupancy.

A Certificate of Occupancy shall not be issued until the required departments have given their approval and all fees have been paid.