



## • CITY OF WINTER SPRINGS

1126 East State Road 434  
Winter Springs, FL 32708  
Phone: 407-327-5963 Fax: 407-327-4784  
customerservice@winterspringsfl.org

### **BUILDING PERMIT CHECKLIST (SCREEN ENCLOSURE ON EXISTING SLAB)**

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- 1) 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
  
  - 2) Contractor pulling permits must have the following information filed with the city:
    - a. Current/Valid Business Tax Receipt
    - b. Current/Valid State License
    - c. Proof of General Liability
    - d. Proof of Worker's Compensation
  
  - 3) Homeowners pulling permits must have a notarized statement of fact (Owner/Builder Affidavit).
- All drawings and supplemental documents must be uploaded using the ePlans ProjectDox Plan Review system. Visit the ePlans Instructions webpage: <http://www.winterspringsfl.org/eplans>
- 4) Drawings: PDF Format
    - a. Digitally signed and sealed by a Florida Approved Engineer
    - b. Digital signature must be validated by a third party Certificate Authority.
  
  - 5) Other Drawing Data
    - a. Supporting Engineered Drawings Illustrating the Details of the Framing system, Fastening system, Anchor system all Signed and Sealed by Engineer
    - b. Include Drawings of the method for fastening the Screen Structure to home.
    - c. Use the City of Winter Springs Product Approval Form for (Roof Panels, Doors, Windows)
    - d. Approved Site Plan/Survey – With Setbacks sketched in.
      - 1) Indication of a flood zone.
      - 2) Street name, unit section, block, subdivision
      - 3) Structure location, detailed measurements, easements and setbacks indicated
  
  - 6) Documents:
    - a. Application – Emailed to [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)
    - b. POA – Power of Attorney
    - c. NOC – Notice of Commencement from Seminole Co. if over \$2500
    - d. Survey
    - e. Arbor Permit or Arbor Waiver

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.