

Date Completed: \_\_\_\_\_ PERMIT # \_\_\_\_\_



**Florida Building Codes 8<sup>th</sup> Edition (2023), 2020 National Electrical Code (NEC)**  
**Florida Fire Prevention Code 8<sup>th</sup> Edition (2023)**

**APPLICATION FOR:**  
**COMMERCIAL BUILDING PERMIT**

Mail: City of Lake City - 205 North Marion Ave - Lake City, FL 32055  
 Phone: 386.719.5750 ofc. -386.758.5426 fax-  
 E-mail: growthmanagement@lcfcla.com

Date Stamp:

Received by: \_\_\_\_\_

\* **NOTE:** All development more intense than one Single-family residence on a single lot or one Duplex on a single lot are determined to be a Commercial project and require formal Plan Submittal and Review

Please contact the Growth Management for more information pertaining to Plan Review. Access/ Driveway Permit may be required **PERMIT TYPE (please check as needed)**

<input type="radio"/> NEW ELECTRICAL SERVICE <input type="radio"/> ELECTRICAL SERVICE UPGRADE <input type="radio"/> ELECTRICAL ALTERATION / REWIRING FPL      Clay Electric	<input type="radio"/> MECHANICAL / HVAC <input type="radio"/> PLUMBING <input type="radio"/> ADA / HANDICAPPED RAMP <input type="radio"/> GAS: Natural _____ LP _____
<input type="radio"/> ADDITION <input type="radio"/> AWNING / COVERED PORCH OR DECK <input type="radio"/> INTERIOR ALTERATION <input type="radio"/> RENOVATION	<input type="radio"/> UNCOVERED DECK, PATIO, SLAB <input type="radio"/> DETACHED ACCESSORY BUILDING (SHED, GARAGE, CARPORT, ETC.) <input type="radio"/> FENCE (subject to LDR 4.2.10 requirements)
<input type="radio"/> MODULAR BUILDING <input type="radio"/> NEW BUILDING	<input type="radio"/> MOVING OF BUILDING OR STRUCTURE <input type="radio"/> SLAB WITH FOOTERS
<input type="radio"/> WINDOWS <input type="radio"/> DOORS <input type="radio"/> SIDING/EXTERIOR COVERING	<input type="radio"/> RE-ROOF (TEAR-OFF)      ROOF-OVER <input type="radio"/> ROOF-OVER <input type="radio"/> SHINGLES <input type="radio"/> METAL ROOF
<input type="radio"/> SITE UTILITY WORK OR CONNECTIONS	<input type="radio"/> IRRIGATION SYSTEM/WELL
<input type="radio"/> FREE STANDING SIGNS	<input type="radio"/> WALL SIGNAGE
<input type="radio"/> FIRE SPRINKLER <input type="radio"/> OTHER DESCRIBE OTHER: _____	<input type="radio"/> FIRE SUPPRESSION

Electric Power Utility:

Florida Power and Light

Clay Electric

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PERMIT # \_\_\_\_\_

**THIS SECTION TO BE COMPLETED BY APPLICANT**

**E-MAIL ADDRESS OF PROPERTY OWNER AND CONTRACTOR REQUIRED**

**1) Title Holder/ Property Owner Information** (Considered applicant unless a contractor is named)

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

2) Mailing Address: \_\_\_\_\_ e-mail: \_\_\_\_\_

**Do any other persons have any ownership/ interest in the subject property? Yes \_\_\_\_\_ No \_\_\_\_\_**

**If YES, please list such persons.**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

**3) Contractor Information**

Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Contractor Florida License #: \_\_\_\_\_ E-Mail Address: \_\_\_\_\_

**4) Property Information Location and Use:**

All / Part (*Circle One*) of Tax Parcel Number: \_\_\_\_\_

General Job Address Location Description or 911 Address:

\_\_\_\_\_  
Legal Description (Please give Lot #, Block, Sub-division):

*Please also provide a copy of the parcel info. sheet from the Property Appraiser site*

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Acres/Size of Property (use fractions thereof if applies): \_\_\_\_\_

Present Use: \_\_\_\_\_

Intended Use: \_\_\_\_\_

(Commercial, Industrial, Residential, Agricultural, Undeveloped, Vacant Building, etc.)

Current Zoning: \_\_\_\_\_ Future Land Use Plan Map Category: \_\_\_\_\_

(See Growth Management for Zoning and Land Use Map info)

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Does any portion of the property flood after heavy rains or is any portion of the property in a Flood Prone Area

or Flood Zone? YES NO

How will/does this property receive water and sewer service? Public Private Community Septic Well  
(Note: City Codes may limit or prohibit septic systems.) (Public, private, community, septic, etc.)

Scope of Work: \_\_\_\_\_

Type of Construction: \_\_\_\_\_

Building Size: \_\_\_\_\_

Number of Occupancy Units: \_\_\_\_\_

Job Valuation (materials+ labor): \$ \_\_\_\_\_

I (we) do hereby certify that to the best of my (our) knowledge and belief, that all of the above statements and information, and the statements contained in any papers or plans submitted herewith, are true and correct. I authorize the Growth Management Department to enter and inspect the site and premises which is the subject of this application. Additionally, I (we) do hereby certify that I (we) understand that a violation of Florida Statute 489.129, particularly performing any act which assists a person or entity in engaging in the prohibited uncertified and unregistered practice of contracting, and knowingly combining or conspiring with an uncertified or unregistered person by allowing his or her certificate or registration to be used by the uncertified or unregistered person with intent to evade the provisions of chapter 489, will result in complaints being filed with the Florida Department of Business and Professional Regulation by this city.

\_\_\_\_\_  
CONTRACTOR PRINTED NAME

\_\_\_\_\_  
Date

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

\_\_\_\_\_  
Date

STATE OF FLORIDA  
COUNTY OF COLUMBIA

I hereby certify that on this day, \_\_\_\_\_ personally appeared before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, who is personally known to me or who has produced \_\_\_\_\_ as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witnessed by my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 202.

(NOTARY SEAL or STAMP)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

The Department and Applicant agree that this Document may be electronically signed. The parties agree that electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

\_\_\_\_\_  
**PROPERTY OWNER or OWNER AGENT (if different):**

\_\_\_\_\_  
**Date**

\_\_\_\_\_  
**Signature of Property Owner or Owner Agent  
(if different from Applicant)**

\_\_\_\_\_  
**Date**

STATE OF FLORIDA  
COUNTY OF COLUMBIA

I hereby certify that on this day, \_\_\_\_\_ personally appeared before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, who is personally known to me or who has produced \_\_\_\_\_ as identification, who is the person described in and who executed the foregoing instrument and who acknowledged before me that they executed the same for the uses and purposes therein expressed.

Witnessed by my hand and official seal, this \_\_\_\_\_ day of \_\_\_\_\_, 20

(NOTARY SEAL or STAMP)

\_\_\_\_\_  
Signature of Notary

\_\_\_\_\_  
Printed Name of Notary

Personally Known \_\_\_\_\_ OR Produced Identification \_\_\_\_\_  
Type of Identification Produced

**OFFICIAL CITY OF LAKE CITY USE  
ONLY**

**ZONING:** \_\_\_\_\_

**FLOOD ZONE:** \_\_\_\_\_

**DOT CONNECTION** \_\_\_\_\_

**PERMIT: CITY STREET** \_\_\_\_\_

**ACCESS: SRWMD** \_\_\_\_\_

**PERMIT:** \_\_\_\_\_

**PLANS APPROVED:** \_\_\_\_\_

**GROWTH MAMAGEMENT:** \_\_\_\_\_

**FIRE CHIEF:** \_\_\_\_\_

**UTILITIE: Water:\_\_\_Sewer:\_\_\_Gas:\_\_\_\_\_**

**PUBLIC WORKS:** \_\_\_\_\_

**P & Z ADMINISTRATOR:** \_\_\_\_\_

**PERMITS ISSUED:** \_\_\_\_\_

**BUILDING OFFICIAL:** \_\_\_\_\_

David Young, CBO BU645

- Applications for building wall and freestanding signs also require a separate zoning review application – sign plans may be letter, legal or 11” x17” sized.
- Additional criteria may apply – always initiate contact first with the Growth Management for more zoning and land use information, plan review checklist and plan review requirements.

The Department and Applicant agree that this Document may be electronically signed. The parties agree that electronic signatures appearing on this agreement are the same as handwritten signatures for the purposes of validity, enforceability and admissibility.

**APPLICANTS FOR COMMERCIAL PERMITS WITHIN THE CITY OF LAKE CITY  
ARE REQUIRED TO FURNISH/PROVIDE THE FOLLOWING:**

1. All plans are to be submitted to the Growth Management Department.
2. **Two complete 24" X 36" paper sets AND one electronic set on a CD or a PDF fileof:**  
Site and Construction Plans – signed and sealed by a Florida Licensed architect or engineer, must include: Electrical Panel Directory, Calculations, Circuit Numbers, ETC.; Plumbing Plan with pipe layout and required fixtures; Mechanical System with duct layout and sizes, and type and sizes of units.
3. Presentation to Site Plan Review Committee and Planning and Zoning Board for approval (unless 100% interior renovation). (see Planning and Zoning Administrator)
4. Legal Description of property and property ID Number as assigned by PA Office.
5. Permit to be pulled by: General or Class "B" Building Contractor.
6. **All Sub-Contractors must hold a valid Florida Contractor license and are responsible for permits within their trade.**
7. All plans must be reviewed and approved by: Zoning, Fire, Utilities (water, sewer and gas), Public Works and Growth Management Departments. (see item #3 above)
8. Complete Site Plan with Storm Water details, calculations and permit copies.
9. Site elevations and finished floor elevations.
10. Permit from: Suwannee River Water Management District and/or DEP.
11. Plat plan showing location of all proposed improvements and designated areas.
12. All ADA Accessibility requirements shown in detail.
13. Energy Efficiency Form (COMPUTER GENERATED).
14. Driveway connection permit from: Florida Department of Transportation (if State Highway).
15. Utility availability confirmation (contact Utilities Customer Service who can do a work order to verify).
16. All projects within a Flood Hazard Area/Zone must have certification that the finished flood elevation meets requirements for either an 'A' or 'AE' zone, as applicable.
17. Notice of Commencement must be filed and a copy furnished to the Growth Management.
18. Copy of Contractor's License.
19. Copy of Home County or City License.
20. Copy of Contractor's: Liability and Workers Compensation Coverage.
21. Certificate Holder must sign permit application or a notarized letter of authorization to sign must also be submitted.
22. Product Approval Codes and Info. (FL #)
23. Pay all Tap and Impact Fees, and Establish Utility Accounts with deposits.
24. All criteria required by the City Land Development Regulations must be shown, including but not limited to: Zoning of property, Parking area details (regular and ADA), required Landscaping plan page with number, types and location of trees, plants, shrubs, sod, etc., + (see site-plan review checklist for additional details).
25. Certain projects require dual review by both City Departments as well as the Planning Board in a public hearing – see Growth Management
26. Projects located within the Community Redevelopment District (CRA) have special overlay development standards to meet that are not standard to zoning district – see Growth Management.
27. Other criteria as may apply to your situation – see Growth Management for evaluation.

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- City of Lake City Staff Departments are available to conduct a pre-development meeting to discuss your proposed project. Contact the Growth Management to schedule one of these meetings. Your project may require: Annexation, Land Use or Zoning Changes, a Variance, a Special Exception or other required public hearings. Any improvements intended to be dedicated to the City, i.e. Roads, Sidewalks, Infrastructure, etc. also have required criteria.
- If your development is creating a new parcel of record, a subdivision plat may be required.

**Sec. 3.12. Board Site and Development Plan Review and In-House Plan Review.**

Any use, structure or site development, pertaining to a use, structure or development more intense than one single-family residence on a single lot, and/or one duplex on a single lot, is deemed to be commercial in nature. All such uses, structures or site developments, whether principle, by special exception or accessory in nature, when such is proposed to be established, re-established, redeveloped, expanded or altered, shall require commercial site and development Plan review and approval as provided for herein; and when applicable, shall be subject to compliance with all the criteria as listed in Article 4.

This does not preclude any use, structure or site development proposed, whether residential or commercial, from also being subject to other requirements and separate review, as found: herein, in the City Code of Ordinances, in the Florida Statutes, in the Federal Statutes, or as required by the Growth Management, Utilities, Fire Chief or any other departments or agencies which have authorized standing.

In addition to City Department in-house plan review and approval, such uses, structures and site developments, as defined below, shall also go before the Planning and Zoning Board, in a public hearing setting, for comment, consideration, review and possible: approval as proposed, or approval with conditions stated as appropriate, or denial:

1. On an unimproved lot – New proposed commercial construction or any site development proposed on a parcel.
2. For commercial redevelopment of a previously improved lot, proposed demolition and/or new additions or construction of new building or structure footprint, or, any site development which will alter the land.

The Planning and Zoning Board shall consider such Plans as a condition precedent to the issuance of building permits by the Growth Management Department.

3.12.1. Contents. All submitted Plans shall contain standard building Plan information as required by these LDR, the Growth Management, the Fire Chief, and other applicable City departments.

**See also Article 4 of the City Land Development Regulations for additional criteria. Other City Codes may also apply that are not found in the Land Development Regulations.**

Complete LDR Sections are available on [www.ncfrpc.org](http://www.ncfrpc.org)



## **SOLID WASTE COMMERCIAL AND RESIDENTIAL SERVICES**

This is an official City of Lake City notice to all solid waste customers.

The City Council has authorized WASTE PRO of FLORIDA, pursuant to City Council Resolution 2014-065 and adopted September 2, 2014, to collect and dispose of garbage, yard waste, commercial and demolition debris and recyclable items for all properties or customers within the City of Lake City.

No company other than WASTE PRO may provide solid waste services of any type to any residence, commercial enterprise or property within the City Limits of the City of Lake City.

Please contact City of Lake City, Customer Service, to establish residential service, (386) 758-5784.

Please contact Waste Pro of Florida to establish commercial solid waste service, (386) 758-7800.

This includes all construction debris for all residential and commercial construction, renovation and demolition projects.

Exception: Upon prior approval by Growth Management, the contractor of record for the project who owns their own visible labeled container and transporting vehicle for the container is exempt from the above requirement.

### **CUSTOMER ACKNOWLEDGEMENT:**

Owner or Title Holder of property Signature	Date
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Residential or Commercial Customer Signature	Date
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### **Growth Management Approval for contractor of record owned container and owned transporting vehicle:**

Growth Management Approval	Date
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NOTICE OF COMMENCEMENT

Clerk's Office Stamp

Tax Parcel Identification Number: \_\_\_\_\_

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

- 1. Description of property (legal description):
a) Street (job) Address:
2. General description of improvements:
3. Owner Information or Lessee information if the Lessee contracted for the improvements:
a) Name and address:
b) Name and address of fee simple titleholder (if other than owner)
c) Interest in property
4. Contractor Information
a) Name and address:
b) Telephone No.:
5. Surety Information (if applicable, a copy of the payment bond is attached):
a) Name and address:
b) Amount of Bond:
c) Telephone No.:
6. Lender
a) Name and address:
b) Phone No.
7. Person 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:
a) Name and address:
b) Telephone No.:
8. In addition to himself or herself, Owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(l)(b), Florida Statutes:
a) Name: OF
b) Telephone 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.

STATE OF FLORIDA
COUNTY OF COLUMBIA

10. \_\_\_\_\_
Signature of Owner or Lessee, or Owner's or Lessee's Authorized Office/Director/Partner/Manager

Printed Name and Signatory's Title/Office

The foregoing instrument was acknowledged before me, by means of \_\_\_ physical presence or \_\_\_ online notarization, a Florida Notary, this \_\_\_ day of \_\_\_, 20\_\_\_, by: \_\_\_ as \_\_\_
(Name of Person) (Type of Authority)
for \_\_\_ who is personally known \_\_\_ OR produced identification \_\_\_
(name of party on behalf of whom instrument was executed)
Type ID \_\_\_\_\_

Notary Signature \_\_\_\_\_ (Notary Stamp or Seal)



# PRODUCT APPROVAL SPECIFICATION SHEET

As required by Florida Statute 553.842 and Florida Administrative Code 9B-72, please provide the information and approval numbers on the building components listed below if they will be utilized on the construction project for which you are applying for a building permit. We recommend you contact your local product supplier should you not know the product approval number for any of the applicable listed products. Statewide approved products are listed online at [www.floridabuilding.org](http://www.floridabuilding.org).

Category/Subcategory	Manufacturer	Product Description	Approval Number(s)
<b>1. EXTERIOR DOORS</b>			
A. SWINGING			
B. SLIDING			
C. SECTIONAL/ROLL UP			
D. OTHER			
<b>2. WINDOWS</b>			
A. SINGLE/DOUBLE HUNG			
B. HORIZONTAL SLIDER			
C. CASEMENT			
D. FIXED			
E. MULLION			
F. SKYLIGHTS			
G. OTHER			
<b>3. PANEL WALL</b>			
A. SIDING			
B. SOFFITS			
C. STOREFRONTS			
D. GLASS BLOCK			
E. OTHER			
<b>4. ROOFING PRODUCTS</b>			
A. ASPHALT SHINGLES			
B. NON-STRUCT METAL			
C. ROOFING TILES			
D. SINGLE PLY ROOF			
E. OTHER			
<b>5. STRUCT COMPONENTS</b>			
A. WOOD CONNECTORS			
B. WOOD ANCHORS			
C. TRUSS PLATES			
D. INSULATION FORMS			
E. LINTELS			
F. OTHERS			
<b>6. NEW EXTERIOR</b>			
A. ENVELOPE PRODUCTS			

The products listed below did not demonstrate product approval at plan review. I understand that at the time of inspection of these products, the following information must be available to the inspector on the jobsite; **(1)** copy of the product approval **(2)** performance characteristics which the product was tested and certified to comply with **(3)** copy of the applicable manufacturer's installation requirements. Further, I understand these products may have to be removed if approval cannot be demonstrated during inspection.

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

APPLICANT SIGNATURE

DATE

Rev 1/24