

Building permits frequently asked questions

Q. Do I need a permit for a fence?

A. Yes.

Q. Do I need a permit to enclose a screened porch?

A. Yes

Q. Do I need a permit for a utility shed?

A. Yes

Q. Can I build my own house?

A. Yes, as long as the property is in your name and it is for your own use. Mobile homes require a licensed mobile home installer to apply for the permit under Florida Statute.

Q. How many sets of plans are needed for a house permit?

A. Two sets of plans signed and sealed by a Florida registered architect or engineer.

Q. How long is a permit valid?

A. A permit is valid for a period of six months. If substantial amount of work has been completed and at least one inspection has been called in and approved, the permit validation is extended to one year.

Q. When is a Notice of Commencement required?

A. When the value of the work exceeds \$2,500, or in the case of mechanical work \$7,500.

Q. Where do I file a Notice of Commencement?

A. In the Recording Section of the Clerk of the Circuit Court's Office, 101 N. Alabama Ave., DeLand, room A121, telephone number (386) 736-5912.

Q. What do I need to do to get a Contractor's License?

A. You need to contact the Department of Business and Professional Regulation Office at 1-850-487-1395, www.myflorida.com/dbpr.

Q. Do I need a permit for changing out my A/C unit?

A. Yes.

Q. Do I need a permit to redo the roof on my house?

A. Yes.

Q. Where do I get a septic tank permit, irrigation permit and/or well permit?

A. From the Health Department/Environmental Health Division office that services your area. In DeLand, it is located at 1360 S. Woodland Blvd., telephone number (386) 822-6250. In Orange City, 2752 B Enterprise Rd., telephone number (386) 775-5289.

Q. Do my plans have to be on the job site for inspection?

A. Yes.

Q. What is the permit cost based on?

A. Fair market value of labor and materials.

Q. Can I delay any of the permit fees?

A. No. All permit fees are payable when the permit is issued. Only impact fees are deferrable until the construction is at the final inspection stage. Then any and all remaining fees are due and payable prior to issuance of a certificate of occupancy.

Q. Do you have a file for blanket power of attorney forms?

A. No. Each permit must stand on its own and have a letter of authorization that is job specific if the contractor does not sign the application and have it notarized.

Q. Do I need a permit for an above ground pool?

A. Yes.

Q. Can a handyman get a permit?

A. No.

Q. Does the owner have to sign the application when a contractor is applying for the permit?

A. No. We do not require the owner(s) to sign at this time.

Q. Can I have subcontractors do some of the work on my job?

A. Yes. They must have a valid license for their particular trade.

Q. When I call in for an inspection, when will it be done?

A. Lake Helen inspections are scheduled, in most cases, for Tuesday and Thursday mornings.

Q. What if I don't get my construction done in the allotted time?

A. You can apply for one extension of your permit upon application to and determination of the building inspector after your first inspection.

Q. If I am adding living area to my house, are there any other departments to deal with?

A. If you are adding or altering more than 100-square-feet of living area (including glass/Florida rooms), you will need to contact the Health Department to verify that your septic tank is adequate for the additional square footage.

Q. Where do I find my tax parcel number?

A. It appears on your tax bill or you can get it from the Property Assessor's office.

Q. When can I have my power turned on?

A. Once all of the inspections are complete and all outstanding fees have been paid.

Q. Can my Notice of Commencement be filed in another county?

A. No, it must be filed in the county where the work is being performed.

Q. Who is allowed to call for an inspection?

A. Whoever is listed as the contractor of record.

Q. How far from my property line can I erect a structure?

A. Contact the Lake Helen Building Department to determine what the setbacks should be for your particular job (386-228-2121).

Q. When is a compaction test required?

A. When you have more than 32" of fill or the bottom of your footers don't rest on virgin soil.

Q. How do I schedule inspections?

A. By calling the Building Permit offices during working hours 386-228-2121.

Q. What are your office hours?

A. Our office is open M-F from 8 a.m. to 4:30 p.m

Q. Do I need a sign or alarm permit?

A. Yes.

Q. Do I need a survey to get a permit?

A. Yes. An originally signed and sealed boundary survey and 2 plot plans that are duplicate copies of the survey showing the proposed improvements such as area to be cleared, new construction, accessory structures, fences and additions/alterations which affect the building footprint. A copy of the original survey will be accepted if accompanied by an originally signed and sealed boundary survey for verification.

Q. As an owner/contractor, do I have to come in to apply for my permit or can I send someone else in my place?

A. State statute requires you to personally appear and sign the application in our office. An owner/builder disclosure statement will, also, need to be signed.

Q. As an owner of property within the Lake Helen Historic District what additional permit information/requirements are necessary?

A. Building permits for property located in the Lake Helen Historic District may need to apply for a Certificate of Appropriateness to be reviewed by the Lake Helen Historic Preservation Board and City Commission. Contact the Building Department to determine if your project requires this review.

Q. As an owner of property within the Lake Helen Gateway Corridors what additional permit information/requirements are necessary?

A. Building permits for property located in the Lake Helen Gateway Corridors may need additional requirements depending on the type of construction. Contact the Building Department to determine if your project requires this review.