



RESIDENTIAL ADDITION PERMITS

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What is a Residential Addition?

Residential Addition permits are needed for adding additional space to a home, such as a new room(s). Residential Addition permits also include screen rooms, pool cages/enclosures, attached carports, and glass rooms.

Who can apply for a Residential Addition permit?

A general or building contractor can apply for the permit. If you are a homeowner and will be doing the work yourself, you can apply for the permit, however, there are certain criteria you must meet in order to do so. Please see our [Owner Builder Packet](#) for requirement details.

How do I apply for a permit?

Residential Addition permits should be applied for online using the [iMS](#) permitting system. For further information on using the iMS system, please click [here](#), or go to the following:
<https://www.lakelandgov.net/departments/community-economic-development/building-inspection/ims>.

Following submission of your Residential Addition permit application in iMS, you will receive an email notification to upload the documents listed below into our plan review system, ePlan ProjectDox. All documents must be uploaded in .pdf format.

What documents do I need to Submit with my permit application?

Please see the checklist of documents below. An explanation of each document type is also provided.

Complete Set of Sealed Plans	A complete and concise illustration of the proposed work prepared with sufficient clarity to indicate the location, nature, and extent of the work proposed and show in detail that it will conform to the provisions of the building code, relevant laws, ordinances, rules, and regulations. A complete and detailed scope of work is required. All plan documents must be signed and sealed by the Architect or Engineer. All documents must be uploaded in .pdf format. Plan sheets must be uploaded as one page per file.
Site Plan	The Site Plan Guidelines must be followed. It must include the property lines, the footprints of existing

	structures, drawn and labeled streets, and proposed setbacks from the property lines.
Florida Energy Code forms (If adding living space)	Form 402-2023. This form is usually prepared, signed and dated by the Architect/Engineer of record or the HVAC Contractor. These Building Code requirements range from prescribing minimum equipment ratings, materials, construction practices, etc., and are specifically governed by the 8 th Edition 2023 Florida Energy Code. These forms are intended to demonstrate compliance with the energy efficiency criteria and the Building Department highly recommends that you seek professional assistance through the services of a qualified Architect, Engineer or HVAC Contractor in completing these forms when they are specifically required for your particular construction project.
Florida Product Approval Numbers	The Florida Product Approval Numbers are needed for exterior construction materials (roofing, windows, doors, etc). The Florida Product Approval Numbers and installation sheets must be submitted for review. To obtain Florida Product Approval Numbers and the corresponding installation sheets, please visit www.floridabuilding.org .
Health Department Septic Tank Permit	If your property is served by septic system and additional living space is being constructed, a copy of the Health Department approved septic tank permit with the original approved stamped plans must be submitted. Please contact the Environmental Division of the Health Department at 863-519-8330 to request a septic tank permit application. If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.
Owner-Builder Statement/Affidavit (Applicable to Qualified Owner-Builders Only)	An Owner/Builder Disclosure Statement is a legally binding oath required by Florida Statute, which you are required to execute in order to be issued a building permit in your name. The Disclosure Statement affirms your certification of compliance with the limitations imposed upon you by Florida Statute 489 in order to be exempt from professional licensure requirements as an Owner/Builder. The form can be found here: Owner-Builder Packet
Notice of Commencement (NOC)	The State of Florida requires a Notice of Commencement form to be submitted for all projects with a job value over \$5000. The completed NOC should be taken to the Polk County Clerk of Courts to be recorded. Once recorded, the NOC must be submitted to the Building Inspection Division prior to your first inspection.