



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

## GLASS ROOM CHECKLIST

Revised 6-21-12

PLEASE INCLUDE THE FOLLOWING ITEMS IN THE ORDER SHOWN BELOW

<input type="checkbox"/> Building Permit Application <input type="checkbox"/> Electrical Permit Application <input type="checkbox"/> Mechanical Permit Application	Complete all information on the <a href="#">Building Permit Application</a> in the spaces provided. If the information requested does not apply to the construction being performed, insert "N/A" for "not applicable". An <a href="#">Electrical Permit Application</a> is required and the plan must show the electrical layout. If the room is going to be heat/cooled, a <a href="#">Mechanical Permit Application</a> is required along with two copies of energy forms. <a href="#">Form 402-2017</a> may be used. For further information or questions on the completion of the Building Permit Application, contact the Permitting Division at 863-834-6012 or <a href="mailto:buildinginspection@lakelandgov.net">buildinginspection@lakelandgov.net</a> .
<input type="checkbox"/> Owner/Builder Disclosure Statement	APPLICABLE TO OWNER/BUILDERS ONLY. 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 <a href="#">Florida Statute 489.503(6)</a> 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	Follow the <a href="#">Site Plan Guidelines</a> and include proposed setbacks from the property line to all sides of the proposed structure. For further information on submittal requirements, contact Site Compliance at 863-834-8206.
<input type="checkbox"/> City of Lakeland Product Approval Checklist	The <a href="#">Product Approval Checklist</a> must be submitted. If this information is stated on the plans, this form does not need to be submitted.
<input type="checkbox"/> Complete Set of Sealed Plans	The Single Family Plan Review Checklist 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 must be signed and sealed by an Architect or Engineer. For further information on plan requirements, contact Plan Review at 863-834-6057.

<input type="checkbox"/> Health Department Septic Tank Permit	<p>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.</p> <p>If your property is served by a public or private sewer (non-septic) system, no such Health Department approval is required.</p>
<input type="checkbox"/> Notice of Commencement	<p>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.</p>
<input type="checkbox"/> Customers Please Send	<p>Questions, comments and suggestions for this checklist to <a href="mailto:buildinginspection@Lakelandgov.net">buildinginspection@Lakelandgov.net</a>. We will update this list periodically.</p>