



# CITY OF HAINES CITY

*Office of the Director of Community Development  
Post Office Box 1507 Haines City, Florida 33845  
(863) 419-3230 – telephone / (863) 419-3168 - facsimile*

---

## **WHEN ARE BUILDING PERMITS REQUIRED?**

Building Permits are required to construct, enlarge, repair, move, demolish, or change the occupancy or occupant content of a building be it Commercial, Institutional, Religious, Single Family, Multi Family, or Mobile Home Placements. The State of Florida and the City of Haines City in compliance with the Haines City Land Development Regulations, Florida 2004 Building Codes, and the 2005 National Electric Code (NEC) make these requirements.

Permits are also required for Electrical, Plumbing, Mechanical and Gas work as per Florida 2004 Building Code and the 2005 NEC.

All buildings shall be constructed to secure the beneficial interests and purposes which are public safety, health and general welfare through structural strength, stability, sanitation, adequate light and ventilation, and safety to life and property from fire and other hazards attributed to the built environment. This includes alteration, repair, removal, demolition, use and occupancy of buildings, structures, or premises. Also, by regulating the installation and maintenance of all electrical, gas, mechanical and plumbing systems, which may be referred to as service systems.

## **HOW IS A BUILDING PERMIT INITIATED?**

Anyone interested in obtaining a Building Permit should meet with the Community Development Department, Building Division to discuss the procedures and requirements outlined in the Florida Building Code 2004, 2005 NEC, and the Haines City Land Development Regulations.

## **HOW DOES THE BUILDING PERMIT PROCESS WORK?**

Building Permits are broken into Commercial or Residential.

### **Commercial Building Permit Process:**

After the site review has been approved by the Technical Review Board (TRB):

- Submit an application along with three (3) complete sets of plans, which must include a plot plan, building plans to include electrical, mechanical, plumbing drawings, truss engineering and energy calculations.
- After plans are reviewed and stamped, one (1) final copy is kept in the Building Official's office and two (2) copies are given to the contractor; one (1) for their jobsite and one (1) for their files.

### **Residential Building Permit Process:**

- Submit an application along with two (2) complete sets of plans, which must include a plot plan, building plan with electrical, plumbing, mechanical, truss engineering and energy calculations.
- Submit two (2) Residential Landscape Plans.

After plans are reviewed and stamped, one (1) final copy is kept in the Building Official's office and one (1) is given to the contractor for inspector to use at job site.

Florida law allows municipalities thirty (30) days to process, review and release residential building plans. Florida law allows 120 days to process, review and release commercial building plans. Haines City strives to have residential plans released in 7 days and commercial plans released in 30 days.

### **BUILDING PERMIT FEES:**

- Fees are based on the value of construction.
- Paid at the time of permit pickup.
- Other related fees are collected by the Community Development Department, Building Division at the same time.

Please refer to the Florida Building Code 2004, 2005 NEC, and the Haines City Land Development Regulations for Building Permit fees.

### **THIS INFORMATION IS PROVIDED AS A GENERAL OVERVIEW ONLY:**

To obtain a comprehensive guide for Building Permits contact the Community Development Department, Building Division. Also available on the City's website: [www.ci.haines-city.fl.us](http://www.ci.haines-city.fl.us)

Other agencies may also need to be contacted regarding specific elements of building permits, including but not limited to, the local Florida Water Management District, Florida Department of Environmental Protection, Florida Department of Transportation, and Polk County Health Department (septic systems).