



New Single Family Residence  
**BUILDING DEPARTMENT**  
 SUBMISSION CHECKLIST

	Documents to be Submitted Digitally in PDF format to Permitting@lakewalesfl.gov	Notes
	Building Permit Application – Current Edition of the Florida Building Code	Completed, Signed and Notarized
	Notice of Commencement (NOC) required for permits with the total cost of \$2,500 or more (mechanical replacement \$15,000+)	Signed, Notarized and Recorded
	Building plans - should include all minimum criteria stated in Florida Building Code 107 for Residential (one- and two-family)	Signed and Sealed. (digital, wet, or charcoaled)
	Electrical Service Diagram	Required
	Plumbing Riser Layout	Required
	Truss Engineering Plans and Layout	Signed and Sealed
	Florida Energy Calculations	Signed and Dated
	Florida Product Approval Number(s) for Windows, Doors, and Garage Doors	Signed Cover Sheet Acceptable
	Boundary Survey and Site/Plot Plan, <b>including setbacks, sidewalk, accessory structures, mechanical equipment, elevation, residential tree density and irrigation.</b> Final Survey required prior to issuance of Certificate of Occupancy for all new habitable buildings. Properties located in a flood area – provide elevation certificate before final inspection.	Survey signed/sealed by surveyor.
	<b>Approved</b> Septic Tank Permit from Polk County Health Department and/or Well Permit if used as a potable source	If Required
	Florida Water Star Certification is required to obtain CO. Contact Robin Grantham for information Robin.Grantham@WaterMatters.org	Needed for CO
	All submissions are electronic. Once approved you will be required to print out the stamped approved documents and leave them on-site for inspections.	PDF Format Required