

## SINGLE FAMILY 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 will be using a septic tank you must go through the Environmental Health Department located at 315 W. Main Street, Tavares (352)253-6130 to 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.

Impact fees will need to be paid at the Lake County Office effective February 22, 2008. You must provide them with the following information:

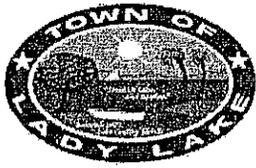
- Town of Lady Lake permit number
- Alternate Key number
- Square footage of living area
- Type of residence – Single Family, Multi-family, Mobile Home
- Is this new construction or a replacement home?
- Any credits or waivers due?
- Property to be serviced by the Villages Fire Dept. or Lake County Fire Dept.

The 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.

## 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 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. The plans must include a floor plan, electrical plan, plumbing, mechanical, foundation, front, side and rear elevations and typical wall section
- A square footage table to include the Habitable Space, Garage/CP, Porch/Entry and Total Square Footage.
- Two (2) complete sets of energy calculations
- Two (2) sets of truss engineering
- Two (2) completed Product Approval forms

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 recorded Notice of Commencement is to be posted on the job site and a certified copy given to the Town of Lady Lake prior to receiving the first inspection.



# DRIVEWAY PERMIT APPLICATION

Date: \_\_\_\_\_ Name of Applicant: \_\_\_\_\_

Job Address: \_\_\_\_\_

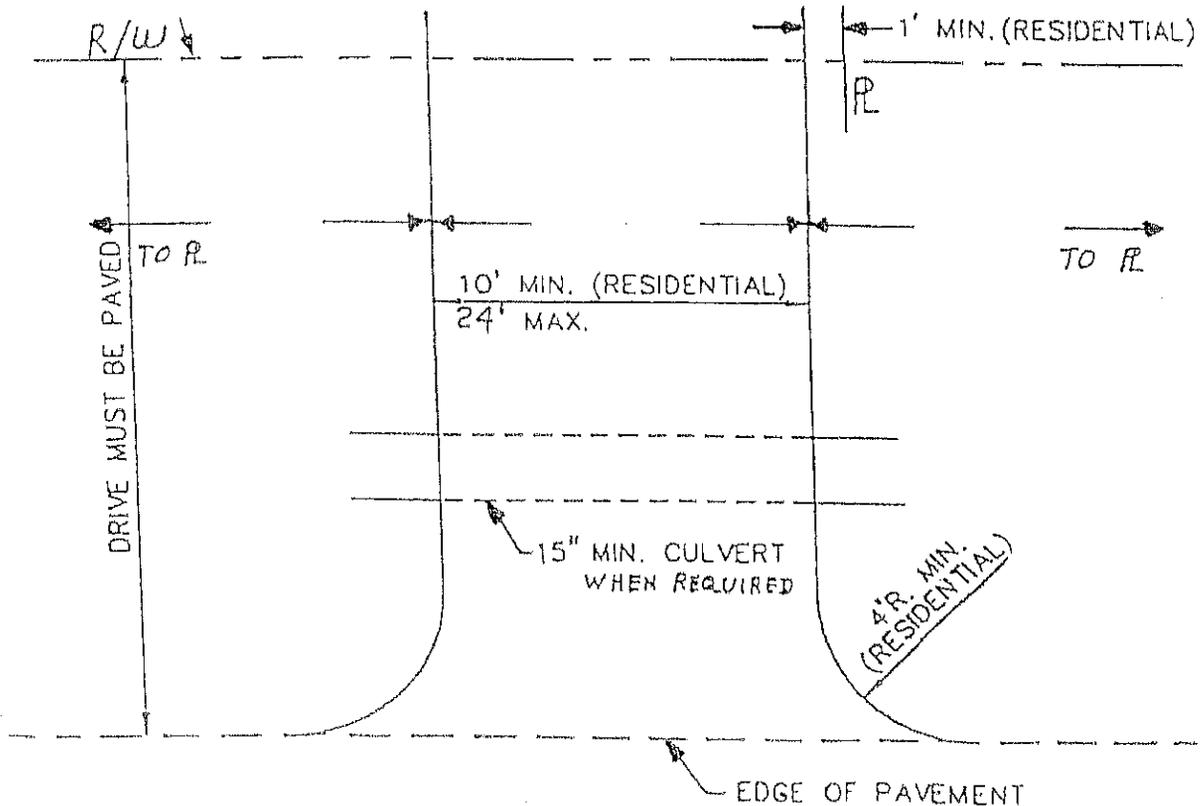
Subdivision: \_\_\_\_\_ Lot #: \_\_\_\_\_

APPLICANT WILL CONSTRUCT DRIVEWAY IN ACCORDANCE WITH THE TOWN OF LADY LAKE REGULATIONS AND BY THE REQUIREMENTS SHOWN ON THE SKETCH BELOW BEFORE FINAL INSPECTION BY THE BUILDING INSPECTOR. APPLICANT WILL HOLD THE TOWN OF LADY LAKE HARMLESS FROM ALL DAMAGES, CLAIMS OR INJURIES WHICH MAY RESULT FROM SUCH WORK.

## WARNING: CONTRACTOR MUST CALL FOR FOOTING INSPECTION PRIOR TO POURING CONCRETE

### RESIDENTIAL DRIVEWAY APRON

6" LIMEROCK BASE, 98% COMPACTED WITH 1" ASPHALT TYPE III OR 6" - 2500 PSI CONCRETE REINFORCED WITH 6 X 6 WIRE MESH OR FIBER MESH TO EXTEND FROM PROPERTY LINE TO EDGE OF ROAD. DEPENDING UPON ROADSIDE DRAINAGE, A CULVERT MAY BE REQUIRED. CIRCULAR DRIVEWAY MUST BE 18' WIDE AND 1' 6" PAST PROPERTY LINE.



(OWNER OR APPLICANT'S SIGNATURE)



# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online @ [www.floridabuilding.org](http://www.floridabuilding.org)

| <u>Category/Subcategory</u>           | <u>Manufacturer</u> | <u>Product Description</u> | <u>Approval Number(s)</u> |
|---------------------------------------|---------------------|----------------------------|---------------------------|
| <b>1. EXTERIOR DOORS</b>              |                     |                            |                           |
| A. SWINGING                           |                     |                            |                           |
| B. SLIDING                            |                     |                            |                           |
| C. SECTIONAL                          |                     |                            |                           |
| D. ROLL UP                            |                     |                            |                           |
| E. AUTOMATIC                          |                     |                            |                           |
| F. OTHER                              |                     |                            |                           |
|                                       |                     |                            |                           |
| <b>2. WINDOWS</b>                     |                     |                            |                           |
| A. SINGLE HUNG                        |                     |                            |                           |
| B. HORIZONTAL SLIDER                  |                     |                            |                           |
| C. CASEMENT                           |                     |                            |                           |
| D. DOUBLE HUNG                        |                     |                            |                           |
| E. FIXED                              |                     |                            |                           |
| F. AWNING                             |                     |                            |                           |
| G. PASS THROUGH                       |                     |                            |                           |
| H. PROJECTED                          |                     |                            |                           |
| I. MULLION                            |                     |                            |                           |
| J. WIND BREAKER                       |                     |                            |                           |
| K. DUAL ACTION                        |                     |                            |                           |
| L. OTHER                              |                     |                            |                           |
|                                       |                     |                            |                           |
| <b>3. ROOFING PRODUCTS</b>            |                     |                            |                           |
| A. ASPHALT SHINGLES                   |                     |                            |                           |
| B. UNDERLAYMENTS                      |                     |                            |                           |
| C. ROOFING FASTENERS                  |                     |                            |                           |
| D. NON-STRUCTURAL<br>METAL ROOFING    |                     |                            |                           |
| E. WOOD SHINGLES/SHAKES               |                     |                            |                           |
| F. ROOFING TILES                      |                     |                            |                           |
| G. ROOFING INSULATION                 |                     |                            |                           |
| H. WATERPROOFING                      |                     |                            |                           |
| I. BUILT UP ROOFING<br>ROOF SYSTEMS   |                     |                            |                           |
| J. MODIFIED BITUMEN                   |                     |                            |                           |
| K. SINGLE PLY ROOF SYSTEMS            |                     |                            |                           |
| L. ROOFING SLATE                      |                     |                            |                           |
| M. CEMENTS-ADHESIVES-<br>COATINGS     |                     |                            |                           |
| N. LIQUID APPLIED ROOF<br>SYSTEMS     |                     |                            |                           |
| O. ROOF TILE ADHESIVE                 |                     |                            |                           |
| P. SPRAY APPLIED<br>POLYURETHANE ROOF |                     |                            |                           |
| Q. OTHER                              |                     |                            |                           |
|                                       |                     |                            |                           |
|                                       |                     |                            |                           |

| <u>Category/Subcategory</u>              | <u>Manufacturer</u> | <u>Product Description</u> | <u>Approval Number(s)</u> |
|--|---------------------|----------------------------|---------------------------|
| <b>4. PANEL WALL</b>                     |                     |                            |                           |
| A. SIDING                                |                     |                            |                           |
| B. SOFFITS                               |                     |                            |                           |
| C. EIFS                                  |                     |                            |                           |
| D. STOREFRONTS                           |                     |                            |                           |
| E. CURTAIN WALLS                         |                     |                            |                           |
| F. WALL LOUVER                           |                     |                            |                           |
| G. GLASS BLOCK                           |                     |                            |                           |
| H. MEMBRANE                              |                     |                            |                           |
| I. GREENHOUSE                            |                     |                            |                           |
| J. OTHER                                 |                     |                            |                           |
|  |                     |                            |                           |
| <b>5. SHUTTERS</b>                       |                     |                            |                           |
| A. ACCORDION                             |                     |                            |                           |
| B. BAHAMA                                |                     |                            |                           |
| C. STORM PANELS                          |                     |                            |                           |
| D. COLONIAL                              |                     |                            |                           |
| E. ROLL-UP                               |                     |                            |                           |
| F. EQUIPMENT                             |                     |                            |                           |
| G. OTHER                                 |                     |                            |                           |
|  |                     |                            |                           |
| <b>6. SKYLIGHTS</b>                      |                     |                            |                           |
| A. SKYLIGHT                              |                     |                            |                           |
| B. OTHER                                 |                     |                            |                           |
|  |                     |                            |                           |
| <b>7. STRUCTURAL COMPONENTS</b>          |                     |                            |                           |
| A. WOOD<br>CONNECTORS/ANCHORS            |                     |                            |                           |
| B. TRUSS PLATES                          |                     |                            |                           |
| C. ENGINEERED LUMBER                     |                     |                            |                           |
| D. RAILING                               |                     |                            |                           |
| E. COOLERS-FREEZERS                      |                     |                            |                           |
| F. CONCRETE                              |                     |                            |                           |
| G. MATERIAL                              |                     |                            |                           |
| H. INSULATION FORMS                      |                     |                            |                           |
| I. PLASTICS                              |                     |                            |                           |
| J. DECK-ROOF                             |                     |                            |                           |
| K. WALL                                  |                     |                            |                           |
| L. SHEDS                                 |                     |                            |                           |
| M. OTHER                                 |                     |                            |                           |
|  |                     |                            |                           |
| <b>8. NEW EXTERIOR ENVELOPE PRODUCTS</b> |                     |                            |                           |
| A.                                       |                     |                            |                           |

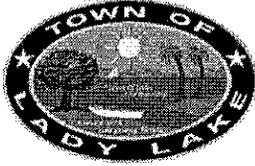
The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; 1) copy of the product approval, 2) the performance characteristics which the product was tested and certified to comply with, 3) copy of the applicable manufacturers installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

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APPLICANT SIGNATURE

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DATE



## CONTRACTOR REGISTRATION REQUIREMENTS

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

Any contractor that submits an application for a permit must provide the following paperwork:

- Copy of State License
- Copy of Lake County Competency Card (required if registered and not State certified)
- Copy of Occupational License (issued from County the business operates in - If applicable)
- General Liability Certificate (made out to "The Town of Lady Lake")
- Workers Compensation Certificate (made out to "The Town of Lady Lake") or copy of Letter of Exemption

The contractor must provide a physical address (no P.O. Boxes) and phone number for our records.

Paperwork can be submitted at time of application or faxed to our office at (352)751-1514.

Insurance certificates must come directly from the insurance company.

The license holder of the company is the only person authorized to pick up a permit unless he/she submits a notarized Power of Attorney for a different person or persons.

To acquire a Lake County Competency card contact the Lake County Licensing Department at (352)343-9653.

**ENVIRONMENTAL HEALTH****315 W. Main Street, Tavares, FL 32778**

To obtain an onsite disposal system (septic tank permit) a soil/site evaluation must first be completed on the property. In order to apply for the site evaluation please provide to this Department the following:

1. If you do not own the property, you must be legal agent, have **POWER OF ATTORNEY, AUTHORIZATION LETTER** from the owner giving-the Lake County Public health unit permission to perform the evaluation.
2. You have to obtain a zoning clearance from our department and you have to also obtain a letter stating that no sewer is available to the property.
3. A **SCALED SITE PLAN** of the property showing the existing or proposed locations of the following: lot boundaries, location of buildings, swimming pools, easements, existing or proposed onsite sewage disposal systems (septic tanks) general slope of the land, existing or proposed water within 5 ft. (lakes, ponds, retention ponds), private water wells within 75ft., public water wells 200 ft., neighboring onsite sewage disposal systems and any proposed future additions (additions, swimming pools).
4. **LEGAL DESCRIPTION** of property (tax statement or deed).
5. **SCALED FLOOR PLAN** of residence showing bedrooms and total heated/cooled area.
6. **DIRECTIONS** to property

**PLEASE CALL** (352) 253-6130 (Tavares) approximately 5 working days from date of application to verify status of paperwork. Refer to the "T" or "C" number on your receipt that was issued at the time of application. If your paper work is complete you may come and purchase your permit.

**Distance and Area Requirements**

- ❖ 100 or 200 ft. from sewage disposal system to commercial or public water wells.
- ❖ 75 ft. from any sewage disposal system to any private water wells.
- ❖ 75 ft. from the high water line of any lake, canal, stream, or other body of water.
- ❖ 10 ft. from any water main or service line installed below the ground.
- ❖ 5 ft. from property line and building foundations.
- ❖ Septic tank inlet should be within 15 ft. of plumbing stub out unless approved by the Department of Environmental Health.

# LAKE COUNTY OFFICE DIRECTORY

## Main County Clerk's Office

Public Records Center Building  
122 E. Main St. Tavares, FL 32778  
(352)253-2600

## County Clerk - North Lake Branch Office

Lake County Sheriff's Substation  
902 Avenida Central The Villages, FL 32159  
(352)753-2064

## Lake County Building Department

Administrative Building  
315 W. Main St. 5<sup>th</sup> Floor Tavares, FL 32778  
(352)343-9653

## Lake County Planning/Zoning Department

Administrative Building  
315 W. Main St. 5<sup>th</sup> Floor Tavares, FL 32778  
(352)343-9641

## Lake County Impact Fees

Administrative Building  
315 W. Main St. Suite 421 Tavares, FL 32778  
(352)343-9467

## Lake County Health Department

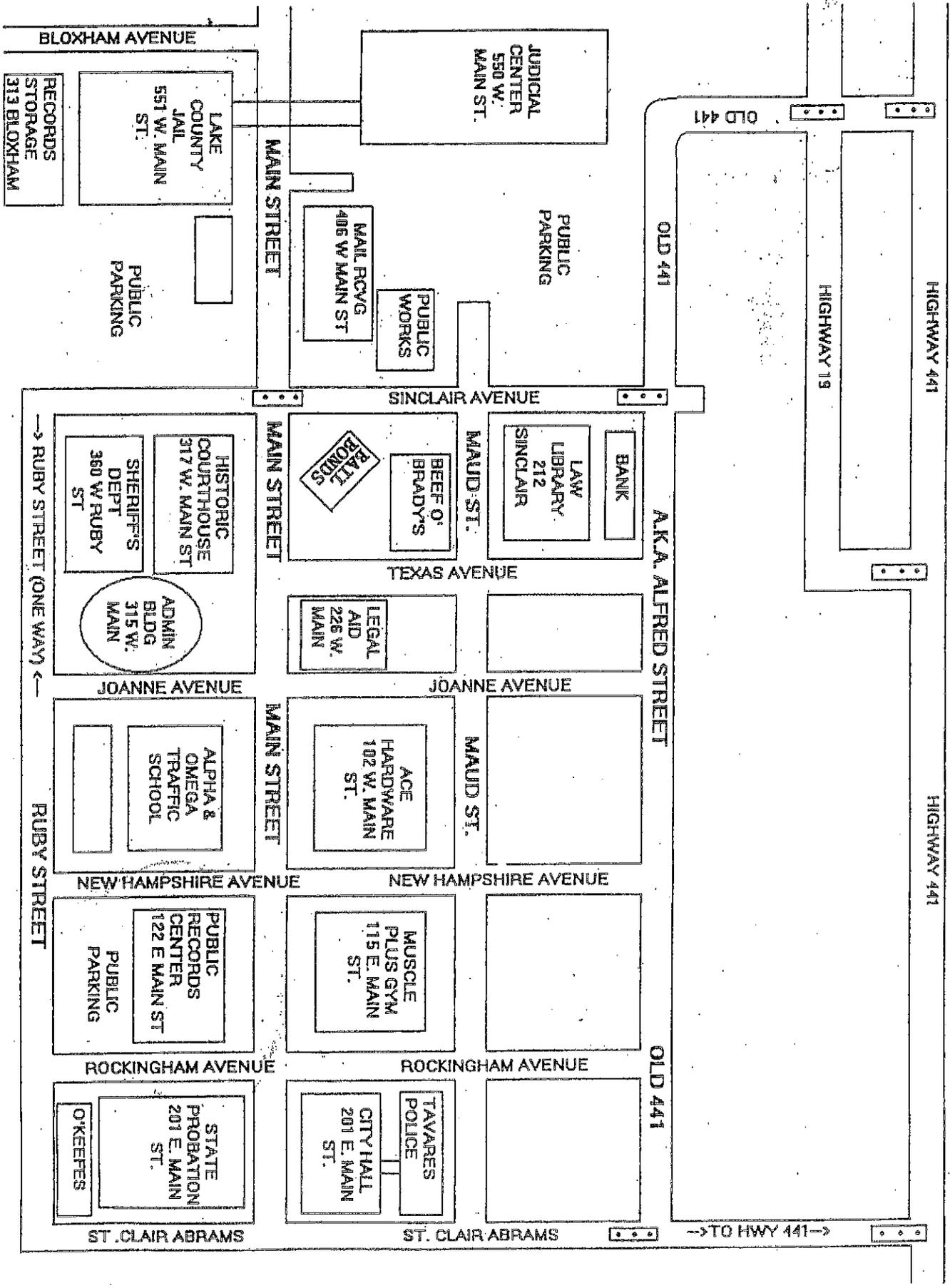
Administrative Building  
315 W. Main St. Tavares, FL 32778  
(352)253-6130

## Directions from Town of Lady Lake:

|   |        |
|---|--------|
| Turn right out of parking lot           | .1 mi. |
| Turn left onto Hwy 27/441 heading south | 8 mi.  |
| Turn left onto 441 South                | 10 mi. |
| Turn right onto CR-500A/Old US-441      | .8 mi. |
| Turn right onto Sinclair Ave.           | .6 mi. |
| Turn left on Main St.                   | .1 mi. |

Approximate Distance: 19 miles

Estimated Time: 30 minutes



POST OFFICE