



BUILDING DIVISION
 DEPARTMENT FOR COMMUNITY SUSTAINABILITY
 CITY OF LAKE WORTH
 1900 2ND AVENUE NORTH
 LAKE WORTH, FL 33461
 561.586.1647

MISCELLANEOUS REPAIRS SINGLE FAMILY OR DUPLEX CHECKLIST

NOTE: THIS CHECKLIST MUST BE COMPLETED AND SUBMITTED ALONG WITH THE PERMIT APPLICATION

REQUIRED ITEMS:

1. Completed permit application form including all signatures and completion of the owner/builder affidavit if applicable.

TWO (2) Complete Sets of the following items

2. DRAWING PACKAGE at minimum 1/8 inch scale to include the following drawings-

A) Site Plan/survey showing location of proposed repairs

B) Existing Floor Plan showing areas being repaired

PLEASE INDICATE BELOW THE NATURE OF THE REPAIR WORK

Repair/Replace soffit/fascia (lineal ft _____)

Replace Drywall (No. of Boards/sq ft _____)

Replace Window Glass (sq ft _____)

Repair/Replace siding (sq ft _____)

Other (complete Description) _____

PLAN DESIGN AND SUBMISSION NOTES

1. ALL CONSTRUCTION IN DESIGNATED HISTORIC DISTRICTS ARE SUBJECT TO HISTORIC PRESERVATION REVIEW.
2. ALL CONSTRUCTION IN DESIGNATED FLOOD ZONES MUST HAVE A FEMA FLOOD ELEVATION CERTIFICATE ON FILE PRIOR TO FINAL INSPECTION.
3. NO MECHANICAL EQUIPMENT OR STRUCTURES TO BE PLACED IN THE SETBACK
4. NOTICE OF COMMENCEMENT REQUIRED BEFORE FIRST INSPECTION (Value over \$2,500.00)

NOTE: OTHER ITEMS MAY BE REQUIRED BASED ON THE NATURE OF THE WORK BEING PERFORMED

Affidavit: I hereby certify that I have read and understand the requirements as stated above for a permit and further understand that unless all required items are submitted with the permit application, my application will be IMMEDIATELY placed on HOLD until all required items are submitted.

SIGNATURE OF APPLICANT: _____ **DATE:** _____