



Department of Development Services  
 Building Division  
 3600 W. Sovereign Path, Suite 111  
 Lecanto, Fl. 34461  
 (352)527-5310

Inspection Line:	(352)527-5266	Building:	(352)527-5310
Land Development:	(352)527-5239	Planning Division:	(352)527-5237
Engineering Division:	(352)527-5446	Fire Prevention:	(352)527-5407
Utilities Division:	(352)527-7642	State Health:	(352)527-5295

**NOTE:** Incomplete Applications **CANNOT** Be Accepted For Review

### NON-RESIDENTIAL APPLICATION CHECKLIST

1.	___	<b>Partial Payment Fee (Non-Refundable)</b> (Effective 1-1-2011) – See fee schedule on our website.
2.	___	<b>Application Form</b> - with accurate directions to the property from the Department of Development Services Office (Lecanto).
3.	___	<b>Proof of Ownership w/ Legal Description</b> , Range, Subdivision, Lot, Block or Parcel, or Metes and Bounds, if applicable (including numerical address) copy of deed or current tax bill. A letter of authorization or copy of complete lease agreement is required if applicant is other than the owner.
4.	___	<b>Boundary Survey</b> - No more than one year old or recertified by the original surveyor no more than one year prior to the application date.
5.	___	<b>Nine (9) Copies of a Site Plan Drawn To Scale</b> – (i.e.: 1" = 30') – Site plan must show all the information listed on the Non-residential site plan.
6.	___	<b>One (1) Drainage Plan and Drainage Calculations</b> - Applicable any time any new impervious area is created.
7.	___	<b>Letter of Authorization or Contractor Affidavit</b> - Required if an authorized agent signs application.
8.	___	<b>Contract Price</b>
9.	___	<b>Three (3) Complete Sets of Structural Plans</b> - Designed, signed, sealed and dated by an Architect/Engineer registered in the State of Florida.
10.	___	<b>Three (3) Separate &amp; Additional Floor Plans</b> - One for routing to Planning, one for routing to Environmental Health and one for routing to Utilities.
11.	___	<b>Three (3) Complete Sets of Energy Calculations Plus One (1) Copy Front Cover Sheet</b> - Computer Printout (400) measures the energy efficiency of a structure (i.e., type of glass, type of insulation, percentage of glass area, efficiency of walls, floors, doors, etc., where applicable).
a.	___	<b>Three (3) Copies of HVAC (Heating and Air Conditioning) Load Calculations</b> (where applicable) for habitable space. State of Florida Energy Code sheets (automated only) with EPI sheet.
b.	___	<b>Three (3) Product Approval Information Sheets</b> – (Required and effective July 1, 2004)
c.	___	<b>One (1) Additional Separate Set of Elevation Drawings</b> - for routing to Land Development Division
d.	___	<b>Six (6) Pre and Post Floor Plans</b> – Only Applicable for Change of Use Interior and Completion/Remodel Permits.
e.	___	<b>Truss Layout, Truss Uplift Load Summary, Load Path Connectors Specified.</b>
12.	___	<b>Notice of Commencement</b> - Certified copy to be submitted prior to 1st inspection for all projects \$2,500.00 or over in value as determined by the Department.

**NOTICE:** Separate application must be made with Environmental Health for any property with Septic and/or well.

*Depending on the nature and scope of the property, additional information/documentation may be required. Inclusive of this information is a copy of a date stamped application, permit, or exemption letter from applicable State and Federal Agencies.*