



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055
Ph: 386-719-5750 Email: Permits@lcfla.com

ACCESSORY STRUCTURE PERMIT APPLICATION

☐ Shed ☐ Detached garage ☐ Tiki hut ☐ Pergola ☐ Gazebo

Permit #: _____

☐ Detached carport ☐ Detached workshop ☐ Other accessory structure

CONSTRUCTION UNDER THIS PERMIT SHALL BE DONE IN ACCORDANCE WITH FBC 2023 8TH EDITION

Site Address: _____

Legal Description (Section/Block/Lot): _____

Parcel ID: _____

Owner's Information

Name: _____ Email: _____ Phone: _____

Address: _____

Contractor's Information

Name: _____ Email: _____ Phone: _____

Address: _____ State License no. _____

PROJECT INFORMATION

☐ Commercial ☐ Residential

Size of accessory structure: _____ x _____ Type of accessory structure: ☐ Prefab ☐ Constructed on-site

Manufacturer: _____ Type of pad: ☐ Concrete ☐ Wood Size of slab: _____ x _____

Footing size: _____ x _____ Anchoring kit: ☐ Yes ☐ No

Existing accessory structures:

Are there any other accessory structures on this property? ☐ Yes ☐ No If yes, how many? _____

Footing size: _____ x _____ Size: _____ x _____

Total Valuation \$ _____

APPLICATION MUST BE SIGNED AND NOTARIZED BY THE CONTRACTOR AND OWNER

Contractor Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

Owner or Owner's Authorized Representative Signature _____ Date _____

Print Name _____

Notary Public, State of Florida _____

STATE OF FLORIDA, County of _____

[NOTARIAL SEAL]

The foregoing instrument was acknowledged before me by means of ☐ physical presence or ☐ online notarization this _____ day of _____, 20____, by _____ who is personally known to me or has produced _____ as identification.

FOR OFFICE USE ONLY

PERMIT FEE \$ _____

Application date: _____



Building Department
CHECKLIST FOR ACCESSORY STRUCTURES (Sheds, Garden Structures, etc.)

PERMIT APPLICATION – The following information must be completed on the permit application:

- For office use only - Permit number and pin number
- Select type of structure
- Site address
- Legal description
- Parcel ID
- Owner's information
- Contractor's information
- Commercial/Residential
- Size of accessory structure
- Type of accessory structure
- Manufactured by
- Type of pad
- Size of slab, if applicable
- Footing size, if applicable
- Anchoring kit
- Existing accessory structure(s)
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide 2 copies:

- Product Approval for pre-fabricated structures.
- Site Plan or Survey showing the proposed location of the structure. (Note: Planning & Zoning approval will be required for structures not associated with one and two family dwellings.)
- Construction plans signed and sealed by a licensed Architect/Engineer.
- Recorded Notice of Commencement for work valued at \$5,000 or more. (NOC must be submitted to permitting prior to scheduling the first inspection.)
- ****If applying for the permit as a homeowner builder, a copy of the recorded warranty deed or property card showing homeowners name from the property appraiser's website must be submitted, along with HOB Affidavit. Homeowner must personally appear at the Building Department to have their signature notarized.**

This checklist is intended for Building Department use only. Additional documents may be requested at any time during the permitting process. Any exceptions must be approved by a Supervisor.