



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

RETAINING WALL CHECKLIST

Revised 10-1-11

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Building Permit Application	<p>Complete all information on the Building Permit Application in the spaces 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 Permitting Division at 863-834-6012 or buildinginspection@lakelandgov.net.</p>
<input type="checkbox"/> Owner/Builder Disclosure Statement	<p>APPLICABLE TO 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 489.503(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 buildinginspection@lakelandgov.net.</p>
<input type="checkbox"/> Plot/Site Plans	<p>Follow the Site Plan Guidelines and include proposed setbacks from the property line to the proposed new structure. For further information on submittal requirements, contact Site Compliance at 863-834-8206.</p>
<input type="checkbox"/> Complete Set of Plans	<p>Indicate the location of the improvements on the plans. Signed and sealed plans by and Architect or Engineer may be required. For further information on plan requirements, contact Plan Review at 863-834-6057.</p>
<input type="checkbox"/> Lakes Review	<p>A copy of the permit and plans may be sent to Lakes and Stormwater for their review and approval.</p>
<input type="checkbox"/> Notice of Commencement	<p>Before you can obtain the first inspection, the recorded Notice of Commencement Form must be submitted to the City of Lakeland Building Inspection Division.</p>
<input type="checkbox"/> Customers Please Send	<p>Questions, comments and suggestions for this checklist to buildinginspection@Lakelandgov.net. We will update this list periodically.</p>