

Residential Permit Submittal Guide

REQUIRED FORMS:

- Residential Permit Application
- Property Appraiser's printout with legal description
- Recorded Notice of Commencement [or] signed contract for less than \$2500.00

POSSIBLE ADDITIONAL FORMS:

- Historical / Archaeological Form
- Power of Attorney Form and/or Signature Acknowledgement Form
- Owner / Builder Statement
- Utility letter
- Estoppel letter
- Septic permit from Health Department

PLANS: (2 copies required)

- Site Plan showing the building, setbacks, grading, lot drainage, finish floor elevation, easements, lot dimensions, driveway access, adjacent streets, house dimensions
- Construction Drawings* (Structural work [or] non-structural work with a valuation greater than \$25,000.00** is required to be signed and sealed)
- Seminole County Product Approval Form – as required
- Truss engineering – as required
- Energy calculations – as required
- Gas Plan Worksheet – as required

NOTE: Proof of worker's compensation insurance and a deposit up to \$300.00 is required at time of submittal. The actual amount is based on permit type and value of work.

**Refer to the Residential Plan Review Checklist*

***Exception: Accessory structures with an area of 120 square feet or less*

This is only a guide and may not be all-inclusive for your particular project.