



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

WOOD DECK CHECKLIST

Revised 6/15/2017

This checklist is provided to assist customers in submitting complete permit applications and plans, which smooths and speeds 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. For further information on submittal requirements, contact Planning & Zoning.
<input type="checkbox"/> Complete Set of Plans	The deck plan requirement is 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. All required pages may have to be signed and sealed by an Architect or Engineer. The maximum sheet size is 24" x 36". For further information on plan requirements, contact Plan Review at 863-834-6057.
<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.