



CITY OF WESTLAKE
Building Department
4001 Seminole Pratt Whitney Road
Westlake, Florida 33470
(561) 530-5880 www.westlakegov.com

Driveway Application Submittal Checklist

A driveway typically covers a minimum of two separate properties. One property belongs to the landowner and requires a typical building permit. The second property (the sidewalks and roadways) falls under the dedication of the Seminole Improvement District (SID) and the HOA and requires an Engineering Permit. The Engineering Department also manages the construction and utility activities in the Easement Portion of properties. Both permit applications will be managed by the building department and a single card issued with required inspections from both the Engineering Department and the Building Department.

- ✓ **Completed building permit application form**
- ✓ **Completed Engineering Application (Driveway Apron Extension within Right-of-way)**
- ✓ **HOA approval**
- ✓ **Marked Up Survey: includes location of proposed apron extension and dimensions, setback dimension from apron to both property lines.**

Property Appraiser Detail from www.pbcgov.com/PAPA

- ✓ **Section detail showing layers and thickness of materials to be used.**
- ✓ **Before pictures of the driveway area.**

Fee for residential Driveways

Building Permit Fee	\$75
Engineering Fee	\$175
BCAI	(1.5% of fees, Minimum \$2)
DBPR	(1% of fees, Minimum \$2)

One permit card will be issued to include the following inspections:

- **Engineering Pre-Inspection:** Inspection of location and rock (pavers/asphalt) or base and reinforcement (concrete)
- **Engineering Post-Inspection:** Final inspection for permit closeout
- **Building Final** inspection

Applicant understands and agrees that all work must demonstrate compliance with current codes and standards.

AFFIDAVIT OF COMPLETENESS AND ACCURACY

To be completed by the permit applicant: Contractor/Authorized Signatory of Contractor or Owner/Builder.

Project: _____ **Date:** _____

Property Control Number or Address: _____

I certify the statements submitted herewith are true and correct. I understand that any knowingly false, inaccurate, or incomplete information provided by me will result in the assessment of additional fees, denial, revocation, suspension, or administrative withdrawal of this application or resulting permit. I further acknowledge that additional information may be required by the City of Westlake to process this application.

Check one: I am the Contractor Authorized Signatory of the Contractor Owner/Builder.

Name (Type, Stamp, or Print Clearly)

Signature

Name of Firm (If Applicable)

License Number (If Contractor or Their Signatory)