



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

The Building Department, 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 7th Edition (2020) of the Florida Building Code (FBC) and 2020 National Electrical Code (NEC).

Building Permit Application Requirements

- Fill out the permit application completely and verify that all information, including the full address, is accurate. Incomplete applications or application packages shall not be accepted.
- The full scope and total cost of all proposed construction is required to be documented on the application.
- The application must include the correct parcel control number (PCN) for the location address. *The parcel control number can be obtained by accessing the Property Appraiser Public Access website at <https://www.pbcgov.org/papa/>.*
- Proof of ownership, via a copy of the recorded Warranty Deed or a statement from the Property Appraiser's website, must be submitted with the application package.
- All relevant contractors must be registered and in good standing with the City of Westlake prior to permit issuance.
- A digital (.pdf) copy of the completed application, plans, surveys, and all supporting documents must be submitted **via email** to building@westlakegov.com prior to hard copy submittal. See following page for a list of required documents.
- The Building Department will calculate fees upon receipt of the digital submittal. Hard copies cannot be submitted until applicable fees have been determined. The application fee must be paid when the hard copies are submitted. All remaining fees must be paid at the time the permits are issued.
- Please check with HOA for their requirements.

Required Documents

- **Completed Permit Application(s)**
- Full-size complete sets of Plans, which have been DIGITALLY signed and sealed by the Architect and/or Engineer of Record. Digitally signed plans shall comply with § 668.001-668.006, Fla. Stat.
- Site Survey
- Proof of ownership
- Current NOA/Product Approval documents, if applicable
- Signed and sealed Structural Calculations, if applicable
- Soil Density Reports, if applicable
- *For new construction only: the Geotechnical Report, signed and sealed*
- *For buildings over three (3) stories only: the Wind Tunnel Test Report*

After documents have been submitted via email, completed permit application packages may be mailed or hand-delivered **by appointment only** to:

City of Westlake
Attn: Building Department
4001 Seminole Pratt Whitney Road
Westlake Florida 33470

Please email bdgappt@westlakegov.com to request an appointment.

ONCE YOU RECEIVE YOUR PERMIT:

- 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 YOU PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE PRIOR TO 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.