



## CITY OF WINTER SPRINGS

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

### BUILDING PERMIT CHECKLIST

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**PAPER BUILDING PLANS ARE NO LONGER ACCEPTED. THE CITY ACCEPTS ONLY ELECTRONIC BUILDING PLANS. ALL BUILDING PLANS MUST BE SUBMITTED THROUGH THE [ePLANS PROJECTDOX PLAN REVIEW SYSTEM](http://www.winterspringsfl.org/eplans). SEE OUR WEBSITE AT <http://www.winterspringsfl.org/eplans> FOR MORE INFORMATION.**

#### FOR PERMITS REQUIRING BUILDING PLAN REVIEW

**STEP 1:** Complete the Permit Application (available online). <http://www.winterspringsfl.org/index.htm>

**STEP 2:** Print the application and have the form notarized.

**STEP 3:** Submit the form with other required documents via email: [customerservice@winterspringsfl.org](mailto:customerservice@winterspringsfl.org)  
Include: Contractor registration form for new contractors or update information if already registered.

**STEP 4:** The Permit Specialist will then review your Permit Request. If the application is sufficient you will be sent an invitation to upload your drawings and documents for plan review into our ePlans ProjectDox plan review system. See the [ePlans Quick Start webpage](#). Note: You must click the Upload Complete button in ePlans to notify us the upload has taken place. Allow 12 business days per review cycle.

**STEP 5:** When the plan review is complete and approved you will be sent an invoice to make payment **online** or in person.

**STEP 6:** The Permit will be issued to the contractor or the person of record.

**STEP 7:** The Permit Specialist will print the permit and the inspection card (online payments will receive permit cards via email).

**STEP 8: Inspections Request** should be made online before 4PM on our City's website, or via voicemail on our inspection line at (407) 327-7596.

**STEP 9:** The Permit and Inspection Card are your record of proof when the final inspection is completed.

**STEP 10:** Projects requiring a Certificates of Completion or COs should call or email the Building Division when the Building Final passes inspection and the site is ready to request the final CO inspections (engineering, utility, arbor, etc.).

**NEW CONSTRUCTION - AN APPROVED ARBOR PERMIT OR WAIVER FROM THE CITY IS REQUIRED (PRIOR TO REQUESTING A PERMIT) – EXCEPT FENCE PERMITS WHERE NO TREES WILL BE REMOVED.**

#### THE TYPICAL BUILDING PROJECT WILL REQUIRE THE FOLLOWING:

**1. COMPLETED APPLICATION FOR PERMIT – APPLICATION TO INCLUDE:**

- a. Sheets from <http://scpafl.org/> with the Legal description of property, Parcel number, Street name, unit section, block, subdivision, lot#
- b. Current Zoning.
- c. Square footage of structure: Including - Living area, garage/carport area, porch/patio area, total area under roof.
- d. Notarized signature of the contractor (or their authorized agent) and the owner.
- e. Description of the work to be performed.
- f. Valuation of the work to be performed.

**2. A PLOT PLAN OR SURVEY – PLAN TO INCLUDE:**

- a. Indication of flood zone.

- b. Structure location, measurements, and setbacks.
- c. Proposed finished floor elevation.

**3. BUILDING PLANS - PLANS TO BE/INCLUDE:**

- a. Each drawing should be an individual page in PDF format
- b. Drawings should have simple short names: S-1 Foundation
- c. Drawings should not exceed 36 x 42 in size
- d. Engineered drawings are to be Signed and Sealed Digitally by a registered Architect or Engineer
- e. Architects and Engineers digital signatures must be validated by a 3<sup>rd</sup> Party Certificate Authority
- f. \*\* Effective 6<sup>th</sup> Edition 2017 Florida Building Code, Residential, Building, Existing Building\*\*
- g. \*\* Effective 6<sup>th</sup> Edition 2017 Florida Building Code, Mechanical, and Plumbing\*\*
- h. \*\* Effective 6<sup>th</sup> Edition 2017 Florida Building Code, Accessibility, and Fuel Gas\*\*
- i. \*\* Effective 2014 Electrical Code (NEC); NFPA 70 \*\*
- j. \*\* Effective 6<sup>th</sup> Edition 2017 Florida Fire Prevention Code \*\*
- k. Plumbing per the Florida Building Code Plumbing Fixtures Sec. [403]
- l. Statement on structural plan that the design meets the required Wind load criteria per the 6<sup>th</sup> Edition 2017 Florida Building Codes Sections 1604 & 1609.
- m. Construction Type - Residential or Commercial (listed on plans)
- n. Property Owners Name and Construction Address (listed on plans)
- o. Typical wall section plans designed by a registered Architect or Engineer.
- p. Ties, Straps, Anchors and Hangers Specified with Schedule Chart on plans
- q. Truss layout plan and Specification Sheets detailed per individual truss design from the truss manufacturer with the Engineer's digital signature and seal.

**4. PRODUCT APPROVAL SHEETS – SHEETS TO INCLUDE**

- a. Submit only the City of Winter Springs “Product Approval Form” with the Florida Product Approval numbers written in. Numbers must include decimal breakdown: 12345.1, no – R2
- b. After the projects is approved print all Product Approval sheets, Installation specifications including fastener location specifications and place on the job site.
- c. NOA (Notice of Acceptance/Product Approval Sheets) on all windows, doors, skylights, siding, soffit, roof materials, etc. Window stickers should remain on windows for inspection.
- d. Doors, Windows, and Skylights per 6<sup>th</sup> Edition 2017 Energy Conservation codes indicating the Solar Heat Gain Coefficient (SHGC) and U-factor on our “Product Approval form.”
- e. Information can be obtained from the Manufacturer or from <http://www.floridabuilding.org>

**5. THE CURRENT FLORIDA ENERGY EFFICIENCY CODE SHEETS - COMPLETED AND 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.

**6. THE CURRENT FLORIDA ENERGY CODE REPORTING FORM (FRONT PAGE) – COMPLETED AND 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.

**7. E.P.I. ENERGY GUIDE SHEETS:**

- a. Bar Codes and Energy Calculations with Authorized Signature and Date.

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-CONTRACTORS LISTED – CONTRACTOR CONTACT INFORMATION**
  - a. All must be Registered with the City of Winter Springs
  - b. Include (1) Local Business Tax Receipt (Business License), (2) Workman’s Comp (3) Liability Insurance (4) Copy of Florida State License
10. **CONTRACTOR PULLING PERMITS MUST HAVE THE FOLLOWING PROOF OF CREDENTIALS ON FILE WITH THE CITY:**
  - a. Registered with the City of Winter Springs using Contractor Registration Form
  - b. Current Certificate of General Liability
  - c. Current Certificate of Worker’s Compensation
  - d. 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).
  - e. Copy of Business Tax Receipt (formerly called Occupational License)
11. **REPRESENTATIVES PULLING PERMITS MUST HAVE NOTARIZED POWER OF ATTORNEY FOR EACH PERMIT PULLED.**
12. **HOMEOWNERS PULLING PERMITS MUST HAVE A NOTARIZED STATEMENT OF FACT.**
13. **NOTICE OF COMMENCEMENT** submitted before starting work for most projects over \$2500. Or a Mechanical project over \$7500.
14. **IF YOU ARE BUILDING IN OR NEAR WETLAND AREAS, ADDITIONAL PERMITS MAY BE REQUIRED FROM STATE OR COUNTY AGENCIES. ST JOHNS WATER MANAGEMENT, ETC.**
15. **COMMERCIAL - 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.**