



City of Westlake Permit Application Requirements

The Building Division, under the guidance of the Building Official, enforces local, state and national code requirements related to construction activities within the City of Westlake. Its primary goal is to ensure the life safety and general welfare of residents; visitors; employees and the public.

Any work involving the construction; enlargement; alteration; repair; demolition; or change of occupancy of a building or structure is required to obtain a Building Permit.

Building permit applications must comply with the Florida Building Code, 5th Edition (2014) as of June 30, 2015.

City of Westlake Permit Application

- Completely fill out and verify that all information is accurate and correct on the permit application.
- The Building Department will calculate the fees. The application fee is due at the time the building permit application is submitted. All remaining fees are to be paid to the City of Westlake prior to issuance of any permit.
- Location address must be correct.
- Must have the correct parcel control number for the location address. *The parcel control number can be obtained by accessing the Property Appraiser's Public Access System.*
- Contractor registration with the City must be up to date and the contractor's signature must be notarized.
- If the Property Owner is a "New Owner", a copy of the recorded Warranty Deed must be submitted.

REQUIRED DOCUMENTS

- Three (3) Full Size complete sets of plans must be submitted, digital copy to be sent to Jmjackson@usanova.com.
- Plans shall be signed and sealed by the Architect and/or Engineer of record.
- Three (3) sets of current NOA/Product Approval documents pertaining to project.
- Three (3) sets of Energy Calculations and Load Summary, signed and sealed
- Three (3) sets of Structural Calculations, signed and sealed
- Three (3) sets of Soil Density Reports
- Three (3) sets of Truss Drawings, signed and sealed
- Three (3) copies of a site Survey
- Three (3) copies of Geotechnical Report, signed and sealed. Only for new construction.
- Three (3) sets of Wind Tunnel Test Report (High Rise Buildings over three (3) stories)
- One CD with all plans; application; and supporting documents included.
- Copy of the financial portion of contract to verify costs

Completed application packages may be delivered to the Building Department at 4001 Seminole Pratt Whitney Road Westlake Florida 33470, 561-530-5880, Westlakegov.com

ONCE YOU RECEIVE YOUR PERMIT:

- Permit must be displayed.
- Permit inspection card must be displayed.
- A complete set of signed and sealed plans shall be on site.
- Notice of Commencement (if required-see below) shall be displayed prior to the first inspection.

WARNING TO OWNER:

YOUR FAILURE TO RECORD A NOTICE OF COMMENCEMENT MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

NOTICE TO CONTRACTOR: FOR A DIRECT CONTRACT GREATER THAN \$2,500 (EXCEPT FOR HVAC SYSTEM REPAIR OR REPLACEMENT LESS THAN \$7500), FLORIDA STATUTES REQUIRE THE APPLICANT TO FILE WITH THE ISSUING AUTHORITY, PRIOR TO THE FIRST INSPECTION, EITHER A CERTIFIED COPY OF THE RECORDED (BY OWNER) NOTICE OF COMMENCEMENT OR A NOTARIZED STATEMENT (BY OWNER) THAT THE NOTICE OF COMMENCEMENT HAS BEEN FILED FOR RECORDING, ALONG WITH A COPY THEREOF. IN THE ABSENCE OF A CERTIFIED COPY OF THE RECORDED NOTICE OF COMMENCEMENT, NO SUBSEQUENT INSPECTIONS CAN BE PERFORMED UNTIL THE APPLICANT FILES SUCH CERTIFIED COPY WITH THE ISSUING AUTHORITY. THE CERTIFIED COPY OF THE NOTICE OF COMMENCEMENT MUST CONTAIN THE NAME AND ADDRESS OF THE OWNER, THE NAME AND ADDRESS OF THE CONTRACTOR, AND THE LOCATION OR ADDRESS OF THE PROPERTY BEING IMPROVED.

INSPECTIONS ARE COMPLETED MONDAY THROUGH FRIDAY

- Inspections requests must be called in on the previous day, prior to 2 PM please.
- Please call the Palm Beach County Fire at 561-233-0050 to schedule required Fire Inspections.
- To schedule Building inspections, or if you have any questions, please contact: Jane Jackson at

954-319-8530, jmjackson@usanova.com, or Jennifer Jones at 954-224-1173, jjones@usanova.com