

Town of Lake Clarke Shores

1701 Barbados Rd

Lake Clarke Shores, FL 33406

**Permit Application Check List**

Address: \_\_\_\_\_

**Each permit application must include the following documentation as required by the Town of Lake Clarke Shores. The Building Official may require additional information or documentation upon request.**

1. Completed Building Permit Application, signed and notarized.
2. Provide a Certified Recorded Notice of Commencement for work being performed valued at \$2,500.00 or more. For A/C 15,000 or greater.
3. Verification of Utility Companies (Fences)
4. Letter from HOA (If applicable)
5. Verification letter from the Health Department for New Single Family, Additions, Swimming Pools, Sheds, gazebos, Carports, Driveways, Walkways, and Patios. Any concrete or structure covering any ground area. Health Department # 561-837-5917.
6. The contractor and Subcontractor must be registered with the town. (MGOconnect.com portal) [WWW.MGOconnect.org](http://WWW.MGOconnect.org)
7. Proof of paid impact Fees from Palm Beach County must be stamped for new construction and additions.
8. Final elevation certificate for all new construction and additions or remodel meeting the 50% guideline.
9. Copy of Survey (if applicable) showing existing property, septic/drain field, and utilities/easement.
10. Copy of Contract
11. Drawings (signed and sealed engineering) for new building, addition, remodel, electric, mechanical, plumbing, roofing, canopy, screen enclosure, irrigation, sea/wall/bulkhead, dock, swimming pool, deck, slab, garage, ect.
12. Boat Lifts/ Docks/ Seawall/Bulkheads land use if on town waterway, permit from Lake Worth Drainage/SFL Water Mgmt., if on their waterways, Proof of insurance - 300,000 minimum for personal liability.
13. Provide proof of ownership (PAPA, the property appraiser website).
14. Provide Product Approvals / specification for window, doors, garage doors, roof materials, screen enclosure, ect.
15. Payment of application must be made on the portal before the application goes into plan review.

DATE: \_\_\_\_\_

OWNER/BUILDER OR CONTRACTOR: \_\_\_\_\_