



## 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 (SHED/UTILITY CONSTRUCTION JOBS)**

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- 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) Contractors 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
- 4) 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/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 systems, Trusses, Straps and ties, Sheathing, Decking, Roofing detail, all digitally signed and sealed by an Engineer.
  - b. Include Drawings of the method for Wind Rated Anchoring system for the structure.
  - c. Use the City of Winter Springs Product Approval Form for (Roofing, Doors, Windows, Shingles, Felt, Roof Panels, Soffit, Siding, and Vents).
  - d. Indicate new or existing slab, or detail pier mounting system.
  - 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, easements and setbacks indicated
- 6) For Pre-Built structures:
  - a. The plans must be Florida approved designed and sealed from the manufacturer.
  - b. Florida approved master files for the structure may be submitted.

- 7) For Site Built structures:
  - a. The plans must be designed in accordance with SSTD 10-99 or digitally signed and sealed by a design professional.
- 8) Representatives pulling permits for contractors must have a notarized power of attorney for each permit.
- 9) 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.