



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: permits@fruitlandpark.org

Standard Required Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. SITE PLAN SHOWING LOCATION OF WORK BEING CONDUCTED.
3. INSTALATION, ENGINEER OR STATE APPROVED PLANS
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.

To Schedule An Inspection - email: permits@fruitlandpark.org		<h2 style="margin: 0;">Permit Application</h2>		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 <div style="border: 1px solid black; height: 30px; width: 100%;"></div>			
You must submit 1 notarized copy if signed prior to coming to City Hall or permits@fruitlandpark.org				Project Address					
				Project Description					
Property ID Key/Number				Parcel Number					
Owner's Name		Mailing Address		City, State, Zip		Telephone			
						Email Address			
General Contractor		Mailing Address		City, State, Zip		Telephone			
						GC License #			
Construction Contractor		Mailing Address		City, State, Zip		Telephone			
						Construction License #			
Electrical Contractor		Mailing Address		City, State, Zip		Telephone			
						Electrical License #			
Plumbing Contractor		Mailing Address		City, State, Zip		Telephone			
						Plumbing License #			
HVAC Contractor		Mailing Address		City, State, Zip		Telephone			
						HVAC License #			
<div style="display: flex; justify-content: space-around; font-size: 1.2em;"> Commercial Residential </div>									
Legal Description									
Bonding Company									
Bonding Company Address									
Architect's Name									
Architect's Address									
Project Information									
Cost / Value									
Flood Zone									
Setbacks Provided over Required (ft)									
Front		Rear		Side		Corner		Street Side	
Project		Area		Electrical		Hvac		Water	
New		Living		Service Size		Type		Municipal	
Alteration		Garage						Well	
Addition		Porch(s)				Efficiency		Plumbing	
Repair		Other				Airhandler		Sewer	
Other		Total				Condenser		Septic	
Garage		Number of Bedrooms						Code In Effect	
Attached									
Detached									
Applicant Signature								Date	
<p style="font-size: 0.8em;">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. The issuance of a building permit does not assure the building setbacks have been met or that the structure does not encroach on an easement. The owner and/or contractor have the sole responsibility of determining compliance with setbacks and non-encroachment of easements. Permits expire 6 months after issuance. You are responsible for the completion of the permit, inspections, and all Re-Inspection Fees.</p>									
<p style="font-size: 1.1em;">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.</p>									
<p style="font-size: 0.9em;">(Seal) Notary Public</p>									
Revised & Approved 9/13/2021									



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6727

Email: permits@fruitlandpark.org

Owner Builder Disclosure Statement

(Initial to the left of each statement)

___ 1. I understand that state law requires construction to be done by a licensed contractor and have applied for an owner-builder permit under an exemption from the law. The exemption specifies that I, as the owner of the property listed, may act as my own contractor with certain restrictions even though I do not have a license.

___ 2. I understand that building permits are not required to be signed by a property owner unless he or she is responsible for the construction and is not hiring a licensed contractor to assume responsibility.

___ 3. I understand that, as an owner-builder, I am the responsible party of record on a permit. I understand that I may protect myself from potential financial risk by hiring a licensed contractor and having the permit filed in his or her name instead of my own name. I also understand that a contractor is required by law to be licensed in Florida and to list his or her license numbers on permits and contracts.

___ 4. I understand that I may build or improve a one-family or two-family residence or a farm outbuilding. I may also build or improve a commercial building if the costs do not exceed \$75,000. The building or residence must be for my own use or occupancy. It may not be built or substantially improved for sale or lease. If a building or residence that I have built or substantially improved myself is sold or leased within 1 year after the construction is complete, the law will presume that I built or substantially improved it for sale or lease, which violates the exemption.

___ 5. I understand that, as the owner-builder, I must provide direct, onsite supervision of the construction.

___ 6. I understand that I may not hire an unlicensed person to act as my contractor or to supervise persons working on my building or residence. It is my responsibility to ensure that the persons whom I employ have the licenses required by law and by county or municipal ordinance.

___ 7. I understand that it is a frequent practice of unlicensed persons to have the property owner obtain an owner-builder permit that erroneously implies that the property owner is providing his or her own labor and materials. I, as an owner-builder, may be held liable and subjected to serious financial risk for any injuries sustained by an unlicensed person or his or her employees while working on my property. My homeowner's insurance may not provide coverage for those injuries. I am willfully acting as an owner-builder and am aware of the limits of my insurance coverage for injuries to workers on my property.

___ 8. I understand that I may not delegate the responsibility for supervising work to a licensed contractor who is not licensed to perform the work being done. Any person working on my building who is not licensed must work under my direct supervision and must be employed by me, which means that I must comply with laws requiring the withholding of federal income tax and social security contributions under the Federal Insurance Contributions Act (FICA) and must provide workers' compensation for the employee. I understand that my failure to follow these laws may subject me to serious financial risk.

___ 9. I agree that, as the party legally and financially responsible for this proposed construction activity, I will abide by all applicable laws and requirements that govern owner-builders as well as employers. I also understand that the construction must comply with all applicable laws, ordinances, building codes, and zoning regulations.

___ 10. I understand that I may obtain more information regarding my obligations as an employer from the Internal Revenue Service, the United States Small Business Administration, the Florida Department of Financial Services, and the Florida Department of Revenue. I also understand that I may contact the Florida Construction Industry Licensing Board at 850-487-1395 or <https://www.contractorlicensing.com/florida/contractors-licenses.html> for more information about licensed contractors.

___ 11. I am aware of, and consent to, an owner-builder building permit applied for in my name and understand that I am the party legally and financially responsible for the proposed construction activity at the following address:

___ 12. I agree to notify City of Fruitland Park immediately of any additions, deletions, or changes to any of the information that I have provided on this disclosure.

Licensed contractors are regulated by laws designed to protect the public. If you contract with a person who does not have a license, the Construction Industry Licensing Board and Department of Business and Professional Regulation may be unable to assist you with any financial loss that you sustain as a result of a complaint. Your only remedy against an unlicensed contractor may be in civil court. It is also important for you to understand that, if an unlicensed contractor or employee of an individual or firm is injured while working on your property, you may be held liable for damages. If you obtain an owner-builder permit and wish to hire a licensed contractor, you will be responsible for verifying whether the contractor is properly licensed and the status of the contractor's workers' compensation coverage.

Before a building permit can be issued, this disclosure statement must be completed and signed by the property owner and returned to the local permitting agency responsible for issuing the permit. A copy of the property owner's driver license, the notarized signature of the property owner, or other type of verification acceptable to the local permitting agency is required when the permit is issued.

Signature: _____

Printed Name: _____

Date: _____

State of Florida

County of _____

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

(Notary Seal)

Notary Public - State of Florida

Commission No _____

My Commission Expires _____

Signature

Printed 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.



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