



City of
Lake Mary
Florida

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Building Permit Checklist

CITY OF LAKE MARY BUILDING PERMIT CHECKLIST

407-585-1361/407-585-1371

AN APPROVED ARBOR PERMIT OR WAIVER THEREFROM AND A FLOODPLAIN DETERMINATION FOR THE SITE FROM THE CITY ARE REQUIRED PRIOR TO APPLYING FOR NEW CONSTRUCTION OR SUBSTANTIAL IMPROVEMENT

The following is a list of general requirements and are not intended to represent “all” of the requirements that may apply to the project.

1. Building Permit Application, signed, and notarized. Include contact person with email address and phone numbers.
2. Copy of State Contractor's License(s) Occupational License, Workers' Compensation Insurance, and General Liability with City of Lake Mary as certificate holder.
3. Power of Attorney (if other than the license holder) must be officer or direct employee of license holder.
4. Copy of Contract or proposal.
5. Notice of Commencement recorded with Seminole County (if job is over \$2,500 and \$7, 500 for mechanical).
6. Two (2) sets of Site Plans or Surveys for Residential, and three (3) sets for Commercial, indicating existing conditions and proposed work.
7. Two (2) sets of building plans for Residential, and three (3) sets for Commercial, (maximum size 30"x 42") signed and sealed by a Florida Design Professional.
8. Arbor Permit if applicable.
9. Minimum plan review criteria shall be based upon information as outlined in Chapter 1 of the currently adopted FBC.
10. Septic Tank Permit (if applicable). Contact Seminole County Health Dept. 407-665-3605.
11. Two (2) Elevation Certificates (Flood Zone Only) for Residential, and three (3) for Commercial.
 1. Proposed at plan submittal.
 2. Under construction at foundation.
 3. As built for final. Must be original signed and sealed.
12. Current State of Florida Energy Efficiency forms for Residential (2), and Commercial (3), signed & dated by preparer).

13. Product Approval Specification Sheet. You may acquire approval numbers from the Vendor/Supplier. Provide two (2) copies for Residential, and three (3) for Commercial, including manufacturer's installation instructions.
14. Homeowner and Commercial property owners obtaining Owner/Builder permit must be owner/occupant and submit a Notarized statement of fact (some restrictions may apply as outlined in the Florida Statutes and the Florida Building Code).
15. Contact Seminole County Addressing at 407-665-7391 or addressing@seminolecountyfl.gov to obtain property address.

Checklist for plan submittal for a new single-family residence:

1. Application signed and notarized.
2. Power of Attorney letter
3. Copy of Contract or Proposal
4. Notice of Commencement
5. The submittal fee consists of the Application Fee (.075% of the documented value of construction) and the Building Plan Review Fee (0.45% of the documented value of construction). Fire Plan Review if applicable (\$.02 per sq. ft. of construction) \$40.00 minimum.
6. Copy of State License
7. General Liability
8. Workers Comp
9. Septic Tank Permit (if applicable)
10. Arbor Permit (if applicable)
11. 2 sets of engineered drawings
12. 2 site plans
13. 2 sets of energy calculations
14. 2 sets of truss plans
15. 2 sets of window & door spec. sheets
16. Contact Seminole County Addressing at 407-665-7391 to obtain address.
17. Fire Sprinkler System Required for buildings over 5,000 square feet Gross Floor Area

Please Note:

ALL BUILDINGS 5,000 SQUARE FEET AND OVER REQUIRE A FIRE SPRINKLER SYSTEM

(Special requirements may exist if an addition to an existing structure causes the sq. ft. threshold to be exceeded)

A PLAN REVIEW FEE IS DUE AT THE TIME OF PERMIT APPLICATION.

SEPARATE PERMITS ARE REQUIRED FOR ALL SUBCONTRACTORS PERMITS.