



CITY OF WINTER SPRINGS,
FLORIDA
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BUILDING PERMIT CHECKLIST FOR SCREENED ROOM
(ON AN EXISTING SLAB)

1. Two copies of legal survey-survey to include:
 - a. Indication of flood zone.
 - b. Street name, unit section, block, subdivision
 - c. Structure location, measurements, and setbacks
 - d. ARB/Homeowner's Association needs to know what you are building

2. Two copies of engineering-to include:
 - a. Signed/Sealed Engineering
or
 - b. Engineering dated from January 2, 1995, for Lawrence E. Bennett's Master File Engineering

3. Building permit application-application to include:
 - a. Legal description-lot, block, subdivision, and parcel number
 - b. Zoning
 - c. Notarized signature of the owner or their authorized agent (contractor may be the authorized agent)
 - d. Description of the work to be performed
 - e. Valuation of the work to be performed

4. Contractor pulling permits must have the following information filed with :
 - a. Current/Valid Business Tax Receipt
 - b. Current/Valid State License
 - c. Proof of General Liability
 - d. Proof of Worker's Compensation

5. Homeowners pulling permits must have a notarized statement of fact.

Notice: The activity for which you have applied may require the approval of your homeowners association. Contact your association prior to commencing.