

FREQUENTLY ASKED QUESTIONS

Q. When is a notice of commencement needed?

A. It is required to file a notice of commencement if the job value is more than \$2,500 or, more than \$7,500 for mechanical work (if repair or replacement).

Q. Where is a notice of commencement available?

A. File for a notice of commencement at the Public Records Center or at the Building Services Division when applying for a permit. The notice of commencement must be signed by the owner of the property and notarized. The Building Services Division can notarize a notice of commencement for a fee of \$1. The notice of commencement form is available at the Building Services Division for a fee of \$1. To notarize a notice of commencement, an applicant needs to have a valid driver's license, passport or state-issued identification card.

Q. Is information about subcontractors working on the project needed?

A. All sub contractors must be listed when applying for a permit. Any sub contractor that is listed must be licensed and registered with Lake County. A contractor cannot name a homeowner as a subcontractor. To check if a subcontractor is licensed, registered or has any complaints against his or her name, call the Building Services Division.

Q. Does the County issue permits for municipalities?

A. Lake County does issue permits for the Town of Montverde. The Zoning clearance must be obtained from the Town of Montverde prior to applying for a permit.

Q. What is needed if a home is being replaced?

A. If the home being built is replacing a previous home, an impact fee letter is required. This can be obtained from the Property Appraiser's Office. This is needed to receive credit for the impact fees that were paid on the home that is being replaced.

The following offices are important during the process of obtaining a permit for a single-family residence.

BUILDING SERVICES DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9653

Hours: Mon.-Fri. 8 a.m. to 5 p.m.

ENVIRONMENTAL HEALTH

315 W. Main St., first floor
Tavares, FL 32778
(352) 253-6130

Hours: Mon.-Thurs. 8 a.m. to 4:30 p.m.
(closed at 12 p.m. on the second Wednesday and fourth Friday of each month)

ZONING DIVISION

315 W. Main St., fifth floor
Tavares, FL 32778
(352) 343-9641

Hours: Mon.-Fri. 8 a.m. to 5 p.m.

PROPERTY APPRAISER'S OFFICE

317 W. Main St., third floor
Tavares, FL 32778
(352) 343-9748

Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.

LAKE COUNTY CLERK OF COURTS PUBLIC RECORDS CENTER

122 E. Main St.
Tavares, FL 32778
(352) 253-2600

Hours: Mon.-Fri. 8:30 a.m. to 5 p.m.
(stops recording at 4:30 p.m.)

DEPARTMENT OF TRANSPORTATION

1405 Thomas Ave.
Leesburg, FL 34748
(352) 315-3100

Hours: Mon.-Fri. 8 a.m. to 5 p.m.

HOW TO OBTAIN A PERMIT FOR A SINGLE-FAMILY RESIDENCE



LAKE COUNTY

DEPARTMENT OF
GROWTH MANAGEMENT
Building Services Division

315 W. Main St., fifth floor, Suite 523
Tavares, FL 32778
Phone: (352) 343-9653
Fax: (352) 343-9771

www.lakecountyfl.gov
keyword: gm

FREQUENTLY ASKED QUESTIONS

Q. What is required for a complete permit package?

A. The following is required for a permit package:

- **Half of the permit fee** (non-refundable)
- **Permit application** with job value, detailed directions to the job site and names and license numbers of subcontractors. A permit application can be obtained from the Building Services Division or on www.lakecountyfl.gov.
- **A current tax receipt or property record card** showing a full legal description and current owner's name. A recorded deed may be required to show current ownership.
- **Plot plan with lot dimensions**, location of all structures, bodies of water and distances to property lines and wetlands. Plans must be drawn to scale.
- **Construction plans** (one set) that are signed, sealed and dated by a Florida registered engineer or architect. The plans will be scanned into computer records and returned to the contractor as the inspector's copy. A second set of plans may be submitted if a contractor's copy is desired.
- **Energy codes** (one set)
- **Zoning clearance** obtained from the Zoning Division. If the project is located in the boundaries of a municipality that Lake County issues permits for, one will need to be obtained from the municipality.
- **Wetlands affidavit**, if applicable, will be provided by the Zoning Division.
- **Flood papers**, if applicable, will be provided Public Works.
- **Driveway permit application** is required if property entrance is on a County maintained road.
- **Notice of commencement**, an original recorded and certified notice, must be submitted prior to the first inspection.
- **Environmental Health** approval is needed if a home has a well or septic system.
- **Product approval** must contain a list of all structural elements to be used in the project including Florida Product Approval numbers.

Q. What are the steps to obtaining a permit?

A. Begin the process on the fifth floor of the Lake County Administration Building, located at 315 W. Main St. in Tavares. Sign in at one of the self sign-in kiosks located around the fifth floor.

First you will want to begin with the Zoning Division to obtain your Zoning approval. Next the Zoning Division will transfer you to the Building Division to apply for your Building permit.

Other outside agencies may be required to complete your process.

Environmental Health - if located on well or septic.

Department of Transportation – if located on a state road.

Public Works – if located in flood or on a county maintained road.

See back panel for contact information.

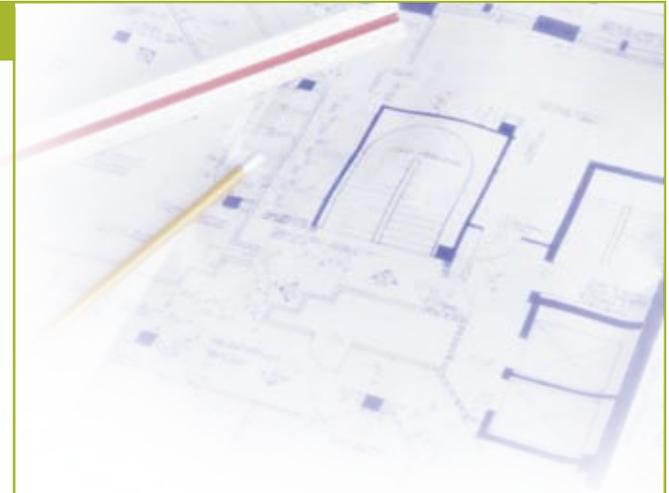
FREQUENTLY ASKED QUESTIONS (OWNER-BUILDER)

Q. What is an owner-builder permit?

A. To obtain a building permit, an applicant must be a licensed contractor or the legal property owner. To apply as an owner-builder, the building must be for personal use and occupancy. It may not be for sale or lease. If the applicant sells or leases the building he or she has built within one year after construction is completed, the law will presume it was built for sale or lease, which is a violation of state statute.

Q. Whose responsibility is it to make sure workers are licensed?

A. It is the owner-builder's responsibility to make sure that employees have licenses required by the state and or county municipal licensing ordinances. Any person working on a building who is not licensed must be directly supervised and employed by the owner-builder. This means the owner-builder must deduct FICA and withholding tax and must provide worker's compensation for that employee, as prescribed by state law.



WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I, SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

HOMEOWNERS/OWNER-BUILDERS

Performing your own work in accordance with F.S.489.103(7) is your right and represents more than a challenge in consideration of the prevailing codes, standards and ordinances governing construction in the State of Florida.

Please be advised that a thorough understanding of these codes, including building, plumbing, mechanical, electrical, energy, accessibility, state laws, standards and local ordinances is absolutely necessary when acting as a contractor.

As a note of caution, if you are thinking of acting as your own contractor, please consider the fact that reinspection fees are \$60.00 per violation.

Please consider using licensed contractors to ensure compliance with the prevailing codes, etc.