

**CITY OF LAKE HELEN  
BUILDING DEPARTMENT  
Residential Permit Documentation Requirements**

<b>PERMIT TYPE</b>	<b>PLANS/DOCUMENTS/FORMS/AFFIDAVITS/etc. needed for application processing</b>	
Above Ground Pool	2 sets of pool specifications; safety feature must be addressed on application or with plans; 1 survey with seal & 2 copies; 2 site plans; septic location	
Addition (Aluminum)	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages; 1 survey with seal & 2 copies; 2 site plans; septic location	
Addition (Frame / Masonry)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with engineer's seal; 2 copies of window and door data (manufacturer's testing & installation information) for each type/size window & door; 1 survey with seal & 2 copies; 2 site plans; septic waiver; energy forms	
Alteration	2 sets of construction plans with the architect's / engineer's seal if change is structural or affects the building envelope or 2 copies scope of work list; 2 truss packets with engineer's seal if applicable; 2 copies of window and door data (manufacturer's testing & installation information) for each type/size window & door; 1 survey with seal & 1 copy; 2 site plans if changing footprint of building; floor plan showing location of work septic waiver/location if applicable; energy forms if change to habitable area	
Alteration (Aluminum)	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages; 1 survey with seal & 2 copies; 2 site plans; septic location	
Aluminum Structure with Mobile Home	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages; 1 survey with the surveyor's seal & 2 copies; 2 site plans or if inside a mobile home park, 2 site plans only; septic location (RM land use only)	
Antenna	2 sets of construction plans with the architect's / engineer's seal that will address wind load; 1 survey with the surveyor's seal; 2 site plans if attached to a guy.	
Barn / Storage	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal (if applicable) 2 copies of window and door data (manufacturer's testing & installation information if applicable); 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic permit, waiver or location depending on proposed use.	
Boathouse	2 sets of construction plans with the architect's / engineer's seal (3 <sup>rd</sup> set for wetlands) 1 survey with the surveyor's seal & 2 copies; 3 site plans; select 'Wetland Alteration' as additional work type.	
Building Moving	House Moving application (no owner builders) & Single Family Residential application for foundation plans with architect's / engineer's seal), but pick only 1 work type (Building Moving) with house mover as main contractor & owner can do the foundation portion ( just list owner as a sub). Pull Pre-house Moving paperwork & put with this permit; 1 survey with the surveyor's seal & 2 copies; 2 site plans minimum (more if driveway, tree, etc.) 2 copies of floor plan showing any improvements (**additional plans or scope of work list if alterations or repairs);proof of water (most current utility bill); septic permit or proof of sewer; energy forms.	
Burglar Alarm	Low voltage alarms that can be plugged into an existing outlet, do not need a permit. If a circuit needs to be run, pick "Electrical" instead of burglar alarm.	
Carport (Aluminum)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal if applicable; 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Carport (Frame / Masonry)	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with the engineer's seal if applicable; 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	

Deck	2 sets of construction plans (plans may be required to be sealed by an architect or engineer if deck is elevated more than 4' or of an unusual design); 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Demolition (Entire)	square footage of building must be indicated; current use of building; well & septic status information	
Demolition (Partial)	square footage of building must be indicated; current use of building; well & septic status information	
Dock	2 sets construction plans (plans will need architect's / engineer's seal if it is covered); 3 <sup>rd</sup> set for Wetlands, if applicable; 1 survey with seal & 2 copies; 3 site plans	
Duplex	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with engineer's seal; 2 copies of window and door data (manufacturer's testing & installation information) for each type/size window & door; 1 survey with seal & 2 copies; 2 site plans; septic waiver; energy forms	
Fence	1 survey with the surveyor's seal & 2 copies; 2 site plans	
Fence for Pool	1 survey with the surveyor's seal & 2 copies; 2 site plans	
Fire Alarm	2 sets of Fire Alarm specifications to see if hard wired or not	
Fire Sprinkler (licensed contractor or if owner contractor, must name fire sprinkler contractor as sub)	2 sets of construction plans including cut sheets, hydraulic calculation & schematics	
Fireplace / Chimney	2 sets of construction plans with the architect's / engineer's seal; 2 site plans to determine if more than 3 1/2' into setback area	
Garage	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with engineer's seal; 2 copies of window and door data (manufacturer's testing & installation information) for each type/size window & door; 1 survey with seal & 2 copies; 2 site plans; septic location	
Glass Room / Vinyl Room	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages; 2 copies of window and door data (manufacturer's testing & installation information); 1 survey with seal & 2 copies; 2 site plans; septic waiver – do not need energy forms if not conditioned – vinyl rooms won't need window specs; electrical subcontractor (if applicable)	
HVAC	replacing existing unit	
HVAC (Rooftop)	2 sets Eng connection details; details on stands	
Mobile Home (RM zoning only)	manufacturer's installation manual (for new units only); 2 copies manufacturer's blocking diagram; HUD approved Manufactured Home Installation Worksheet; 2 site plans; energy forms; septic permit	
Mobile Home Replacement (RM zoning only)	manufacturer's installation manual (for new units only); 2 copies manufacturer's blocking diagram; HUD approved Manufactured Home Installation Worksheet; 2 site plans; energy forms; septic permit	
Mobile Home Roof-over	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages	
Patio (covered) and Foundation	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Patio (covered on existing Foundation)	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Pool Enclosure	2 sets of construction plans with the architect's / engineer's seal or 2 sets of current master plan engineering pages; 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Pre Building Moving	4 photographs attached to Pre-House Moving Application; tax parcel # & address where structure is now; tax parcel # & address of new location; Historical approval will look at age of structure and historical concerns about relocation ... <b>OWNER CANNOT ACT AS THE CONTRACTOR</b>	
Renovation	2 copies scope of work list; 2 copies floor plan (existing and proposed)...if part or all of project more closely resembles "Alteration" or "Addition", see those work types for possible requirement of engineered plans, etc.	

Repair	2 sets of const. plans with the architect's / engineer's seal for all structural repair; 2 copies scope of work list for non-structural repairs... if part or all of project more closely resembles a different work type, see that work type for requirements.	
Re-roof / No Structural change (Owner contractor)	2 copies Sloped Roof Form; 2 copies manufacturer's data for re-roof material (not required for shingle roof)	
Re-roof / No Structural change (Licensed contractor)	2 copies Sloped Roof Form; 2 copies manufacturer's data for re-roof material (not required for shingle roof)	
Retaining Wall	2 sets of construction plans (may need to be engineered if construction plans don't show standard engineering practices or if angle of repose is an issue); 1 survey with the surveyor's seal & 2 copies; 2 site plans; septic location	
Screened Porch / Patio	2 sets of construction plans with the architect's / engineer's seal; 1 survey with the surveyor's seal and 2 copies; 2 site plans; septic location; if alum construction, see "Addition Alum"	
Shed (pre-manufactured) – 10 x 15 or smaller	Set-up booklet with wind load info; 1 survey with the surveyor's seal & one copy; 2 site plans; septic location; (most Rubbermaid storage bins are exempt unless they have walk in doors & are very large.	
Shed (pre-manufactured) – larger than 10 x 15	2 sets of plans with the architect's / engineer's seal or 2 copies of full size master plan engineering pages that meet ordinance standards of compatibility; 1 survey with the surveyor's seal and 2 copies; 2 site plans; septic location	
Shed (wood / masonry) – 10 x 15 or smaller	2 sets of construction plans that include wind load info; 1 survey with the surveyor's seal and 2 copies; 2 site plans; septic location	
Shed (wood / masonry) – larger than 10 x 15	2 sets of plans with the architect's / engineer's seal; 1 set of window and door data (manufacturer's testing & installation information) may be required; 1 survey with the surveyor's seal and 2 copies;	
Shutters	2 sets of plans with the architect's / engineer's seal or 2 copies of master plan engineering; name of electrical subcontractor if motorized	
Siding	2 sets of installation specifications; indicate subsiding; engineering required if sheathing needs to be retrofitted	
Single Family Residence	2 sets of construction plans with the architect's / engineer's seal; 2 truss packets with engineer's seal; 2 copies of window and door data (manufacturer's testing & installation information) for each type/size window & door; 1 survey with the surveyor's seal and 2 copies; 2 site plans; completed driveway permit (plus County permit if connected to County road); stormwater calculations; footprint concurrence; septic permit; irrigation permit (if applicable); energy forms; Volusia County impact fees paid / waived; City impact fees	
Solar	2 sets plans with the architect's / engineer's seal for the fastening system or 2 copies master plan engineering pages; 2 copies of testing specifications	
Spa/Whirlpool/Pool Heater	Refer to "Swimming Pool" requirements...if more than 1 gas outlet, needs gas riser	
Swimming Pool (Owner contractor)	2 sets of construction plans with the architect's / engineer's seal or 2 sets master plan engineering for pool; 2 sets of construction plans with the architect's / engineers seal or 2 sets of current master plan engineering pages for screen enclosure or fence information on application & site plans; 2 page Section 424.2 form (Safety Requirements affidavit & Application Information sheet); 1 survey with the surveyor's seal and 2 copies; 2 site plans; septic location	
Swimming Pool (Licensed contractor)	2 sets of construction plans with the architect's / engineer's seal or 2 sets master plan engineering for pool; 2 sets of construction plans with the architect's / engineers seal or 2 sets of current master plan engineering pages for screen enclosure or fence information on application & site plans; 2 page Section 424.2 form (Safety Requirements affidavit & Application Information sheet); 1 survey with the surveyor's seal and 2 copies; 2 site plans; septic location	
Window replacement (same size / no structural change)	2 copies of Manufacturer's testing & installation data; include floor plan of window replacement location	
Window replacement (different size / structural change)	2 sets of plans with the architect's / engineer's seal; 2 copies of Manufacturer's testing & installation data; include floor plan of window replacement location	