

Date Completed: \_\_\_\_\_ PERMIT # \_\_\_\_\_



**APPLICATION FOR:  
COMMERCIAL BUILDING PERMIT**

Mail: City of Lake City - 205 North Marion Ave - Lake City, FL 32055  
Phone: 386.719.5750ofc.-386.758.5426fax-  
E-mail: growthmanagement@lcfca.com

Date Stamp:

Received by: \_\_\_\_\_

\* **NOTE:** All development more intense than one Single-family residence on a single lot or one Duplex on a single lot are determined to be a Commercial project and require formal Plan Submittal and Review

Please contact the Growth Management for more information pertaining to Plan Review.

**PERMIT TYPE (please check as needed)**

<ul style="list-style-type: none"> <li><input type="radio"/> NEW ELECTRICAL SERVICE</li> <li><input type="radio"/> ELECTRICAL SERVICE UPGRADE</li> <li><input type="radio"/> ELECTRICAL ALTERATION / REWIRING</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> MECHANICAL / HVAC</li> <li><input type="radio"/> PLUMBING</li> <li><input type="radio"/> ADA / HANDICAPPED RAMP</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> ADDITION</li> <li><input type="radio"/> AWNING / COVERED PORCH OR DECK</li> <li><input type="radio"/> INTERIOR ALTERATION</li> <li><input type="radio"/> RENOVATION</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> UNCOVERED DECK, PATIO, SLAB</li> <li><input type="radio"/> DETACHED ACCESSORY BUILDING / SHED, GARAGE, CARPORT, ETC.</li> <li><input type="radio"/> FENCE (subject to LDR 4.2.10 requirements)</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> MODULAR BUILDING</li> <li><input type="radio"/> NEW BUILDING</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> MOVING OF BUILDING OR STRUCTURE</li> <li><input type="radio"/> SLAB WITH FOOTERS</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> WINDOWS</li> <li><input type="radio"/> DOORS</li> <li><input type="radio"/> SIDING / EXTERIOR COVERING</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> RE-ROOF (TEAR-OFF)</li> <li><input type="radio"/> ROOF-OVER</li> <li><input type="radio"/> SHINGLES</li> <li><input type="radio"/> METAL ROOF</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> UTILITY WORK OR CONNECTIONS</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> IRRIGATION SYSTEM/WELL</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> FREE STANDING SIGN</li> </ul>	<ul style="list-style-type: none"> <li><input type="radio"/> WALL SIGNAGE</li> </ul>
<ul style="list-style-type: none"> <li><input type="radio"/> OTHER (LIST)</li> </ul>	

Date Completed: \_\_\_\_\_

PERMIT # \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**1) Title Holder/ Property Owner Information** (Considered applicant unless a contractor is named)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Mailing Address: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3) Contractor Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Florida License #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**4) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Job Address Location Description or 911 Address:

\_\_\_\_\_

Legal Description (Please give Lot #, Block, Sub-division):

*Please also provide a copy of the parcel info. sheet from the Property Appraiser site*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

(Commercial, Industrial, Residential, Agricultural, Undeveloped, Vacant Building, etc.)

Current Zoning: \_\_\_\_\_ Future Land Use Plan Map Category: \_\_\_\_\_

(See Growth Management for Zoning and Land Use Map info)

Date Completed: \_\_\_\_\_

PERMIT # \_\_\_\_\_

Does any portion of the property flood after heavy rains or is any portion of the property in a Flood Prone Area or Flood Zone? YES NO

How will/does this property receive water and sewer service? \_\_\_\_\_  
(Note: City Codes may limit or prohibit septic systems.) (Public, private, community, septic, etc.)

Nature of Work: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Building Size: \_\_\_\_\_

Number of Occupancy Units: \_\_\_\_\_

Job Valuation (materials + labor): \$ \_\_\_\_\_

**I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Growth Management Department to enter and inspect the site and premises which is the subject of this application.**

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Contractor

\_\_\_\_\_  
Date

OFFICIAL CITY OF LAKE CITY USE ONLY	
ZONING: _____	PLANS APPROVED: _____
FLOOD ZONE: _____	GROWTH MANAGEMENT: _____
DOT CONNECTION PERMIT: _____	FIRE CHIEF: _____
CITY STREET ACCESS: _____	UTILITIES: _____
SRWMD PERMIT: _____	PUBLIC WORKS: _____
	P & Z ADMINISTRATOR: _____
PERMITS ISSUED: _____	
BUILDING OFFICIAL: _____ Dave Young	

- Applications for building wall and freestanding signs also require a separate zoning review application – sign plans may be letter, legal or 11” x17” sized.
- Additional criteria may apply – always initiate contact first with the Growth Management for more zoning and land use information, plan review checklist and plan review requirements.

**APPLICANTS FOR COMMERCIAL PERMITS WITHIN THE CITY OF LAKE CITY  
ARE REQUIRED TO FURNISH/PROVIDE THE FOLLOWING:**

1. All plans are to be submitted to the Growth Management Department.
2. Two complete 24" X 36" paper sets **AND** one PDF set on a CD or PDF file of:  
Site and Construction Plans – signed and sealed by a Florida Licensed architect or engineer, must include: Electrical Panel Directory, Calculations, Circuit Numbers, ETC.; Plumbing Plan with pipe layout and required fixtures; Mechanical System with duct layout and sizes, and type and sizes of units.
3. Presentation to Site Plan Review Committee and Planning and Zoning Board for approval (unless 100% interior renovation). (see Planning and Zoning Administrator)
4. Legal Description of property and property ID Number as assigned by PA Office.
5. Permit to be pulled by: General or Class "B" Building Contractor.
6. **All Sub-Contractors must hold a valid Florida Contractor license and are responsible for permits within their trade.**
7. All plans must be reviewed and approved by: Zoning, Fire, Utilities, Public Works and Growth Management Departments. (see item #3 above)
8. Complete Site Plan with Storm Water details, calculations and permit copies.
9. Site elevations and finished flood elevations.
10. Permit from: Suwannee River Water Management District and/or DEP.
11. Plat plan showing location of all proposed improvements and designated areas.
12. All ADA Accessibility requirements shown in detail.
13. Energy Efficiency Form (COMPUTER GENERATED).
14. Driveway connection permit from: Florida Department of Transportation (if State Highway).
15. Utility availability confirmation (contact Utilities Customer Service who can do a work order to verify).
16. All projects within a Flood Hazard Area/Zone must have certification that the finished flood elevation meets requirements for either an 'A' or 'AE' zone, as applicable.
17. Notice of Commencement must be filed and a copy furnished to the Growth Management.
18. Copy of Contractor's License.
19. Copy of Home County or City License.
20. Copy of Contractor's: Liability and Workers Compensation Coverage.
21. Certificate Holder must sign permit application or a notarized letter of authorization to sign must also be submitted.
22. Product Approval Codes and Info. (FL #)
23. Pay all Tap and Impact Fees, and Establish Utility Accounts with deposits.
24. All criteria required by the City Land Development Regulations must be shown, including but not limited to: Zoning of property, Parking area details (regular and ADA), required Landscaping plan page with number, types and location of trees, plants, shrubs, sod, etc., + (see site-plan review checklist for additional details).
25. Certain projects require dual review by both City Departments as well as the Planning Board in a public hearing – see Growth Management
26. Projects located within the Community Redevelopment District (CRA) have special overlay development standards to meet that are not standard to zoning district – see Growth Management.
27. Other criteria as may apply to your situation – see Growth Management forevaluation.

Date Completed: \_\_\_\_\_

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- City of Lake City Staff Departments are available to conduct a pre-development meeting to discuss your proposed project. Contact the Growth Management to schedule one of these meetings. Your project may require: Annexation, Land Use or Zoning Changes, a Variance, a Special Exception or other required public hearings. Any improvements intended to be dedicated to the City, i.e. Roads, Sidewalks, Infrastructure, etc. also have required criteria.
- If your development is creating a new parcel of record, a subdivision plat may be required.

**Sec. 3.12. Board Site and Development Plan Review and In-House Plan Review.**

Any use, structure or site development, pertaining to a use, structure or development more intense than one single-family residence on a single lot, and/or one duplex on a single lot, is deemed to be commercial in nature. All such uses, structures or site developments, whether principle, by special exception or accessory in nature, when such is proposed to be established, re-established, redeveloped, expanded or altered, shall require commercial site and development Plan review and approval as provided for herein; and when applicable, shall be subject to compliance with all the criteria as listed in Article 4.

This does not preclude any use, structure or site development proposed, whether residential or commercial, from also being subject to other requirements and separate review, as found: herein, in the City Code of Ordinances, in the Florida Statutes, in the Federal Statutes, or as required by the Growth Management, Utilities, Fire Chief or any other departments or agencies which have authorized standing.

In addition to City Department in-house plan review and approval, such uses, structures and site developments, as defined below, shall also go before the Planning and Zoning Board, in a public hearing setting, for comment, consideration, review and possible: approval as proposed, or approval with conditions stated as appropriate, or denial:

1. On an unimproved lot – New proposed commercial construction or any site development proposed on a parcel.
2. For commercial redevelopment of a previously improved lot, proposed demolition and/or new additions or construction of new building or structure footprint, or, any site development which will alter the land.

The Planning and Zoning Board shall consider such Plans as a condition precedent to the issuance of building permits by the Growth Management Department.

3.12.1. Contents. All submitted Plans shall contain standard building Plan information as required by these LDR, the Growth Management, the Fire Chief, and other applicable City departments.

**See also Article 4 of the City Land Development Regulations for additional criteria. Other City Codes may also apply that are not found in the Land Development Regulations.**

Complete LDR Sections are available on [www.lcfla.com](http://www.lcfla.com)



## **SOLID WASTE COMMERCIAL AND RESIDENTIAL SERVICES**

This is an official City of Lake City notice to all solid waste customers.

The City Council has authorized WASTE PRO of FLORIDA, pursuant to City Council Resolution 2014-065 and adopted September 2, 2014, to collect and dispose of garbage, yard waste, commercial and demolition debris and recyclable items for all properties or customers within the City of Lake City.

No company other than WASTE PRO may provide solid waste services of any type to any residence, commercial enterprise or property within the City Limits of the City of Lake City.

Please contact City of Lake City, Customer Service, to establish residential service, (386) 758-5784.

Please contact Waste Pro of Florida to establish commercial solid waste service, (386) 758-7800.

This includes all construction debris for all residential and commercial construction, renovation and demolition projects.

Exception: Upon approval by Growth Management, the contractor of record for the project who owns their own visible labeled container and method of transporting the container is exempt from the above requirement.

### **CUSTOMER ACKNOWLEDGEMENT:**

\_\_\_\_\_

<b>Residential or Commercial Customer Signature</b>	<b>Date</b>
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### **Growth Management Approval for contractor of record owned container:**

\_\_\_\_\_

<b>Growth Management Approval</b>	<b>Date</b>
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**APPLICATION FOR:  
COMMERCIAL DRIVEWAY / ACCESS – Zoning Review**

Mail: City of Lake City - 205 North Marion Ave.- Lake City, FL 32055  
Phone: 386.719-5750 ofc. - 386.785-5426 fax

- **Submit to the office of Growth Management.**
- **Once reviewed and approved, please submit a permit application to the Building Official.**
- **After you have obtained a permit, work can commence.**

Date Stamp:

  
  
  

Received by: \_\_\_\_\_

**DRIVEWAY REQUIREMENTS**

- Improved driveways are required for **any/all** access points from your property to a City Street.
- All permit applications for: any commercial property new construction, demolition and re-construction of structures, additions, and/or replacement; redevelopment or additions/expansions to existing commercial buildings or accessory structures; **or any new driveway/access/curb-cut** - shall require this application to be submitted, and related inspections verified, and all required driveway / access improvements verified as completed to standards.  
**You will also need to purchase a permit for the construction – see Building Official.**
- Please read Section 4.2.3, on page **4-5** of this application for code standards.
- **You must install at least two 24 foot to 60 foot wide asphalt or cement driveway for one way traffic or a minimum of one 24 foot to 60 foot wide asphalt or cement driveway for two way traffic to serve access to your property from the City Street. It must be at matched grade to the street, and extend from the edge of the existing street to your property line.**
- **If you can't locate your property line, you will need to have it flagged by a survey company. Existing or proposed dirt or lime-rock driveways, etc. will not pass inspection. Other related improvements may also be required.**
- It is your responsibility to make the improvements set forth, and to contact the Growth Management Department for re-inspection after the improvements have been made.
- **Power will not be released and no C/O will be issued by the Growth Management Department until your driveway has been installed and approved by the Public Works, and Growth Management.**
- After the Growth Management and Public Works Departments has approved your driveway, they will notify you that your permit is ready.
- If driveway will access a State Highway (US-90, US-441, SR-47, etc.), you will be required to submit an application to the Florida Department of Transportation and obtain approval and submit this approval with this application for this application can be processed.
- Please also attach to this application a site plan map or survey of the property describing (drawn in) where existing or proposed driveway access points are or will be.
- You must also put flag stakes at the property showing the location of the proposed driveway.

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**1) Title Holder/ Property Owner Information** (Considered applicant unless a representative is named.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**2) Representative - Contractor / Applicant Information** (If different from owner, must be submitted with a letter of authorization by property owner.)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Job Address Location Description or 911 Address:

Legal Description (Please give Lot #, Block, Sub-division): ***Please also provide a copy of the Property Tax Card***

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acreage/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_



Street Name

Frontage in Feet

Which roads does the property front:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

How many driveways are proposed?

\_\_\_\_\_ (there are limits – not all may be approved)

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct, and that I have read and understand the Land Development Regulations, section 4.2.3 Access Control. I authorize the Building Official, Fire Chief, Public Works Director or City Development Manager or his designee to enter and inspect the site and premises which is the subject of this application.

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Title Holder or Applicant

\_\_\_\_\_  
Date

**TO BE COMPLETED BY PUBLIC WORKS DEPARTMENT AND DEVELOPMENT MANAGER**

Culvert Required? \_\_\_\_\_ If yes, Diameter: \_\_\_\_\_ & Length: \_\_\_\_\_  
“Corrugated Metal Culvert with Concrete Mitered Ends”

Apron Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_  
“Concrete”

Ditch Fill Required? \_\_\_\_\_ If yes, Width: \_\_\_\_\_ Depth: \_\_\_\_\_ Length: \_\_\_\_\_

Disapproved for the following reasons:

DATE OF INITIAL INSPECTION: \_\_\_\_\_ PHOTO DOCUMENTATION MADE: \_\_\_\_\_

DATE OF RE-INSPECTION OR TO VERIFY CONDITIONS MET: \_\_\_\_\_

**Approval:**

CITY OFFICIAL: (PWD) \_\_\_\_\_

CITY OFFICIAL: (Zoning) \_\_\_\_\_

**4.2.3. Access control.**

To provide maximum safety with least interference to traffic flow on public streets while at the same time providing ease and convenience for ingress and egress to private property, the number and location of curb breaks shall be regulated relative to the intensity or size of the property served and the amount of frontage which that property has on a given street.

For streets which are part of the State of Florida highway system or otherwise under the jurisdiction of the Florida Department of Transportation, the number and location of curb breaks shall be in compliance with, and as permitted by, all statutes, policies and rules as implemented by the Florida Department of Transportation.

The costs for design, installation and maintenance for all curb cuts and associated driveways which provide access to public streets shall be the responsibility of the developer or property owner of said property.

All residences, development and redevelopment seeking access to public streets shall conform to these standards;

4.2.3.1 Number and location of curb breaks.

A curb break is defined in section 2.1. The number and location of curb breaks shall be regulated as follows:

1. One curb break is permitted for ingress and egress purposes to a single property or development.
2. Two curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between the two curb breaks equals or exceeds 100 feet.
3. Three curb breaks entering a particular street from a single property or development may be permitted if other requirements of this section are met and if the minimum distance between adjacent curb breaks equals or exceeds 100 feet.
4. More than three curb breaks entering on a particular street may be permitted from a single property or development. Where the minimum distance between adjacent curb breaks equals or exceeds one thousand (1,000) feet

4.19.3.2. Width of curb break and associated driveways.

1. The width of a curb break measured at the street right-of-way line, shall be within the following minimum and maximum limits:

Location	Minimum	Maximum
Commercial– <b><u>to a single parcel of record</u></b>	24 feet	60 feet
Commercial – <b><u>shared common easement access to two parcels of record</u></b>	<b><u>24 feet (split evenly)</u></b>	<b><u>60 feet</u></b>

2. In no case shall a commercial curb break width be less than 24 feet.

4.19.3.3. Curb break and driveway standards, subject further to any FDOT standards which may be applicable.

1. No curb break shall be constructed in the radius return (curved arc between intersecting street pavements) of an intersection.
2. No curb break shall be constructed nearer than twenty five feet from the intersection of street right-of- way lines
3. No curb break shall be constructed nearer than five feet from an interior property line unless part of a common access way to two contiguous properties.
4. A six-inch raised curb and/or parking stops shall be constructed at least of three feet inside the street right-of-way line or property line to prevent vehicle overhang on private properties or rights-of-ways located near curb breaks, off-street parking areas, and off-street loading areas.
5. No curb break shall include an aboveground public facility such as traffic signal or signage components, catch-basins, fire hydrants, utility poles, fire alarm supports, or similar structures.
6. Any curb break and associated driveway proposed in a location which will result in conflicts with aboveground public facilities shall require the developer to submit all required plans, and obtain all required approvals in writing from controlling governmental agencies prior to a permit being issued, with the costs of any alterations or relocations of such to be borne by the developer.
7. Any curb break and associated driveway proposed in a location which will result in conflicts with any trees or landscaping established along the ROW, shall require the developer to offset such, by proposing a relocation or re-establishment of existing or new trees or landscaping along adjacent areas of the ROW, as part of the plan submittal and review process.
8. Any curb break and associated driveway proposed in a location which intersects existing sidewalks, curbs, or other ROW improvements shall be required to modify said existing improvements according to the entity which has jurisdiction over said ROW, also including meeting ADA requirements for pedestrians.
9. Any curb break and associated driveway across an area which contains swales or provides other storm water functions, shall be required to install culverts or other improvements; areas and improvements as determined by the Public Works Director or city contracted utility engineer or provider.
10. All curb breaks and associated driveways shall be improved with matched grade asphalt or concrete along the span from the edge of the adjacent road pavement to the abutting property line, at which point off-street parking and loading standards shall control.

4.19.3.4. Curb break permit.

No curb break shall be established or altered without approval issued by the land development regulation administrator [and a permit by the Building Official].