

# Building Permit Application

Click the link to fill out an online application and upload your documents. You may be asked to verify your email.

Or fill out the file form application and email it to shawna [at] townoflakehamilton.com with the required supporting documents. We are a small town and do not have a dedicated building department staff. If you have submitted a permit and have not heard back from any within three days, please call 863-439-1910 and ask to speak with Shawna.

Under Florida law, e-mail addresses are public records. If you do not want your e-mail address released in response to a public records request, do not send electronic mail to this entity. Instead, contact this office by phone or in writing.

- **Online application**

## **Required documents for permit submission:**

Signed and notarized application; NOC - if required; Engineered plans; Site plan; Florida product approval (spec sheet); and other documents depending on the type of permit.

## **Permitting**

**To apply for a permit in Lake Hamilton, you can download and complete the Building Permit Application Form and submit the application along with the required documents to the Permitting Department. Permits will be reviewed by the building and zoning department prior to approval.**

**\*\*\*Notice\*\*\* Not all permits can be reviewed online. For large plans and new construction, please submit your applications through the permitting department.**

## **Contractor Requirements**

**To apply for a building permit in Lake Hamilton, contractors must register and supply the required documentation with the building permit. A copy of the Florida State License, County Business Tax Receipt, Power of attorney if applicable, Certificate of Liability made out to the Town, and proof of workers' compensation or worker's compensation exemption is required. There is no fee to register as a contractor, but information must be renewed to keep the account current.**

**Notice of Commence required for certain projects: Florida State Statute;713.13**

**Notice of commencement.—**

**(1)(a) Except for an improvement that is exempt pursuant to s. 713.02(5), an owner or the owner’s authorized agent before actually commencing to improve any real property, or recommencing completion of any improvement after default or abandonment, whether or not a project has a payment bond complying with s. 713.23, shall record a notice of commencement in the clerk’s office and forthwith post either a certified copy thereof or a notarized statement that the notice of commencement has been filed for recording along with a copy thereof.**

- [Find the full Statute](#)
- [Find an NOC document](#)
- [Find recording information](#)

**Supporting Documents**

This is a pdf fillable document. You may not be able to save it. Print and email to [Shawna@townoflakehamilton.com](mailto:Shawna@townoflakehamilton.com) 254.89 KB

Power of Attorney fillable document 122.31 KB

You must have JavaScript enabled to use this form.

**Warning message**

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