

Lake County Growth Management  
Building Services Division  
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## DISAPPROVED INSPECTIONS

I cannot believe that the inspector turned me down! The inspector doesn't like me! The inspector will not work with me. Where did that code come from? The Building Department must have changed what they look for? The list goes on and on.

Inspectors are not bad people; they are just human like everyone else. They try to do their job by verifying conformance to the Building Codes and County Ordinances. Why are there still disapproved inspections?



One main reason is that inspections are called in and the job was never checked to see if it was ready.

...But my supervisor told me to call it in anyway.

...Maybe I can fake it and the inspector won't notice.

...The inspector can tell me what I need to do to finish the job.

Let's look at the big picture. Inspectors cannot do punch lists. Please do not ask them to do that for you. Inspectors need to look at the approved plans and engineering documents that have been stamped by a plans examiner. An inspector will try to work with you, but they will not do your job. Please check your job before calling for your inspection. Make sure that it is ready before you call it in. We need your help to reduce the amount of re-inspections that currently cut into your schedule and ours. Less re-inspections will allow more time for quality inspections with a better service response.

Please have your approved plans and permit on the jobsite ready for your inspection.

Thank you,

Ron Schwab, Chief Building Inspector

**Calendar -**  
**Office will be closed:**  
**7/4 Independence Day**  
**9/4 Labor Day**

**Building Services**

**Admin. Director**

Dale T. Greiner

**Office Coordinator**

Carmen Carroll

**Lead Specialist**

Rosalee Jackson

Annette Williams

**Chief Plans Examiner**

Sasha Namundi

Skip Nemecek

**Chief Fire Plans**

**Examiner**

Gene Brewer

**Chief Bldg Inspector**

Ron Schwab

**Chief Electrical**

**Inspector**

Jay Dagner

**Chief Fire Inspector**

Al Sikes

**Chief Plumbing/  
Mechanical Inspector**

Jim Copenhagen

**License Investigators**

Tom Hughes

Tony Lopresto

Joann Sala

**Public Hearing**

**Coordinator**

Deborah Kohler

**Office Associate**

Laura Kinniard

**Licensing Specialist**

Kathy Padgett

**Plans Examiners**

Tom Bennett

Kenn Eilers

Steve Gladwell

Bill Hechler

Melving Isaac

Don Lally

Don Lane

Dale Manning

Dave Miller

Milan Paule

Jeff Sandy

**Associate Examiners**

Shannon Appoloney

Debby Padgett

**Fire Inspectors**

Robin Gutting

Bill Harrison

Brian Hawthorne

Brook Miller

**Permit Specialists**

Ashley Anderson

Traci Bates

Jessica Clark

Danielle Coon

Brenda Eastman

Katie Elliott

Maureen Greaney

Tracey Isbill

Ashley Jones

Jennifer Lowe

Lorena McCarroll

Annuradha Sarjou

Rebecca Schneider

Niki Stoothoff

Valerie Wood

**Building Inspectors**

John C. Abner

John L. Abner

Ron Allen

Jim Appoloney

Bill Bissett

Bill Colvin

Sheila Denoncourt

John DiPlacido

Paul Doran

Mary Garcia

Donald Glessner

Billy Jenkins

Fred Martin

Sid Martin

Wayne McGhee

Jerry Miller

Tom Schmedes

Richard Schofield

Robert Siemer Jr.

**ALTERED FORMS**

We can not accept any forms that have been altered after being notarized. You will be required to fill out a new form with the correct information and then the new form will be notarized. Also, any old forms will not be accepted at the counter or in the drop-off box. We will be glad to give you a copy of any updated forms. You can also go online to fasttrack permitting and obtain any forms needed.



**Who moved my cheese?**

[http://www.lakegovernment.com/departments/growth\\_management/building\\_services/forms.aspx](http://www.lakegovernment.com/departments/growth_management/building_services/forms.aspx)



**Meet the Chiefs!**

Skip, Jim and Ron

## Lake County Department of Public Works Permitting

Lake County requires Residential Driveway Permits, Commercial Driveway Permits, and Right-of-Way Utilization Permits on **County Maintained Roads**. Completed permit applications are processed by the Lake County Public Works Department, and once approved, one (1) copy of the original permit form shall be returned to the company/individual indicated on the permit, and the original permit form shall be retained at the Lake County Department of Public Works office.

When completing a **Residential Driveway Permit** application, please be sure to fill out **all** information requested above the “*STOP – Below to be completed by Public Works*” section of the application. This should include the name of the company/individual as well as a complete address to which the permit will be returned. Residential Driveway Permit forms do not require a drawing or copy of the plans. The fee for a Residential Driveway Permit is \$25.00. Residential Driveway Permit applications shall be submitted individually for one road per permit.

When completing a **Commercial Driveway Permit** application, please be sure to fill out **all** information requested above the “*BELOW TO BE COMPLETED BY PUBLIC WORKS*” section of the permit, including the site plan name and/or number. The fee for a Commercial Driveway Permit is determined by the Average Daily Traffic count (ADT) at the permit location. Commercial Driveway Permit applications shall be submitted in **duplicate** with a drawing or copy of the plans attached.

When completing a **Right-of-Way Utilization Permit** application, please be sure to fill out **all** information requested above the “*COUNTY USE ONLY*” section. There is no fee for a Right-of-Way Utilization Permit. Right-of-Way Utilization Permit applications shall be submitted in **duplicate** with a drawing or a copy of the plans attached to each application, and shall be submitted individually for one road per permit.

Copies of the Residential Driveway Permit, Commercial Driveway Permit, and Right-of-Way Utilization Permit applications can be found under "County Forms" at [www.lakegovernment.com](http://www.lakegovernment.com). For questions regarding the permit application or process, please contact the Lake County Public Works Department at (352)253-4900.



## Look Who's on Board...



**T**he Lake County Building Services Division would like to welcome Fred Martin as Building Inspector and Ashley Jones as Permitting Specialist...Welcome!

## WHEN IS A SHELL NOT A SHELL?

Often an owner wishes to construct an unfinished building with plans to complete the interior at a later date, usually to accommodate the needs of individual tenants. There are two methods to accomplish this goal. One is to construct a “shell” building and the other is to create a “vanilla box”.

Because it is important to understand their differences and how the tenant work is handled (build-outs and renovations), Lake County Building Services has created policies for clarification and reference. The following is a synopsis of those policies that should be viewed in their entirety for more details.

### SHELL BUILDING

#### **Building Internal Policy - Shell Min/Max.001**

For a building to be constructed under the category of a shell building it must meet guidelines given in this policy. A minimum is set, as well as the maximum amount of work that can be done to construct a shell under the categories of building, electrical, fire, plumbing and mechanical. For example, the minimum for plumbing would be “no plumbing systems installed”. The maximum would allow enough piping for a rough plumbing inspection and a second rough plumbing with pressure test.

The fees for a shell building are one-half of a completed building permit cost based on the square footages. The balance of the fee is paid as each tenant build-out is permitted.

When a shell building passes its final inspection, it only receives a Certificate of Completion as all the building and fire code life safety requirements for human occupancy are not in place. It is not an occupiable building. For the building or any tenant space to be completed and qualify for a Certificate of Occupancy, a tenant build-out permit must be acquired.

### TENANT BUILD-OUTS

#### **Building Internal Policy - Tenant BuildOut.001**

When a permit is submitted to complete a shell building or to customize a tenant space, it is called a “Tenant Build-Out”. All tenant build-outs require separate permits. The plans must indicate compliance with all the building and fire codes to create a space for human occupancy that when passing its final inspection qualifies for a Certificate

of Occupancy. However, please be aware that a tenant build-out permit cannot receive a Certificate of Occupancy unless the building itself has received the Certificate of Completion.

The permit fee is charged based on the square footage of the unit being built-out.

### VANILLA BOX BUILDING

A “vanilla box” is basically a fully completed building (or tenant spaces) that qualifies for a Certificate of Occupancy. It exceeds the maximum limits for a shell building with all the building and fire life safety features in place. However, there may be no non-rated interior walls, no corridors, no special features, no interior design, etc. It is just an empty space, but it meets the life safety standards set for human occupancy and justifies the Certificate of Occupancy.

The building is charged a full permit fee and any further work done on the building is classified as a “renovation”.



### RENOVATIONS (customizing a building or tenant spaces)

#### **Building Internal Policy - Tenant Renov.001**

All renovations require a separate permit with plans indicating existing and proposed work. A full building permit fee is charged by the square footage. When the project is completed and has passed its final inspection (the building must have received its Certificate of Occupancy), the renovation is given a Certificate of Occupancy.

For more information and clarification please see the complete Building Internal Policies, the Florida Building Codes 2004, Florida Fire Prevention Code.

## Gopher Tortoises

Lake County Building Applications now require you to answer if there are Gopher Tortoises on the jobsite. Lake County will not process your application without this question answered.

Florida Fish Wildlife Conservation Commission has classified Gopher Tortoises as an endangered species.



**Don't plow me under!**

You may contact Zoning for a permit application for on-site relocation of 5 or fewer or contact FFWCC Lake County/Northeast Region 352-732-1225 for information regarding your available options.



Deborah, Kathy and Carmen

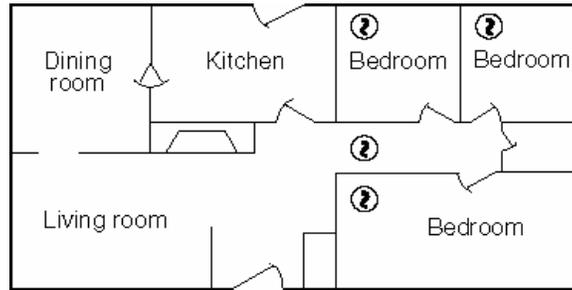
### **Notice of Commencement**

All Notice of Commencements must be filled out in its entirety. The NOC must show a completed Legal Description (or an AK # can be substituted), a general description of the job improvement, name & address of owner and contractor. The NOC must be signed by the legal owner of the property and notarized; it cannot be signed by power of attorney. Also if legal owner is a corporation, you must have an authorized signer of said corporation to sign. You can verify this through Sunbiz.org. Lake County will accept Minutes of a Board Meeting with a raised seal.

# Smoke Detector and Smoke Alarm Locations

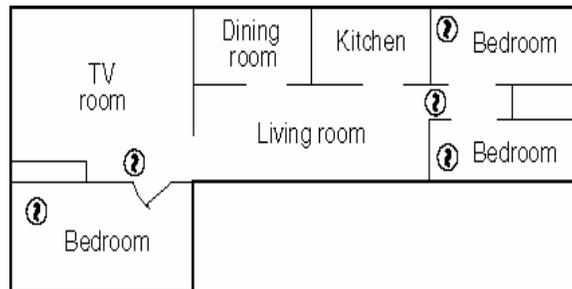
The 2002 edition of NFPPA 72 “National Fire Alarm Code” Chapter 11 Sections 11.8.3 through 11.8.3.5 set forth specific criteria for smoke detectors and smoke alarms.

The following Figures can be used as a guide in meeting this criteria:

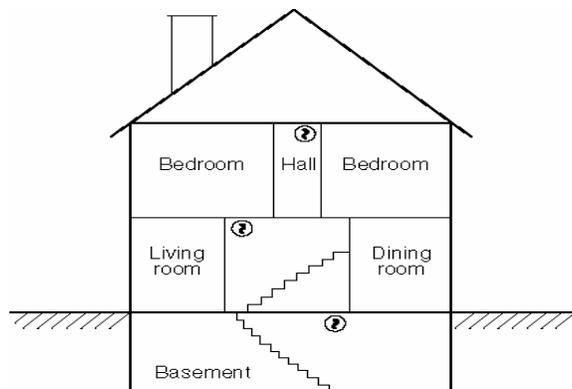


**FIGURE A.11.8.3(a) A Smoke Detector Should be Located between the Sleeping Area and the Rest of the Dwelling Unit as Well as in each Bedroom.**

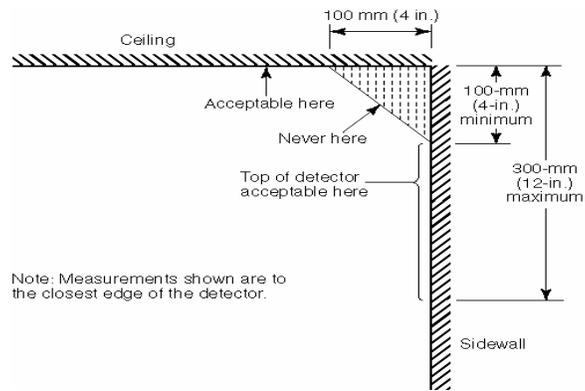
Where to Locate the Required Smoke Detectors in New Construction: All of the smoke detectors specified for existing construction are required, and, in addition, a smoke detector is required in each bedroom.



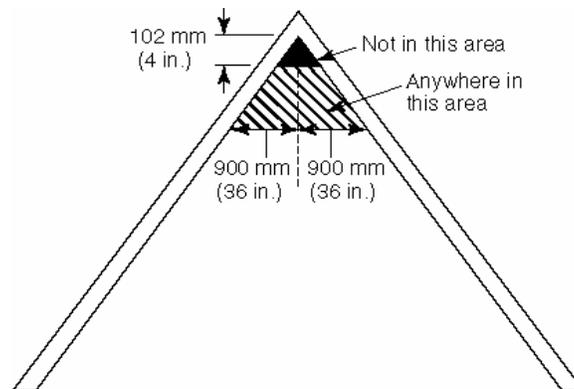
**FIGURE A.11.8.3(b) In Dwelling Units with More than One Sleeping Area, a Smoke Detector Should be Provided to Protect each Sleeping Area in Addition to Detectors Required in Bedrooms.**



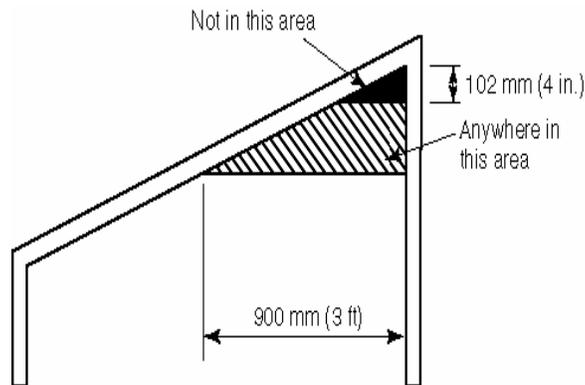
**FIGURE A.11.8.3(c) A Smoke Detector Should be Located on each Story.**



**FIGURE A.11.8.3 (d) Example of Proper Mounting for Detectors.**



**FIGURE A.11.8.3.2 Example of Proper Mounting for Alarms and Detectors with Peaked Ceilings**



**FIGURE A.11.8.3.3 Example of Proper Mounting for Alarms and Detectors with Sloped Ceilings.**

## Inspectors' Nextel and Phone Numbers

<b>Building Inspectors</b>	<b>Nextel ID</b>	<b>Cell Number</b>
Abner, John C.	162*57940*50	352-636-4628
Abner, John L.	162*57940*59	352-636-4860
Allen, Ron	162*57940*21	352-636-5594
Appoloney, Jim	162*57940*24	352-636-5600
Bissett, Bill	162*57940*14	352-636-5580
Colvin, Bill	162*57940*29	352-636-5610
Denoncourt, Sheila	162*57940*13	352-636-5578
DiPlacido, John	162*57940*60	352-636-5405
Doran, Paul	162*57940*25	352-636-5602
Garcia, Mary	162*57940*41	352-636-2925
Glessner, Don	162*57940*53	352-636-6280
Jenkins, Bill	162*57940*12	352-636-5576
Martin, Sid	162*57940*101	352-516-9604
McGhee, Wayne	162*57940*15	352-636-5582
Miller, Jerry	162*57940*16	352-636-5584
Schmedes, Tom	162*57940*28	352-636-5608
Schofield, Richard	162*57940*23	352-636-5598
Siemer, Robert	162*57940*32	352-636-5616

### **Fire Inspectors**

Gutting, Robin	162*57940*10	352-636-5572
Harrison, Bill	162*57940*61	352-551-4268
Hawthorne, Brian	162*57940*11	352-636-5574
Miller, Brook	162*57940*65	352-636-3846

## State and Registered Contractors and Local Contractors

As you know, September is the time of year for Lake County registered contractors to renew or update their licenses. All registered Electricians, Plumbers, and Mechanical contractors only need to update their paperwork. (Copy of state license, occupational license, and original bond or continuation certificate, liability insurance and workers compensation coverage or current workers compensation exemption.) **All other registered and local contractors will need to renew their license this year.** You will need to submit the paperwork listed above along with your \$100.00 renewal fee. **You may renew this license as early as August 1st but the renewal fee and all completed paperwork must be received by September 30th or a late fee will be added.**

Note: All paperwork must reflect the same information on your state card (i.e., if the state card is issued with a business name, then all documentation submitted must also include your name and show the business name.)

Remember to sign your competency card when you receive it. If you would like the competency card laminated, bring it to the Building Services Division and we will laminate it for you.

### STATE CERTIFIED CONTRACTORS

Just a reminder...on August 31, 2006, a maintenance fee of \$30.00 is due to hold your license information in our computer system until August 31, 2007. If you do not wish to pay the maintenance fee, you will need to submit a copy of your license information with you for every permit issued.

## Continuing Education Requirements

### **To all Local Registered Concrete, Masonry, Marine, Carpentry, Sign, Aluminum Erection, Siding, Stucco and Irrigation Contractors:**

Just a reminder that before you renew your license this September, you will be required to provide us with a copy of your certificates of completion from your 14 hours of continuing education. Of those 14 hours, you will need one hour of workplace safety practices, one hour of business practices, and one hour of workman's compensation.



I'm licensed...

These continuing education units' must be approved by the state and have a continuing education unit approval number on the certificates. You can go to the state's web site at [www.myflorida.com](http://www.myflorida.com) and continuing education to get a list of approved providers.

## Identify Electrical Circuits

2004 National Electric Code

110.22 Identification of Disconnecting Means.

Each disconnecting means shall be legibly marked to indicate its purpose unless located and arranged so the purpose is evident. The marking shall be of sufficient durability to withstand the environment involved.

408.4 Circuit Directory.

All circuits and circuit modifications shall be legibly identified as to purpose or use on a circuit directory located on the face or inside of the panel door in the case of a panel board, and at each switch on a switchboard.

