



## CITY OF WINTER SPRINGS

1126 East State Road 434  
Winter Springs, FL 32708  
Phone: 407-327-1800 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 this page for details: <http://www.winterspringsfl.org/EN/web/dept/cd/eplansProjectDox.htm>

- 4) Drawings: 2 Options
  - a. Signed and Sealed Digitally by an Engineer using Adobe Acrobat Pro, Nitro, Cosign, etc. or
  - b. Sealed then Signed Digitally with the PEDDS system (Requires 2 hard copies of PEDDS documents to be delivered to the Building Dept before permits is issued).
  
- 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. Product Approval Form (if required) – Fill in Product Approval sheets
  - d. Product Approval Sheets (Roof Panels, Doors, Windows) Including the Fastening instructions from [https://floridabuilding.org/pr/pr\\_default.aspx](https://floridabuilding.org/pr/pr_default.aspx)
  - e. 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, and setbacks
  
- 6) Documents:
  - a. Application – Emailed to [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)
  - b. POA – Power of Attorney
  - c. HOA approval letter from the approval of your homeowners association.
  - d. NOC – Notice of Commencement from Seminole Co. if over \$2500
  - e. Seminole Co. Property Appraisers Docs for site – [www.SCPAFL.org](http://www.SCPAFL.org)
  - f. Arbor Permit or Arbor Waiver