



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

SHED/GARAGE/SITE BUILT CHECKLIST

Revised 6/13/2017

This checklist is provided to assist customers in submitting complete permit applications and plans, which smooths and speed the permit approval process. While the checklist is thorough, it is not exhaustive and does not apply to every permitted project type. **Contractors:** Please note that application for this type of permit must be made through eTRAKiT, with plans submitted through ePlan.

<input type="checkbox"/> Building Permit Application	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 .
<input type="checkbox"/> Owner/Builder Disclosure Statement	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 .
<input type="checkbox"/> Plot/Site Plans	The Site Plan Application must include proposed setbacks from the property line to all sides of the proposed structure. Sheds are prohibited within any easement. For further information on submittal requirements, contact Planning & Zoning.
<input type="checkbox"/> Health Department Septic Tank Permit	If your property is served by septic system, 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"/> Engineered Drawings <input type="checkbox"/> Product Approval Checklist	Submit two copies of engineered drawings for the shed. These drawings will include a foundation plan, floor plan, wall section, and elevation. The plan will include lumber and nailing specifications. Plans must include the height of the shed and they must include the anchoring system used. Product Approval Checklist must be included for the exterior components and cladding.
<input type="checkbox"/> Notice of Commencement	Before you can obtain the first inspection, the recorded Notice of Commencement Form must be submitted to the City of Lakeland Building Inspection Division, if applicable.