



WOOD/COMPOSITE DECK PERMITS

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What is a Deck?

A Deck is a structure a deck is a structure that's elevated from the ground and is typically attached to a home. Decks are made with a variety of pressure treated lumber or other composite materials. A deck is not enclosed and does not extend to the roof of a structure. A deck might also require a railing for safety, depending on the specifics of the project.

Who can apply for a Deck 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?

Deck 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 Deck 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 must include the property lines, the footprints of existing structures, drawn and labeled streets, proposed deck, and setbacks from the property lines.
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.