



BUILDING DEPARTMENT  
409 Fennell Blvd. Lady Lake, FL 32159  
Phone: (352)751-1511 Fax: (352)751-1514  
[www.ladylake.org](http://www.ladylake.org)

## PERMIT CHECKLIST

The items in bold are required for all Building Permits. Additional items are to be submitted as required:

- Building Permit Application filled out completely and notarized**
- Copy of Property Appraiser's record ([www.lakecopropappr.com](http://www.lakecopropappr.com))**
- Copy of Deed (if current property owner is different than the Property Appraiser's record)**
- Owner/Builder Affidavit (only if owner is applying for a permit without using a contractor)**
- Copy of contract (must indicate construction value)**
- Copy of survey or site plan drawn to scale (must include all structures, lot dimensions, setbacks and easements)
- Product Approval form
- Floor Plan (2 sets)
- Building Plans (2 sets signed and sealed by engineer)
- Energy calculations (2 sets)
- Truss Plans (2 sets)
- Driveway Permit Application
- Flood Elevation Certificate
- Covenant of Removal (if concrete is placed within Utility Easement)
- Impact Fee payment receipt (fees to be paid at the Lake County Administration office in Tavares)
- Health Department approval (septic and/or well permit)

The following items are required for all contractors and subcontractors listed on the permit:

- Copy of State License
- Copy of Competency Card (if not state certified)
- General Liability (made out to "The Town of Lady Lake")
- Workers Compensation (made out to "The Town of Lady Lake") or Workers Comp. Exemption Certificate
- Occupational License (if applicable)

\* A Notice of Commencement is required to be filed with Lake County for a permit with a construction value greater than \$2500 or a Mechanical permit with a value \$7500 or more. A recorded copy for our records is required prior to the first inspection.

The following are requirements based on specific permit type:

Mechanical or Low Voltage Electrical:

- No Additional Requirements

Irrigation:

- Site Plan indicating placement of sprinkler heads, timer, sensor and type of backflow preventer

Fire Alarm/Fire Sprinklers:

- Fire Plans (2 sets)

Propane Tanks:

- Site Plan indicating placement of gas lines

Roofing:

- Product Approval Form
- Total Square Footage of Reroof
- Roofing Affidavit (if re-shingling roof)
- Engineering paperwork (if metal, pan roof or roof over)

Windows:

- Product Approval Form
- Number of windows being replaced
- Engineering paperwork
- Site Plan locating windows being replaced

Accessory Structures (Sheds, Carports, Gazebos, etc.):

- Site Plan showing all existing structures and existing concrete (survey or drawn to scale)
- Dimensions for all existing structures, existing concrete, proposed concrete, setbacks, easements and size of lot (include distances between structures/concrete and edge of property)
- Building Plans (2 sets)

#### Concrete:

- Site Plan showing all existing structures and existing concrete (survey or drawn to scale)
- Dimensions for all existing structures, existing concrete, proposed concrete, setbacks, easements and size of lot (include distances between structures/concrete and edge of property)
- Indicate depth of concrete to be poured and any footer information if applicable
- Impervious Surface must be calculated on application (Existing Impervious Surface plus Proposed Impervious Surface then divide total by Lot Square Footage = Impervious Surface Percentage)
- Covenant of Removal form (if concrete is within utility easement)

#### Pool, Spa or Hot Tub Installation:

- Site Plan showing all existing structures and existing concrete (survey or drawn to scale)
- Dimensions for all existing structures, existing concrete, proposed concrete, setbacks, easements and size of lot (include distances between structures/concrete and edge of property)
- Engineering paperwork
- Safety Act Form

#### Demolition:

- Demolition Information Sheet
- Site Plan showing all existing structures and structures to be removed
- Floor Plan indicating room designation and plumbing fixtures

#### Tent:

- Tent Application (Not standard Building Permit application)
- Site Plan showing location of Tent
- Written Letter of Consent from Property Owner
- Certification that the Tent meets the Fire Resistance Requirements

#### Sign:

- Sign Permit Application (Not standard Building Permit application)
- Site Plans (2 sets)
- Engineering paperwork (2 sets)
- Sketch of what the Sign will say and the Dimensions
- Written Letter of Consent (Notarized) from Property Owner for Placement/Changing of Sign

#### Banner:

- Banner Permit Application (Not standard Building Permit application)
- Sketch of what Banner will say and the Dimensions
- Written Letter of Consent (Notarized) from Property Owner

Residential Additions:

- Site Plan showing all existing structures and existing concrete (survey or drawn to scale)
- Dimensions for all existing structures, existing concrete, proposed concrete, setbacks, easements and size of lot (include distances between structures/concrete and edge of property)
- Building Plans (2 sets signed and sealed)
- Energy Calculations (if installing A/C ducts)
- Septic Permit (if adding a bedroom the septic must be recertified due to capacity)
- Flood Elevation Certificate (if applicable)

Mobile Home/Park Models (New and Replacements):

- Site Plan
- Floor Plan
- Piers, Blocking and Tie Down Diagram
- Septic Permit (if sewer is not available – permit to be obtained at Lake County Health Dept.)
- Copy of Receipt of Payment for Water and Sewer Service (if applicable)
- Mobile Home Certification Form
- Recertification Packet (for used models)
- Flood Elevation Certificate (if applicable)

Park Model for *Recreation Plantation*:

- Site Plan
- Floor Plan
- Piers, Blocking and Tie Down Diagram
- Mobile Home Certification Form
- Recertification Packet (for used models)

Single Family Residence:

- Site Plan (2 sets)
- Building Plans (2 sets signed and sealed)
- Floor Plan (2 sets)
- Truss Plan (2 sets)
- Energy Calculations
- Driveway Apron Application
- Irrigation Site Plans (2 sets)
- Flood Elevation Certificate (if applicable)
- Copy of Receipt of Payment for Water and Sewer Service (if applicable from Lake County Health Dept.)

Commercial Construction:

- Site Plan (3 sets)
- Building Plans (3 sets signed and sealed)
- Floor Plan (3 sets)
- Copy of receipt of payment for Water and Sewer Service
- Copy of receipt of payment of Impact Fees
- Flood Elevation Certificate (if applicable)
- Fire Plans (3 sets - if business is in the Villages it must first be approved by Fire Inspector Dan Hickey)
- Energy Calculations (3 sets)