



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

THE CITY IS NOW ACCEPTING BUILDING PLANS ELECTRONICALLY. PAPER BUILDING PLANS WILL NO LONGER BE ACCEPTED. 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 SITE PLANS AND BUILDING PLANS

STEP 1: Complete the form

STEP 2: Print the form and have the form Notarized

STEP 3: Submit the form with all the other required documents via Email to:
customerservice@winterspringsfl.org.

STEP 4: The Permit Specialist will review your Permit Request. If the application meets approval you will be sent an Invitation with a Temporary Password to login to ePlans ProjectDox Plan Review System.

STEP 5: Submit the Building Plans and all the required Documents electronically into the ePlans ProjectDox Plan Review System. The plan review department will begin the review process of your project. See the ePlans ProjectDox webpage at <http://www.winterspringsfl.org/eplans> for complete details.

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. Printed 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 3rd Party Certificate Authority
- f. ** Effective 2010 Florida Building Code, Mechanical, and Plumbing **

- g. **** Effective 2008 National Electrical Code ****
- h. **** Effective 2014 5th Edition Florida Accessibility Code ****
- i. Plumbing per the Florida Building Code Plumbing Fixtures Sec. [403]
- j. Statement on structural plan that the design meets the required Wind load criteria per the 2010 Florida Building Codes Sections 1604 & 1609.
- k. Construction Type - Residential or Commercial (listed on plans)
- l. Property Owners Name and Construction Address (listed on plans)
- m. Typical wall section plans designed by a registered Architect or Engineer.
- n. Ties, Straps, Anchors and Hangers Specified with Schedule Chart on plans
- o. Truss Specification Sheets detailed per individual truss design from the truss manufacturer.

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.
- d. Doors, Windows, and Skylights per 2014 5th Edition Energy 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 www.floridabuilding.org

5. THE CURRENT FLORIDA ENERGY EFFICIENCY CODE SHEETS - COMPLETED AND SIGNED BY ALL REQUIRED PARTIES:

(http://www.floridabuilding.org/fbc/committees/energy/energy_forms/1_energy_forms.htm)

- 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) - 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 completed.
- b. Authorized Signature and Date area completed.

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. ARBOR PERMIT APPROVED (if tree cutting/removal is required). WAIVER signed if no trees affected

11. **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)
12. **REPRESENTATIVES PULLING PERMITS** MUST HAVE NOTARIZED POWER OF ATTORNEY FOR EACH PERMIT BEING PULLED.
13. **HOMEOWNERS PULLING PERMITS** MUST HAVE A NOTARIZED STATEMENT OF FACT.
14. **NOTICE OF COMMENCEMENT** submitted before starting work for most projects over \$2500. or a Mechanical project over \$7500.
15. **IF YOU ARE BUILDING IN OR NEAR WETLAND AREAS, ADDITIONAL PERMITS MAY BE REQUIRED FROM STATE OR COUNTY AGENCIES. ST JOHNS WATER MANAGEMENT, ETC.**
16. **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.**

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.