

To provide, in a special manner, the citizens of the City of Lake Alfred with quality services that are both reasonable and efficient in cost, while promoting managed affordable growth



Building Permits

CONTACT US

Community Development office is located at City Hall 8am-4:30pm

120 E Pomelo St.
Lake Alfred, FL 33850

Phone: 863-291-5748

Email: permits@mylakealfred.com

Web: mylakealfred.com

<https://aca-prod.accela.com/COLA>



PERMITS REQUIRED

Any owner or owner's authorized agent who intends to construct, enlarge, alter, repair, move, demolish or change the occupancy of a building or structure, or to erect, install, enlarge, alter, repair, remove, convert or replace any impact-resistant coverings, electrical, gas, mechanical or plumbing system, the installation of which is regulated by this code, or to cause any such work to be performed, shall first make application to Lake Alfred Community Development and obtain the required permit.

Permits must be applied for by a state-licensed contractor that is registered in the City's Accela system. Contractor registration is done through an Accela user account by completing a Contractor Registration/Renewal application. Owners of homesteaded property may apply for permits when acting as their own contractor and provide direct supervision of themselves of all work not performed by licensed contractors and must provide an owners disclosure statement.

A Notice of Commencement is mandated by Chapter 713 of the Florida Statutes for any job value over \$5000 or \$15,000 for AC work. Record a notice of commencement in the Polk County Clerk of Courts office and post either a certified copy or a notarized statement that the notice of commencement has been filed for recording along with a copy at the job site.

INSPECTIONS



All permits must be inspected. Inspections can be scheduled online or by phone. The cutoff time for next day inspections is 2pm. No same day inspections. Please have permit card, NOC and

stamped documents on site. Inspections can be scheduled through your Accela account or by calling the office at (863)-291-5748.

Failure to get inspections within 180 days of permit issuance will result in an expired *Null and Void* permit with potential Code Enforcement action against the homeowner.

Most single trade permits require a single inspection. **Re-roofs** require an in progress and final inspections. Roof affidavits are not required. Larger jobs may require several inspections throughout the process.

THE PERMIT PROCESS

How do I get a permit?

For your convenience we offer an online permitting system, however, we can provide application assistance at City Hall. Our online system can be found at <https://aca-prod.accela.com/COLA>

What happens after the application is submitted?

The permit application is checked for sufficiency and will go into *Additional Info Required* status if additional information or documents are needed. The permit will then be reviewed by planning and building. The permit will either be approved or go into a *Revisions Required* status if additional information or documents are needed. Emails are automatically sent when the permit is ready to be paid for or additional information is needed.

How much will the permit cost?

There are different fees for permit types. Please check with the office for an estimated cost.

Is anything else needed?

If you are a homesteaded owner applying for a permit you must provide an **Owner Builder** disclosure that can be found at www.mylakealfred.com

If you are applying for a permit and are not the owner, an **Owners Authorization** form will be required that can be found at www.mylakealfred.com

If you recently purchased a property or the name does not match what Polk County Property Appraiser, then proof of ownership is required in the form of a deed or other document showing ownership.

How long is a permit good for?

It is our goal to issue, inspect and close all permits, however if no action is taken within 180 days the permit or application will expire and become null and void. If the reviewer requests revisions with no response within 180 days, the permit is void. If no inspection is carried out within 180 days the permit is void. Permits can be extended to an additional 90 days with a written letter from the applicant requesting extension. The 180 day clock resets when an action is taken.

PERMITS REQUIRED

- Construction or demolition of any building or structure regardless of size.
- All new construction, including additions and any alterations, renovations or remodels involving structural elements or involving any electrical, plumbing, fuel gas, fire systems, pollutant storage tanks, on-site underground utilities, signs or mechanical systems.
- Alterations, renovations, remodels or modifications to any commercial structure affecting occupancy classification, means of egress, fire resistance ratings or handicap accessibility.
- The installation, alteration, replacement, extension or repair of any irrigation, electrical, plumbing, mechanical work, fuel gas, fire systems, solar systems or any associated electrical work.
- AC change outs
- Conversion of any non-habitable space to habitable space including the enclosure of garages, carports, porches or similar structures and the replacement of screening or vinyl windows with glass or solid walls.
- All foundation remediation work to assure that an engineer is overseeing the work.
- Commercial and residential docks, piers, sea walls, boathouses, bulkheads and boat ramps.
- All masonry walls and fences and retaining walls
- Concrete slabs adjacent to a principal or accessory structure, intended for support of a structure, elevated slabs, sidewalks and portions of driveways in the right of way or within the minimum setbacks.
- Pavers installed within the required setbacks or adjacent to structures.
- Tents for public assembly or use or having electrical lighting.

PERMITS REQUIRED

- Pre-manufactured storage buildings, residential buildings and commercial buildings.
- Additions, repairs, alterations or accessory structures to mobile homes or park trailers. Owners of a mobile home or park trailer situated on a rented lot will not be able to permit additions as owner builders without landowner consent.
- Mobile home and park trailer set-ups. Owners of a mobile home or park trailer situated on a rented lot will not be able to permit additions as owner builders without landowner consent.
- Above ground and In-ground swimming pools and spas.
- Pool/spa repairs, renovations, demolitions and remodels involving structural elements, electrical, gas, solar, geothermal work or additional equipment.
- All re-roofing.
- Decks, walkways, platforms, stairs and landings.
- All carports or similar structures with rigid roofs.
- All flagpole foundations and poles greater than 50 feet high.
- Replacement of skylights, windows and doors including garage doors.
- Installation or replacement of exterior doors and windows, security bars and permanent shutters.
- Plumbing re-pipes.
- Siding and soffit replacement or installation.
- Handicap ramps require a permit and must meet setbacks.

This list is not inclusive of every permitting situation, please call (863) 291-5748 with any questions.

REQUIREMENTS

Re-roof, Windows, Doors, Hurricane Shutters

- Florida Product Approval codes. These can be provided by retailers or manufacturers.

New Home Construction and Accessory Dwelling Units

- Site plan showing setbacks, ISR calculations and Finished Floor Elevation
- Florida Product Approval Codes
- Energy Calculations
- Building Plans sealed by a Florida architect or engineer

Sheds

- Site plan showing setbacks
- Building Plans sealed by a Florida architect or engineer

Central Heat and Air

- AHRI Certificate

Fences

- Site plan showing placement and length of fence. Height and materials must be indicated in the application description

Solar

- Sealed plans and roof letter certifying roof can withstand additional load

Remodel/Renovations

- Depending on the scope of work some remodel and renovations may require sealed plans