



DOCK PERMITS

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What is a Dock?

A Dock is a structure extending alongshore or out from the shore into a body of water, suitable for walking and/or to which boats may be moored.

Who can apply for a Dock permit?

A certified general contractor or a marine 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?

Before applying for a permit, please contact our Public Works Engineer at 863-834-3307 to discuss the viability of a dock on your property.

Dock 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 Dock 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. Indicate post and beam spacing and sizes, decking material, and connector details on the plans. Indicate through elevations how high the dock is above the waterline. A complete and detailed scope of work
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	<p>is required. All plan documents must be signed and sealed by the Architect or Engineer.</p> <p>All documents must be uploaded in .pdf format. Plan sheets must be uploaded as one page per file.</p>
Site Plan	<p>The site plan must include the property lines, the footprints of existing structures, drawn and labeled streets, proposed dock, location of turbidity barriers, and setbacks from the property lines.</p>
Owner-Builder Statement/Affidavit (Applicable to Qualified Owner-Builders Only)	<p>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</p>
Notice of Commencement (NOC)	<p>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.</p>