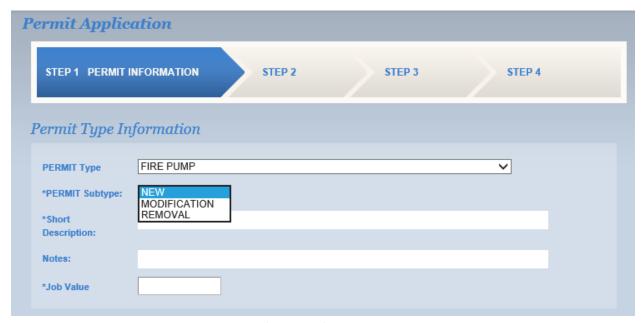
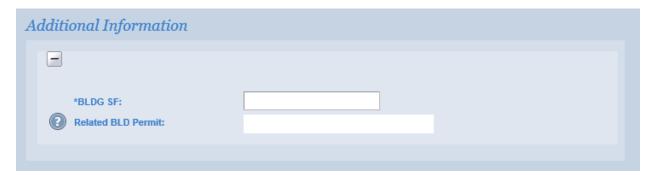


Permit fees are non-refundable once the application has been processed.

- Select appropriate PERMIT Subtype from the dropdown (NEW, MODIFICATION, REMOVAL)
- In Short Description, enter short description IN ALL CAPS (ex: INSTALL NEW ELECTRIC FIRE PUMP AND CONTROLLER, REPLACE EXISTING FIRE PUMP)
- In Job Value, enter the Contract price amount.

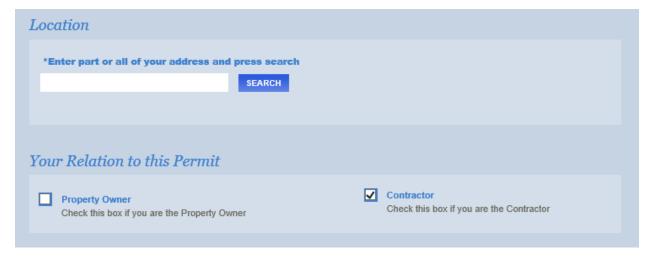


• In BLDG SF, enter the total square footage of the building.





- Enter the address for the permit, including suite number if applicable.
- Click on the correct address in the search results. The complete address will appear in "Location". If the wrong one was selected, click **Address Lookup** again and re-type the address.
- Do not check the Property Owner box, this will be filled with the information on file.
- Check the contractor box, if not already checked.



- Do not upload plans here, a separate email will be sent after the application is complete inviting you to ePlan. That email will also contain links to a quick start guide and information to assist you in using ePlan.
- Click **NEXT STEP** to continue.



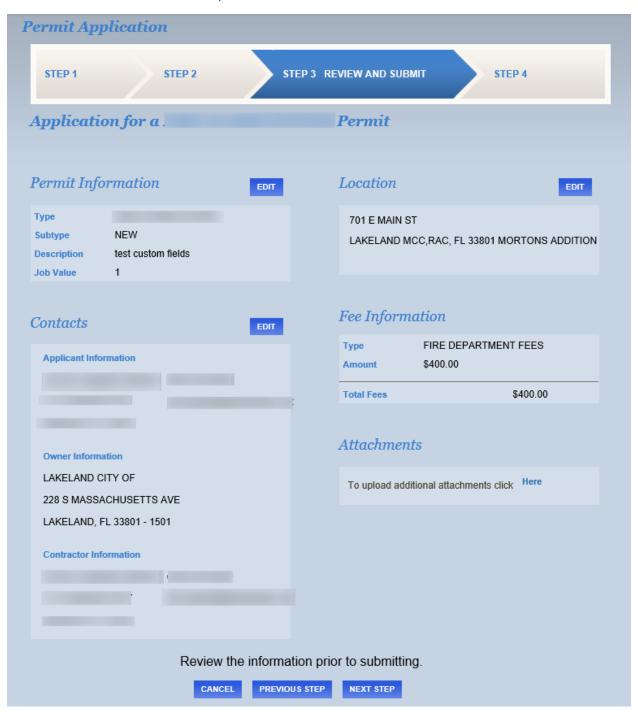


- This information will be taken based on what is on file at the City.
- The email address in the Applicant Information section (outlined in red below), will be where the ePlan invitation will be sent. Please change it here if not correct.
 - (If this is a permanent change, after the permit application is complete, change it using the VIEW/EDIT PROFILE option in the top bar. This will update the City's record for all future applications.)





- You will be presented with the information compiled from the last 2 steps. Please review to verify it is correct. If any piece is incorrect, click the corresponding **EDIT** button and update.
- Click NEXT STEP when ready.





Confirmation

Thank you for submitting your permit application through eTRAKIT. Before you begin any work, the City's Building Inspection division staff and/or Fire Safety Management division staff must review and approve your permit application, required plans, and payment in full must be made to the City. The provided email address will be used to send all requests for any required additional documentation and approval notification for the permit.

The fees provided on this application are an estimate based on entered information and may change after being reviewed by staff.

Note: It is the responsibility of the contractor to print the permit once it is approved, along with the approved plans and comments, and make them available on the job site prior to work beginning and through the duration of the job.

VIEW PERMIT

- 1. Submit plans in ePlan, invitations will be sent to the provided email account. If invitation is not received within 2 hours of completing application, check Spam/Junk folders for the message. If not there, contact eplanhelp@lakelandgov.net with your permit number for assistance.
- 2. Plans must include system components, specification sheets, and calculations.
- 3. Plans must have PE seal.