



## APPLICATION FOR: RESIDENTIAL BUILDING PERMIT

Mail: City of Lake City - 205 North Marion Ave. - Lake City, FL 32055

Phone: 386.719-5750 ofc. - 386.758-5426 fax

E-Mail: growthmanagement@lcfla.com

Submit to the office of Growth Management

Date Stamp:

PERMIT FEE: \_\_\_\_\_  
 DATE PAID: \_\_\_\_\_  
 RECEIPT #: \_\_\_\_\_

- If Demolition, use separate city Demolition Permit Application
- If Manufactured Home, use separate city Manufactured Home Applications
- If a Driveway, requires Zoning Driveway Application **in addition to** this application
- A travel trailer **shall not** be used as a residence – no utilities may be extended to such, etc.
- Single-family homes **shall not** be converted into a duplex or multi-family without zoning approval.
- All new housing requires zoning review and approval prior to permit application.

### PERMIT TYPE (please check)

<input type="checkbox"/> NEW ELECTRICAL SERVICE	<input type="checkbox"/> MECHANICAL / HVAC
<input type="checkbox"/> ELECTRICAL SERVICE UPGRADE	<input type="checkbox"/> PLUMBING
<input type="checkbox"/> ELECTRICAL ALTERATION / REWIRING	<input type="checkbox"/> ADA / HANDICAPPED RAMP
<input type="checkbox"/> ADDITION (LIVING SPACE) TO A RESIDENCE	<input type="checkbox"/> UNCOVERED DECK, PATIO, SLAB
<input type="checkbox"/> AWNING / PORCH / COVERED DECK ATTACHED TO A RESIDENCE	<input type="checkbox"/> DETACHED ACCESSORY BUILDING / SHED, GARAGE, CARPORT, ETC.
<input type="checkbox"/> INTERIOR ALTERATION / RENOVATION A SINGLE-FAMILY RESIDENCE	<input type="checkbox"/> POOL AND/OR POOL SCREEN ENCLOSURE
	<input type="checkbox"/> FENCE (subject to LDR 4.2.10 requirements)
<input type="checkbox"/> MODULAR HOME	<input type="checkbox"/> MOVING OF BUILDING OR STRUCTURE
<input type="checkbox"/> NEW CONVENTIONAL STICK-BUILT HOME	<input type="checkbox"/> SLAB WITH FOOTERS
<input type="checkbox"/> WINDOWS	<input type="checkbox"/> RE-ROOF (TEAR-OFF)
<input type="checkbox"/> DOORS	<input type="checkbox"/> ROOF-OVER
<input type="checkbox"/> SIDING	<input type="checkbox"/> SHINGLES
<input type="checkbox"/> DRIVEWAY (For any access to a City Street)	<input type="checkbox"/> METAL ROOF
<input type="checkbox"/> UTILITY WORK OR CONNECTIONS	<input type="checkbox"/> IRRIGATION METER or WELL
<input type="checkbox"/> OTHER (LIST)	

**THIS SECTION TO BE COMPLETED BY APPLICANT****1) Title Holder/ Property Owner Information**

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

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

**2) Contractor / Hired Company**

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

Mailing Address: \_\_\_\_\_ E-Mail: \_\_\_\_\_

**3) Property / Job Location and Use:**All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

Job Location Description / 911 Address: \_\_\_\_\_

Legal Description (Please give Lot #, Block, Sub-division): *Please also provide a Property Appraiser Print-out*

Type of Residence: \_\_\_\_\_ / \_\_\_\_\_

(Single-Family, Duplex &amp; Rental or Owner Occupied)

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

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

Additional details if needed regarding nature of work: \_\_\_\_\_

**Valuation of Work: \$ \_\_\_\_\_ (materials and 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. A separate permit is required for each contractor (Plbg., HVAC, Elec. Etc.)*

\_\_\_\_\_  
Signature of Title Holder or Applicant\_\_\_\_\_  
Date\_\_\_\_\_  
Contractor Signature\_\_\_\_\_  
Date**TO BE COMPLETED BY CITY STAFF**

Property Zoning: \_\_\_\_\_

Flood Zone: \_\_\_\_\_

**Approvals:**

Gas Service \_\_\_\_\_ Water Service \_\_\_\_\_

City Sewer Service \_\_\_\_\_  
(Check with Growth Management to see if Septic allowable.)

Flood Zone or Storm Drainage \_\_\_\_\_

Zoning Dept. \_\_\_\_\_

Building Official: \_\_\_\_\_

**APPLICANTS FOR RESIDENTIAL PERMITS WILL  
BE REQUIRED TO FURNISH THE FOLLOWING:**



- ┌ Property owner name (may require copy of deed)
- ┌ Current survey of the property
- ┌ Legal description of the property and property Parcel I.D. number
- ┌ Street address
- ┌ Zoning (*see Planning and Zoning Administrator*)
- ┌ Plat / Site Plan with yard clearances/setbacks (*Show how structure will be located on lot*)
- ┌ Size and location of off-street parking spaces
- ┌ Floor plan or blueprints drawn to scale, including electrical, plumbing and HVAC
- ┌ Specifications of materials
- ┌ Typical wall sections
- ┌ Elevations of all walls
- ┌ Location of shear wall
- ┌ Floor diagrams
- ┌ Roof diagrams
- ┌ Nailing patterns (*walls and roof*)
- ┌ Connector locations and manufacturers number
- ┌ Statement that plans comply with the Florida Building Code and sealed by Florida licensed Engineer or Architect
- ┌ Grades of material being used
- ┌ Roof framing details
- ┌ Engineer cut sheets to be submitted for trusses prior to trusses being set
- ┌ All garage door openings must show construction details with required anchorage
- ┌ All windows and doors, including garage doors must be certified by manufacturer to meet the wind load requirements of the Florida Building Code
- ┌ Contractor's name and address
- ┌ Self-contracted work to be by owner and for their own personal use (**Must be owner occupied**)
- ┌ Florida energy form to be submitted
- ┌ Utility availability form to be completed (see Building Official)
- ┌ Septic tank permits must be issued (**If City sewer not existing in area and if allowed by City code – septic's not allowed in many locations – you may have to pay to extend infrastructure**)
- ┌ If Flood Hazard Zone: Elevation certificate is required and floor elevation is to be minimum of one foot above Base Flood Elevation (AE Zone), or three feet above highest adjacent grade around perimeter of structure (A Zone) – (**Fill dirt may also be severely restricted**)
- ┌ All plans must show a footing detail, typical wall section with anchorage requirements and must contain a statement by the contractor, architect or engineer that the plans meet the requirements of the Florida Building Code
- ┌ Notice of Commencement must be filed prior to any inspections and copy furnished to the building department
- ┌ Submit Florida Product Approval Forms
- ┌ Pay all impact fees and tap fees, and establish accounts with deposits
- ┌ Separate permits required for roofing, electrical, plumbing, HVAC, and gas.

There may be other requirements, but the above are the minimum that will be accepted. Should you have any questions, please call the Growth Management Department at 386-719-5750



## **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:**

\_\_\_\_\_  
Residential or Commercial Customer Signature

\_\_\_\_\_  
Date

### **Growth Management Approval for contractor of record owned container:**

\_\_\_\_\_  
Growth Management Approval

\_\_\_\_\_  
Date



**APPLICATION FOR:  
RESIDENTIAL 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

Date Stamp:

- **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.**

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 Residential property new construction, demolition and re-construction of structures, additions, and/or replacement; redevelopment or additions/expansions to existing residential 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 one 12 foot to 24 foot wide asphalt or cement driveway 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
Residential– <b><u>to a single parcel of record</u></b>	12 feet	24 feet

2. In no case shall a commercial curb break width be less than 12 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].