



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: permits@fruitlandpark.org

Driveway Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. SITE PLAN SHOWING LOCATION, LENGTH, WIDTH AND SETBACKS FROM PROPERTY LINE
3. DRIVEWAY INFORMATION FORM
4. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH LAKE COUNTY AND DISPLAYED UPON FIRST INSPECTION IF JOB EXCEEDS \$5,000.
<https://cdn.lakecountyfl.gov/media/lbrbgx41/bf29-notice-of-commencement-ada.pdf>
(Email a copy of the recorded NOC to PERMITS@FRUITLANDPARK.ORG)
5. AN OWNER BUILDER DISCLOSURE **IF PERMIT IS APPLIED FOR BY THE OWNER**
6. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED
(Property record card can be found at <https://www.lakecopropappr.com/>)
7. JOB COST VALUE SHEET
8. COPY OF ANY ARC, ARB, OR HOA APPROVAL , IF APPLICABLE.

**Please note that this checklist is not intended to be all-inclusive. Due to changes in codes, regulations, and ordinances, other requirements may apply.*

PLEASE REQUEST INSPECTIONS BY SENDING AN EMAIL TO PERMITS@FRUITLANDPARK.ORG
INSPECTIONS WILL BE PROCESSED AS QUICKLY AS POSSIBLE, TYPICALLY THE NEXT BUSINESS DAY.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.

Commercial

Residential

Email Inspection Requests: permits@fruitlandpark.org	 (352) 360-6727	NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.	Permit Number
Project Address		Applicant Email Address	
Project Description <div style="font-size: 2em; font-weight: bold;">Driveway</div>		NEW EXTENSION	
Owner's Name	Mailing Address	City, State, Zip	Telephone
Estimated Cost of Project	\$	ALT KEY #	
CONTRACTOR NAME	ADDRESS	PHONE	LICENSE #
Additional Information			
Signature of Applicant	X _____ Date _____		
PRINTED NAME OF APPLICANT			
PLEASE SCHEDULE FINAL INSPECTION WITHIN 7 DAYS OF COMPLETING WORK.			
NOTE: CALL 811 BEFORE YOU DIG! KEEP YOUR PERMIT CARD POSTED AND VISIBLE FROM THE ROAD WHILE YOUR DRIVEWAY IS BEING CONSTRUCTED.			
WARNING TO OWNER: Your failure to record a Notice of Commencement may result in your paying twice for improvements to your property. If you intend to obtain financing, consult with your lender or an attorney before recording your Notice of Commencement. Permits expire 6 months after issuance.			
The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____ who is personally known to me or has produced _____ as identification and who did ____ or did not ____ take an oath. (Seal) Notary Public			
Filepath: U:\ALL PERMITS\Updated Forms Fruitland Park Land Development Regulations 161.030-161.080 REVISED 08/24/2021			



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DRIVEWAY INFORMATION FORM

Date: _____

Job Address: _____

Subdivision: _____ Lot #: _____

Applicant will construct driveway in accordance with City of Fruitland Park regulations and by the requirements shown on the sketch below before final inspection by the building department. Owner and contractor will not hold the City liable or responsible for any damages, claims or injuries which may be a result from such work.

REMEMBER: CALL BEFORE YOU DIG! SHUNSHINE 811

Owner signature: _____ Print Name: _____

Contractor Signature: _____ Print Name: _____

RESIDENTIAL (minimum requirements):

_____ 6" Limerock Base and 1.25" Asphalt

_____ 6" 3,000 PSI Concrete Reinforced with 10-10x6" x 6" mesh

COMMERCIAL (minimum requirements)

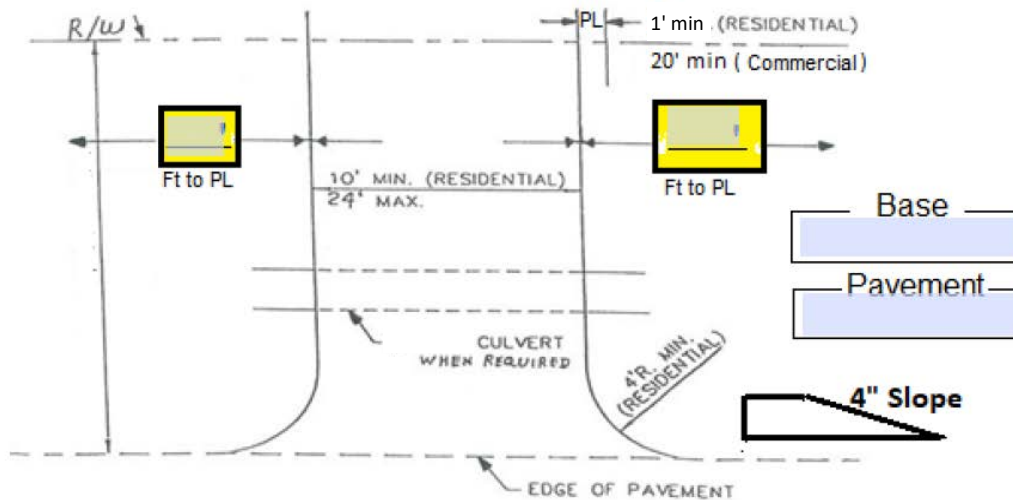
_____ 8" Limerock Base and 1" Asphalt

_____ 8" Reinforced Concrete with 10-10- 6" x 6" wire mesh and 3000 PSI Concrete

SIDEWALKS (minimum requirements)

_____ 4" 3,000 PSI Concrete Reinforced with wire mesh or fiber mesh

_____ 6" Concrete Reinforced with wire mesh crosses driveway.



ACCESS DRIVE LAND USE	WIDTH		RADIUS	
	MIN	MAX	MIN	MAX
Residential	10'	24'	5'	10'
Commercial	24'	30'	35'	50'
Industrial	24'	35'	35'	50'

(Chart from LDR- Sec. 162.030 (d))

Culverts - when required per Sec. 157.080 LDR's

Single-Family Residential Driveways

Clay or Unimproved Roads -Minimum driveway culvert size 18" diameter or equivalent. Minimum Length of culvert shall be 20 ft.

Pave Roads- Minimum driveway culvert size 18" diameter or equivalent. Minimum Length of culvert including mitered end section shall be 30 ft.

Non-Single Family Residential Driveways

Clay or Unimproved Roads -Minimum driveway culvert size 15" diameter or equivalent. Minimum Length of culvert including mitered end shall be 40 ft.

Pave Roads- Minimum driveway culvert size 15" diameter or equivalent. Minimum Length of culvert including mitered end section shall be 40 ft.

NOTICE: In addition to the requirements of this permit, there may be additional restrictions applicable to this property that may be found in the public records of this county, and there may be additional permits required from other governmental entities, such as water management districts, state agencies, or federal agencies.

Applicant Signature: _____ **Date:** _____

After recording, return to:

Permit No.: _____
Tax Folio No.: _____

Notice of Commencement

State of Florida | County of Lake

The undersigned hereby gives notice that improvement will be made to certain real property, and in accordance with Chapter 713, Florida Statutes, the following information is provided in this Notice of Commencement.

1. Description of the Property: *(legal description of the property and street address if available)*

Legal Description: _____

Street Address: _____

2. General Description of Improvement

3. Owner's Information or Lessee information if the lessee contracted for the improvement:

Name: _____

Address: _____

Interest in Property: _____

Name & Address of fee simple titleholder *(if different than owner)*: _____

4. Contractor Information

Name: _____ Phone No.: _____

Address: _____

5. Surety *(if applicable, a copy of the payment bond must be attached)*:

Name: _____ Phone No.: _____

Address: _____ Amount of Bond: \$ _____

6. Lender Information:

Name: _____ Phone No.: _____

Address: _____

7. Persons within the State of Florida designated by Owner upon whom notices or other documents may be served as provided by Section 713.13(1)(a)7., Florida Statutes:

Name: _____ Phone No.: _____

Address: _____

8. In addition to himself or herself, Owner designates _____ of _____
to receive a copy of the following Lienor's Notice as provided in Section 713.13(1)(b), Florida Statutes: Phone No.: _____

9. Expiration date of notice of commencement *(the expiration date will be 1 year from the date of recording unless a different date is specified)*.

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.

Signature of Owner or Lessee, or Owner's or Lessee's Authorized Officer/Director/Partner/Manager

Signatory's Title/Office

The foregoing instrument was acknowledged before me this _____ day of _____, 20_____, by _____, as _____
for _____ who

Type of authority (i.e. officer, trustee, attorney in fact)

Name of party on behalf of whom instrument was executed

is personally known or produced _____ as type of identification.

Signature of Notary Public – State of Florida (print, type or stamp commissioned name of Notary Public)



Community Development & Building Department

506 West Berckman Street

Fruitland Park, Florida 34731

(Tel.) 352.360.6727

(Fax) 352.360.6686

Permits@fruitlandpark.org

RESOLUTION 2019-065 - A RESOLUTION OF THE CITY COMMISSION OF THE CITY OF FRUITLAND PARK, FLORIDA, ADOPTING A FEE SCHEDULE FOR BUILDING AND ZONING FEES.

Residential fees per Exhibit A have fees to be charged based on job value. To determine these fees, WHEREAS, the City is authorized pursuant to Chapter 166, Florida Statutes and Sec. 99.30 of the City of Fruitland Park Code of Ordinances to impose fees to cover the costs associated with regulation of an activity or property use, and WHEREAS, the City Commission desires to recover expenses incurred to regulate an activity or property use (Resolution 2019-065) please fill out the form below.

The permits for which the city shall charge a fee and the amount of the fee for each permit are as follows on resolution 2019-065 Exhibit A pg. 3-7.

JOB COST VALUE

Owner's Name: _____

Project Address: _____

Property Alt. Key/Number: _____

Material Cost: \$ _____ (Attach receipt if applicable)

Material List: _____

(If applicable please fill out Product Approval Specification Sheet)

Labor Fees: \$ _____

If labor is being done by owner please add the fee you would value your labor to be.

Sign

Date

Print Name



Community Development

Address 506 West Berckman Street

Fruitland Park, Florida 34731

Phone Number 352.360.6727

Email permits@fruitlandpark.org

Product Approval Form

All plans submitted for plan review must include information meeting the requirements of Florida Statutes 553.842, and Florida Administrative Code 9B-72 for eight product groups:

- | | | | |
|-----------|-----------------|-----------|---|
| •Window | •Exterior Doors | •Shutters | •Structrural Components |
| •Skylight | •Panel Walls | •Roofing | •New Building Envelope Products
(affecting structural integrity of building) |

Florida product approval numbers may be obtained from suppliers or by visiting the Department of Community Affairs' Florida Building Code website at www.floridabuilding.org. Use the Product Approval link to search for current approved products.

Product Type	Approval Number	Manufacturer & Description

Note: This document was reviewed for code compliance, this does not relieve the applicant from correcting errors and omissions and complying with the current Florida Building Code.