



228 S. MASSACHUSETTS AVE.  
 LAKELAND, FLORIDA 33801-5086  
 863/834-6012  
 TDD 863/834-8333

## REMODEL-RESIDENTIAL CHECKLIST

Revised 3/4/20

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Building Permit Application	Complete all information on the <a href="#">Building Permit Application</a> provided. If the information requested does not apply to the construction being performed, insert "N/A" for "not applicable". For further information or questions on the completion of the Building Permit Application, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Owner/Builder Disclosure Statement	<b>APPLICABLE TO OWNER/BUILDERS ONLY.</b> An <a href="#">Owner/Builder Disclosure Statement</a> 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 489.503(6) in order to be exempt from professional licensure requirements as an Owner/Builder. For further information, contact the Building Inspection Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Plot/Site Plans	The <a href="#">Site Plan Guidelines</a> must be followed for the proposed setbacks from the property line to all sides of a proposed new structure. If all the remodeling is on an existing house, then no site plan would be required. For further information on site plan requirements, contact Planning at 863-834-7526.
<input type="checkbox"/> Complete Set of Plans	Please provide 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 code, relevant laws, ordinances, rules and regulations. The illustration shall also include the existing layout and the proposed layout for plan review. A complete scope of work describing the work being done. <b><u>All Structural changes must be signed and sealed by an Architect or Engineer.</u></b> The maximum sheet size is 24" x 36". For further information on plan requirements, contact the Building Inspection Division at 863-834-6012.

<input type="checkbox"/> Florida energy Code for Building Construction	(If adding living space) – Form 402-2017. This form is usually prepared, signed and dated by the Architect/Engineer or the A/C Contractor.
<input type="checkbox"/> Manual “J” Form  This form can apply to new homes or additions	Must show equipment size and type. This form is usually prepared, signed and dated by the Architect/Engineer of record or the A/C Contractor.  As you might imagine, energy efficiency is an important consideration in a living environment and is strictly governed by the State of Florida in the form of Building Code requirements. These requirements range from prescribing minimum equipment ratings, materials, construction practices, etc., and are specifically governed by the 2017 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.
<input type="checkbox"/> 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.
<input type="checkbox"/> City of Lakeland Product Approval Checklist	The <a href="#">Product Approval Checklist</a> must be submitted. The Florida Product approval numbers and installation sheets must be submitted for review. To obtain Florida Product Approval numbers and corresponding installation sheets, please visit <a href="http://www.floridabuilding.org">www.floridabuilding.org</a> .
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the recorded <a href="#">Notice of Commencement Form</a> must be submitted to the City of Lakeland Building Inspection Division. A recorded NOC is required for all projects over \$2500.