



CITY OF WINTER SPRINGS,
FLORIDA
1 1 26 EAST STATE ROAD 434
WINTER SPRINGS, FL 32708
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SHED/UTILITY BUILDING PERMIT CHECKLIST

1. Prior to pulling a building permit, an arbor permit or arbor waiver is required.
Please allow 2-3 days for processing.
2. **Building permit application** – application to include:
 - a. Legal description – lot, block, subdivision, and parcel number.
 - b. Zoning
 - c. Notarized signature of the owner **and** contractor (contractor may be authorized agent).
 - d. Description of the work to be performed.
 - e. Valuation of work to be performed.
3. **Two (2) copies of plot plan** – plot plan to include:
 - a. Street name, unit, section, block, and subdivision.
 - b. Structure location, measurements, and setbacks.
4. **Two (2) sets of plans for residential, three (3) for commercial:**
 - a. For Pre-Built structures: the plans must be designed and sealed from the manufacturer. If we have a master file for the structure, non-sealed plans may be submitted.
 - b. For site built structures the plans must be designed in accordance with SSTD 10-99 or signed by a design professional.
5. **Contractors pulling permits** must have their license, Seminole County Registration (if applicable) and current certificates of insurance on file with the city – prior to processing the building permit.
6. **Representatives pulling permits** for contractors must have a notarized power of attorney for each permit.
7. **Homeowners pulling permits** must have a notarized statement of fact.

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