



City of Lake City - Growth Management
173 NW Hillsboro St. Lake City, FL 32055 Ph:
386-719-5754 Email: Permits@lcfla.com

DRIVEWAY PERMIT APPLICATION

Permit #: _____

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. _____

Architect's/Engineer's Information

Name: _____ Email: _____ Phone: _____

Address: _____ State License no. _____

PROJECT INFORMATION

☐ Commercial ☐ Residential

811 Locates Number: _____

Describe the proposed work in detail: _____

Detailed location of proposed work: _____

***See checklist for additional requirements.**

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 DRIVEWAY PERMITS

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

- Property address
- Date
- Parcel ID
- Owner's information including contact info
- Contractor's information including contact info
- Commercial/residential
- Description of work
- Valuation
- Notarized Contractor/Homeowner builder signature

PLANS AND DOCUMENTS – Provide electronic copies:

- Full description of work stating whether you are adding on, replacing, or demoing.
- Recorded Notice of Commencement for work valued at \$5,000 or more.
- **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 Owner Builder Affidavit.
- Debris Affidavit
- Site Plan
- 811 Locates

NOTES:

- Please note: Concrete should be a minimum of 6" thick.

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.