

Additional Permit Information

The following work requires a permit:

- ✚ New construction, additions, remodeling, renovations, of **any** building or building system
- ✚ Concession stand screen rooms, local fire official shall review the drawings and site plan. The concession stand exit door shall not be enclosed in the screen room addition.
- ✚ Demolition work
- ✚ New roof covering, or replacement of roof coverings over 35 square's
- ✚ Stucco or siding work over 500 square feet
- ✚ Any work associated with changing the occupancy of a building
- ✚ Any gas work
- ✚ Any mechanical work (including duct) except for self-contained air conditioning units with like units and no electrical changes
- ✚ Plumbing work on any building; water/sewer lines, septic tanks, wells, and fire lines unless covered under the annual maintenance permit
- ✚ Any electrical work unless covered under the annual maintenance permit
- ✚ Any signs (approval from the local zoning and building authorities must also be obtained). The local municipality must furnish a signed letter approving the proposed sign location and material))
- ✚ Tree removal, grade/fill work, site clearing greater than 500 square feet
- ✚ Installing [Permitting Playground Equipment](#) (must have certified playground installers and follow the procedures listed for permitting)
- ✚ Any Site Work (walls, concrete, or pavement)
- ✚ Any Audio or Visual Equipment supported by the roof structure or penetrating the ceiling surface material
- ✚ Any New Fence
- ✚ Any Well for irrigation

Permitting questions should be addressed to Bob.Stanton@polk-fl.net or call 863-534-0747

Only School Board Maintenance or In-House Construction Personnel can do the following work without a permit:

- ✚ Minor, non-structural repairs using the annual maintenance permit
- ✚ Repair faucets or valves, unstop clogged drains and sewer lines
- ✚ Install A/C units of less than 3 tons not connected to duct work and not requiring any structural or electrical changes
- ✚ Painting
- ✚ Installing cabinets, carpet, vinyl tile, gutters
- ✚ Removal of trees not on the protected list such as Male Mulberry, Australian Pine, Eucalyptus, Chinaberry, Cherry Laurel, Brazilian Pepper, Monkey Puzzle, and Silk Oak
- ✚ Repairs or alterations with approved drawings in conjunction of the annual maintenance permit

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