



COMMUNITY DEVELOPMENT & BUILDING DEPARTMENT

506 W. BERCKMAN STREET

FRUITLAND PARK, FL 34731

PHONE: (352) 360-6727

FAX: (352) 360-6652

Email: permits@fruitlandpark.org

Water Heater Changeout Permit Checklist

1. A COMPLETED SIGNED AND NOTARIZED PERMIT APPLICATION
2. SITE PLAN SHOWING LOCATION OF WORK BEING CONDUCTED.
3. PRODUCT APPROVAL
4. AN OWNER BUILDER DISCLOSURE **IF PERMIT IS APPLIED FOR BY THE OWNER**
5. PROOF OF PROPERTY OWNERSHIP; PROPERTY RECORD CARD or WARRANTY DEED
(Property record card can be found at <https://www.lakecopropappr.com/>)
6. JOB COST VALUE SHEET
7. A NOTICE OF COMMENCEMENT MUST BE RECORDED WITH LAKE COUNTY AND DISPLAYED UPON FIRST INSPECTION IF JOB EXCEEDS \$5,000.

***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.

Water Heater Changeout Permit

To Schedule An Inspection - email: permits@fruitlandpark.org		Permit Application		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	
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	
						CC License #	
Electrical Contractor		Mailing Address		City, State, Zip		Telephone	
						EC License #	
Plumbing Contractor		Mailing Address		City, State, Zip		Telephone	
						PC License #	
Gas Contractor		Mailing Address		City, State, Zip		Telephone	
						GAS License #	
Commercial				Residential			
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	
New		Living		Service Size		Type	
Alteration		Garage				Municipal	
Addition		Porch(s)			Well		Size
Repair		Other			Efficiency		Plumbing
Other		Total			Airhandler		Sewer
				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

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.



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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 . 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