



## COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: [permits@fruitlandpark.org](mailto:permits@fruitlandpark.org)

### Screen Enclosure Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. SURVEY/SITE PLAN SHOWING STRUCTURE DIMENSIONS AND LOCATION WITH SIDE AND REAR DISTANCE FROM THE PROPERTY LINE.
3. SIGNED AND SEALED ENGINEER PLANS
4. PLANS SHOWING PROPOSED FOUNDATION
5. 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](mailto:PERMITS@FRUITLANDPARK.ORG) )
6. AN OWNER BUILDER DISCLOSURE **IF PERMIT IS APPLIED FOR BY THE OWNER**
7. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED  
( Property record card can be found at <https://www.lakecopropappr.com/> )
8. JOB COST VALUE SHEET
9. COPY OF ANY ARC, ARB, OR HOA APPROVAL , IF APPLICABLE.

**\*\* Please note that some coordination between the pool deck and any proposed screen enclosure must be shown on the plans. If a screen enclosure foundation plan is not submitted by default, a 8x8 thickened edge with a 5 re-bar must be shown on the plans**

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

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

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.

# Screen Enclosure Permit

To Schedule An Inspection - email: <a href="mailto:permits@fruitlandpark.org">permits@fruitlandpark.org</a>		<b>Permit Application</b>		<b>NOTICE:</b> 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.		<b>Permit Number</b>		
You must submit 1 notarized copy if signed prior to coming to City Hall or <a href="mailto:permits@fruitlandpark.org">permits@fruitlandpark.org</a>				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		
						CC License #		
Electrical Contractor		Mailing Address		City, State, Zip		Telephone		
						EC License #		
Plumbing Contractor		Mailing Address		City, State, Zip		Telephone		
						PC License #		
HVAC Contractor		Mailing Address		City, State, Zip		Telephone		
						HVAC License #		
<div style="display: inline-block; width: 45%;">Commercial</div> <div style="display: inline-block; width: 45%;">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		
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 _____						
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.								
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								
Revised & Approved 9/13/2021								



## Community Development & Building Department

506 West Berckman Street

Fruitland Park, Florida 34731

(Tel.) 352.360.6727

(Fax) 352.360.6686

[Permits@fruitlandpark.org](mailto: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

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)*



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### Virtual Inspection Program

**Background** – Due to the recent COVID-19 pandemic and social distancing guidelines, we have developed the virtual inspection program. This program is designed to limit the contact to our homeowners and inspection staff by using technology to assure code compliant installations. For now, the program is limited in scope based on existing technology. As technology expands, we will seek to add more inspections to the list.

### Overview

**Affidavit** – must be signed by the licensed holder or someone with a valid POA.

**Pictures with location information** – we will accept pictures that have their location information provided. This can be found in the file information when you open the pictures on your computer. You will have to enable location services on your phone in order to have your phone tag the photos with the location information. Please educate yourself on this process to avoid submitting photos with no location information. Pictures submitted without location information will not be accepted.

**Pictures in the format as prescribed for each inspection type**- Please make sure you pay attention to the various picture requirements for certain inspection types.

**Submittal** – please email in your request along with the pictures or a link to the pictures. [Permits@Fruitlandpark.org](mailto:Permits@Fruitlandpark.org) . Be sure the subject line says virtual inspection. It may take a few emails to get all of the pictures submitted. Please do not compress or zipfile the submittals. You are welcome to include a cloud storage link to the photos.

**Inspection** – The inspection should take place within 24 hours and the results will be emailed back to the email address where the inspection was requested.

**Applications** – Please download the appropriate application with each permit type listed below. This form is meant as supplemental information, not to be confused with a complete application.

## Affidavit for Virtual Inspections

I \_\_\_\_\_ a duly licensed contractor in the State of Florida with license number \_\_\_\_\_ do hereby attest to the fact that the pictures that accompany this affidavit represent the true nature of the work performed at \_\_\_\_\_ with permit number \_\_\_\_\_. I also fully understand that intentionally sending in photos of work that is not representative of the work as described above, or by falsifying any of the data associated with this inspection is a punishable offense with DBPR.

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

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.

\_\_\_\_\_  
Signature of Notary Public - State of Florida

\_\_\_\_\_  
Print, type or Stamp Commissioned Name of Notary Public





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### **Garage Door Picture Checklist**

- Show a picture of the garage door from the outside that includes enough of the house to determine that it matches the house from our Google Street View
- Show a picture of the garage door wind rating sticker/pressure sticker
- Show the spacing of the track to buck and the spacing of each one

### **AC Picture Checklist**

- Make sure location services are enable on your mobile device
- Show a picture of the nameplate rating for the airhandler
- Show a picture with the appropriate overcurrent device marked on the airhandler
- Show that the condensate lines are properly installed with overflow sensor installed
- Show the overcurrent devices in the electrical panel and that they are properly labelled
- Show the name plate label for the condensing unit
- Show that the unit is placed 4" above grade
- Show that the locking freon caps are installed
- Show that the lineset is UV protected and protected from physical damage

### **Doors/Windows**

- Show typical fastener spacing with enough clarity that it can be verified against the product approval installation requirements
- Show any tempered glass etching where tempered glass is required
- Egress windows; show them in the fully opened position along with the measurements.
- Show at least one door and one window picture from the exterior with caulking installed to verify whether tightness of the product installation
- If substrate installation is required, please show at least one picture of the substrate installation per the approved engineering

### **Water Heater Changeout**

- Show a profile view of the water heater with clear view of drain pan (if required), relief line and shutoff valve
- Show electrical connection properly terminated with the correct sized conductors
- Show name plate rating of water heater
- Show breaker size with panel properly labelled

### **Screen Infill**

- Show profile view of installation
- Show typical fastener spacing of 1x2 to substrate
- Show typical fastener connection of uprights to top and bottom substrate
- Show a picture of the fastener against a tape measure so we can verify the length