

CITY OF LAKE HELEN
Building Department
Single Family Residential Information Sheet

- ___ 1. **Completed Application** - Owner/Builder must personally appear in office and sign application. Includes: Lake Helen Building Permit Application, Residential Worksheet, Tax Folio, Footprint Concurrence, Driveway Permit, Stormwater Management Application, Notice of Commencement
- ___ 2. **Tax Parcel Number** – Tax parcel number of property is required. This is a 12 digit number on your tax bill or you can obtain this number from the Property Appraiser’s Office. DeLand: 386-736-5901
- ___ 3. **Address of Property** – Addresses are assigned by the City of Lake Helen and recorded with Volusia County Growth Management, Lake Helen Post Office, Sprint, Bright House & Progress Energy.
- ___ 4. **Proof of Utilities** – A copy of the septic, irrigation and/or well permit is required. An application for a Septic permit and/or Irrigation permit and/or Well permit is made separately with the Environmental Health Division of the County Health Department before applying for a building permit. You can download septic tank applications by visiting the Health Department’s website: *www.Volusiahealth.net*. If there is an existing well, the well permit number is needed. An application for new residential construction Irrigation Permit is, also, made separately with the Environmental Health Division of the County Health Department.
- ___ 5. **Energy Forms** – Two copies of the energy calculations & EPL Display Card for Central Region is required. Please sign both lines of the energy forms. You can download energy forms by visiting the Department of Community Affairs website at:
www.dca.state.fl.us/fhcd/fbc/committees/energy_forms/1_energy_forms.htm
- ___ 6. **Subcontractors** – Subcontractor’s name & license number is required. When a change of subcontractor is made after the permit is issued, appropriate new information is to be submitted to this office.
- ___ 7. **Notice of Commencement** – A NOC must be filed with the clerk of the Circuit Court for all projects valued greater than \$2500.00. A copy of the recorded/certified NOC is required to be on the job site.
- ___ 8. **Storm Water Application** – Completed
- ___ 9. **Survey** – Submit 1 originally signed and sealed boundary survey and 2 copies.
- ___ 10. **Site Plans** – Submit 2 copies of original sealed survey. The copies should include the following:
 - *shape & dimensions of lot with street location and name
 - * footprint of house (shape of house and where it will be located on the property)
 - * location of well in relation to the septic system. Indicate actual distance between the well & septic (min 75’), the well and treated foundation of the house (min. 30’), and the well and the property lines (min. 10’) if applicable.
 - *driveway dimensions at the property line and the flare showing access from the road to the property. If connecting to a county road, a permit from Volusia County is required.

- ___ 11. **Two sets of Construction Plans** – Designed by an Architect or Engineer to meet the requirements of 2004 Florida Building Code, signed, sealed and dated. Truss plans, signed, sealed & dated.
- ___ 12. **Two sets of Truss Plans** – signed, sealed and dated.
- ___ 13. **Two sets of Windows & Doors** – Product approval & installation information.

Plans must contain roof assembly information including substrate, type of roofing system, materials, fastening requirements, flashing requirements, wind rating, product evaluation or site specific statement by Architect or Engineer. Construction plans are required to be a minimum scale of ¼” = 1’ showing all proposed construction to include; floor plan, foundation plan, four elevations views, structural wall sections of house, covered patios, decks and fireplace details.

Plans & Site Plans must be on plain paper. No reduced applications.

Contact Information: City of Lake Helen, Building Department
Office hours: 8:00 a.m. – 4:30 p.m. M-F
Phone: 386-228-2121 Fax: 386-228-9714