

STEPS TO PERMITTING

1. Initiate permit application online at www.polk-county.net/aca
2. Upload required permitting documents
(Pay Applicable Fees)
3. Have Plans Reviewed and Approved
4. Upload documents Required Prior to Permit Issuance. (Pay Applicable Fees)
5. After Permit issuance, a Recorded Notice of Commencement (NOC) or other documents may be required prior to inspections.



IMPORTANT PHONE NUMBERS

Polk County Land Development: 863-534-6792

Land Use, Non-Residential Development, Waivers, Level II & Higher, Non-Residential Driveways, Drainage & Non-Residential Public Water & Sewer Tap Fees (New & Existing)

Polk County Utilities Division: 863-298-4100

Residential Water & Sewer Tap Fees

Polk County Code Enforcement: 863-534-6054

Polk County Health Department:

Bartow Office: 863-519-8330

Septic Tank Permits (Residential & Non-Residential), Public Pools, Non-Exempt Fuel Tanks, Day Care, Lounges

Winter Haven Office: 863-298-4566

Septic Tank Permits (Residential)

Southwest Florida Water Management District:

Bartow Office: 863-534-1448

District Office: 407-686-8800

Florida Dept. of Environmental Protection: 813-744-6100

Florida Dept. of Transportation (Bartow): 863-519-4300

State Road Driveway Permits

Dept. of Business & Prof. Regulation: 850-487-1395

Hotels & Restaurants

Dept. of Agriculture: 1-800-435-7352

Retail Food Sales

FDEP: 863-336-6312—A permit is required from Florida Department of Environmental Protection (FDEP) if you are disturbing one acre or more of land area as stated in the Florida Administrative Code "Generic Permit for Stormwater Discharge from Large and Small Construction Activities (CGP) 62-621.300 (4) (a).

Call Before You Dig: 1-800-432-4770



Florida's Crossroads of Opportunity

STEPS TO PERMITTING



Polk County Building Division
PO Box 9005-GM02
Bartow, FL 33831-9005
863-534-6080
www.polk-county.net/building



Step 1: Submit Application online at www.polk-county.net/aca

Basic Information needed for the application will include the following:

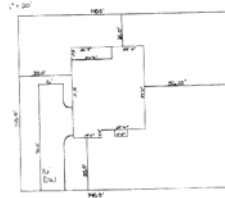
- ✘ Owner's Name
- ✘ Property Address & Parcel ID Number (can be obtained from the Polk Property Appraiser's Website)
- ✘ Directions to the Property & Gate Code (if applicable)
- ✘ Description of Work
- ✘ Total Value of Work

* Please note, all information listed above **must** be provided and additional information may need to be provided depending on the type of permit being requested. *

Step 2: Upload or deliver required Plans and Supporting Plan Documentation (Pay Applicable Fees)

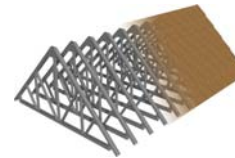
Construction documents, a statement of special inspections, and other data shall be submitted with each application for a permit. The construction documents shall be prepared by a registered design professional where required by Chapter 471, Florida Statutes or Chapter 481, Florida Statutes.

At a minimum two (2) sets of the following shall be submitted for Commercial, Industrial, Multi Family, Trade, One and Two Family Residential:



Plan

- ✘ Individual Lot Plot
- ✘ Proof of Approved Site Construction Plan (Level 2)
- ✘ Foundation Plan
- ✘ Floor/Roof Framing Plan or Truss Layout
- ✘ All Exterior Elevations
- ✘ Floor Plan



Step 3: Have Plans Reviewed and Approved



Step 4: Upload Documents Required Prior to Permit Issuance. (Pay Applicable Fees)

The items below are not required prior to plan review, however they must be submitted prior to any Permit Issuance:

- ✘ Construction Waste/Setback Form
- ✘ Primary Contractor Info
- ✘ Sub-Contractor Info
- ✘ Additional Documents may be required based on scope of work, type of application – Applicant (Owner/ Builder, Contractor) will be notified of other required documents i.e., flood certificate, letter of authorization, etc.



Step 5: Permit Issued



Per Florida Statutes 125.022 and 166.033, the issuance of this Building Permit does not exempt the applicant from obtaining all permits or approvals required by State or Federal agencies. **Proof of said permits must be provided to the Building Division prior to commencement of construction. Effective July 01, 2012**



For questions or additional help, please call 863-534-6080 and ask to speak to the Permit Tech. on Call.