



## CITY OF WINTER SPRINGS, FLORIDA

1126 East State Road 434  
Winter Springs, Fl 32708  
Telephone: 407.327.1800  
Fax: 407.327.7556  
www.winterspringsfl.org

### BUILDING PERMIT CHECKLIST

AN APPROVED ARBOR PERMIT OR WAIVER FROM THE CITY IS REQUIRED (PRIOR TO APPLYING FOR ALL NEW CONSTRUCTION) – EXCEPT FENCES WHERE NO TREES WILL BE REMOVED: PLEASE ALLOW 2-3 DAYS FOR PROCESSING.

1. **THREE COPIES OF PLOT PLAN** (no larger than 8"x14" – legal size) – PLAN TO INCLUDE:
  - a. Indication of flood zone.
  - b. Street name, unit section, block, subdivision.
  - c. Structure location, measurements, and setbacks.
  - d. Proposed finished floor elevation.
  
2. **TWO SETS OF BUILDING PLANS (AND/OR PRODUCT SPECIFICATIONS) FOR RESIDENTIAL, FOUR SETS FOR COMMERCIAL – (24"X36")** – PLANS TO INCLUDE:
  - a. Typical wall section plan signed and sealed by a registered architect or engineer.
  - b. Statement on structural plan that the design meets the required 110 mph wind load criteria. Drawings are to be signed and sealed by a registered architect or engineer.
  - c. Electrical plan.
  - d. Plans should be submitted folded, not rolled.
  
3. **TWO COPIES OF CURRENT FLORIDA ENERGY EFFICIENCY CODE COMPLETED AND SIGNED BY ALL REQUIRED PARTIES:** ([http://www.dca.state.fl.us/fbc/committees/energy/energy\\_forms/1\\_energy.htm](http://www.dca.state.fl.us/fbc/committees/energy/energy_forms/1_energy.htm))
  - a. Project Name/Address/Owner area completed.
  - b. Applicable Climate Zone indicated.
  - c. Signature and Date area (at bottom of form) completed.
  
4. **TWO COPIES OF CURRENT FLORIDA ENERGY CODE REPORTING FORM (FRONT PAGE) SIGNED BY ALL REQUIRED PARTIES:**
  - a. Project Name/Address/Owner area completed.
  - b. Applicable Climate Zone indicated.
  - c. Signature and Date area (at bottom of form) completed.
  
5. **ONE COPY OF E.P.I. ENERGY GUIDE:**
  - a. Bar Codes and Energy Calculations completed.
  - b. Authorized Signature and Date area completed.
  
6. **TWO COPIES OF INSTALLATION SPECIFICATIONS AND NOA (NOTICE OF ACCEPTANCE/PRODUCT APPROVAL ON ALL WINDOWS AND DOORS. CAN BE OBTAINED FROM MANUFACTURER OR FROM [www.floridabuilding.org](http://www.floridabuilding.org)**

**OVER**

**7. BUILDING PERMIT APPLICATION – APPLICATION TO INCLUDE:**

- a. Square footage of structure:
  - i. living area
  - ii. garage/carport area
  - iii. porch/patio area
  - iv. total area under roof
- b. Legal description – lot, block, subdivision and parcel number
- c. Zoning.
- d. Construction Type (listed on plans)
- e. Notarized signature of the contractor (or their authorized agent) **and** the owner.
- f. Description of the work to be performed.
- g. Valuation of the work to be performed.

**ALL APPLICABLE INFORMATION MUST BE COMPLETED AND SIGNATURES MUST BE NOTARIZED PRIOR TO SUBMITTING TO THE BUILDING DEPARTMENT.**

**8. SEPTIC TANK PERMIT FROM SEMINOLE COUNTY (IF APPLICABLE) AND RECEIPT FOR PAYMENT OF WINTER SPRINGS WATER AND/OR SEWER HOOK-UP FEED.**

**9. SUB-CONTRACTOR POSTCARDS COMPLETED AND STAMPED.**

**10. ARBOR PERMIT APPROVED.**

**11. CONTRACTOR PULLING PERMITS MUST HAVE THE FOLLOWING PROOF OF CREDENTIALS ON FILE WITH THE CITY:**

- a. Current Certificate of General Liability
- b. Current Certificate of Worker's Compensation
- c. Copy of Contractor's License (if Contractor is Registered, then either written proof of Seminole County Registration or Seminole County Competency Card is also required).
- d. Copy of Business Tax Receipt (formerly called Occupational License)

**12. REPRESENTATIVES PULLING PERMITS MUST HAVE NOTARIZED POWER OF ATTORNEY FOR EACH PERMIT BEING PULLED.**

**13. HOMEOWNERS PULLING PERMITS MUST HAVE A NOTARIZED STATEMENT OF FACT.**

**14. IF YOU ARE BUILDING IN OR NEAR WETLAND AREAS, ADDITIONAL PERMITS MAY BE REQUIRED FROM STATE OR COUNTY AGENCIES.**

**15. CONFIRMATION OF AVAILABLE SCHOOL CAPACITY FROM THE SCHOOL BOARD IN THE FORM OF A SCALD (SCHOOL CAPACITY AVAILABLE LETTER OF DETERMINATION) OR LETTER OF EXEMPTION OR LETTER OF NO IMPACT.**

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**NOTICE: THE ACTIVITY FOR WHICH YOU HAVE APPLIED FOR A PERMIT MAY REQUIRE THE APPROVAL OF YOUR HOMEOWNER'S ASSOCIATION. PLEASE CONTACT YOUR ASSOCIATION PRIOR TO COMMENCING.**