

CITY OF LONGWOOD

Commercial, Industrial, Multifamily (New Construction and Addition or Structural Alterations)

SUBMITTAL REQUIREMENTS:

1. Completed Building Permit Application.
2. **New Construction** - All Contractors must contact Seminole County Services Addressing Office -1101 E. First St., Sanford, FL @ (407)665-7655 for obtaining property addressing.
3. Two (2) sets of signed and sealed construction plans to include Electrical, Mechanical and Plumbing.
4. Three (3) sets of Energy Calculations.
5. Completed Commercial Submittal Sheet.
6. Recorded Notice of Commencement if work is over \$2500.00. This document to be recorded at The Recording and Land Records Department – 1750 E. Lake Mary Blvd., Sanford, FL.
7. All Contractors must contact the Seminole County Services Impact Fee Office – 1101 E. First Street St., Sanford, FL or call for information (407)665-7474 regarding Single-Family Residential Detached Use, Mobile Home, Multi-Family & Non-Residential Uses, Non-Residential Change of Use / Multi-Use Impact Fees.
8. All Contractors must register with the City of Longwood Building Division with a current State License, and a current Certificate of Insurance with the City of Longwood as the certificate holder. All contractors are required to provide the City with a certificate of insurance which includes current General Liability and Workers' Compensation.
9. Separate Permits are required for Electrical, Plumbing, Mechanical, Awning, Fire, Gas, and Signage.
10. Permit becomes Null and Void if work or construction authorized is not commenced within 6 months (180 days), or if construction or work is suspended or abandoned for a period of 6 months (180 days) at anytime after work commence.

SPECIAL INSTRUCTIONS:

1. All type of construction must comply with all associated Florida Building Codes.
2. Should additional water or sewer fees be required, a copy of receipt must be presented at time of pick up. These fees to be paid at the Utilities Division, 155 W Warren Ave., Longwood, FL, (407) 260-3470.
3. All inspection request(s) must be called in no later than 3:30 p.m. @ (407)260-3471 for next day inspections excluding weekends and holidays.

4. Permit "Hard Card" and Notice of Commencement to be posted on job site and approved plans to be available for inspector's review at all times.
5. Final "As-Built" survey to be submitted a minimum of 24 hours prior to request of Final Inspection to obtain Certificate of Occupancy.
6. **New Construction** – Contractor are required to call in all request for Site Finals with the Building. All **Site Finals** must be approved by the following departments prior to issuance of Certificate of Occupancy: Building Division, Community Services, Engineering, Utilities, Fire, and Police.
7. Please contact Seminole County Health Department – Environment Health – 400 W. Airport Blvd. – Sanford, FL @ (407)665-3605 for all **Septic System Applications**.
8. Final Inspection required for all permits.

If you have any questions regarding the above, please do not hesitate to contact the Building Division of the Community Services Department at (407) 260-3464.

Required for Community Development Division Review of Building Permit Applications in the City of Longwood

FOR ALL PLANS

A current **Survey** per LDC, prepared by a licensed surveyor or registered (in the State of Florida) engineer or architect, showing all front, side and rear setbacks; showing all existing structures on the property and proposed additions or structures, all fully dimensioned.

However a **scaled proportional accurate representation** of a survey **may** be accepted for any permit application other than for a new house, pool, or questionable locations of additions, which will have to include the same information as a survey listed above.

Fences

Survey as identified above.

Location of fence on the property.

Type of fence materials to be used. (prefer picture of fence type)

Height of fence.

Identifying *"Exposed structural supports and framing components shall face towards the interior of the subject property."*

Swimming Pool or Additions

Survey as identified above.

Grading Plan for all additions including, but not limited to, swimming pools, garages, driveways, sheds, etc. Grading plan must be prepared by a licensed engineer and must include elevation numbers as well as existing and proposed drainage patterns.

Total ISR (impervious surface ratio) with and without addition.

Height of structure.

Additional structures, such as yard drains will require specifications

Signs

Survey as identified above.

Temporary and Permanent

Size- all dimensions and sign area. For permanent sign include all other signs on the site.

Type- ground, wall, trailer, balloon, ground, banner, electrical, etc.

Diagram- showing sign and ground or wall attachments.

Location- a detail of where the sign is located in relationship to property lines (front and side), parking spaces and entrances.

Time Period- dates of display (temporary only).

Identify any other ground or temporary signs within 200 feet.

Off-site Signs- See Community Development Division for requirements.

Demolition

Pictures of commercial/industrial structures to be demolished shall be submitted and initially recorded in color and submitted in hardcopy/print format (5x7) with negatives and on computer/compact disc. Two copies of the hard copy and computer /compact disc shall be submitted.

Note: Any other additional information may be requested by the Community Development Division to assist in the review and approval of construction applications. The above requirements are the minimum required to be able to review building permit applications by the Community Development Division. All above documentation is required to complete the review process. Please be sure to include all required documents upon submittal.

City of Longwood BUILDING PERMIT APPLICATION

Application is hereby made for a Building Permit to accomplish the work herein described in accordance with duplicate plans and/or specifications submitted herewith; it is agreed that all corrections in the plans and/or specifications necessary for compliance shall be observed and all requirements of the Building Codes, Zoning Ordinances, and all other pertinent laws and ordinances of the City of Longwood regulating construction shall be complied with in the pursuit of this work whether or not specified herein. **NOTE: ANY DEVIATION FROM AN APPROVED SITE PLAN MUST HAVE DEVELOPMENT REVIEW BOARD APPROVAL. FAILURE TO ENSURE THAT THE DEVIATION HAS BEEN APPROVED MAY RESULT IN THE ADDED IMPROVEMENTS BEING REMOVED AT THE OWNER'S EXPENSE. NO CERTIFICATE OF OCCUPANCY WILL BE ISSUED UNTIL ALL CONFLICTS ARE RESOLVED.**

MASTER PERMIT # _____ PERMIT # _____

IMPORTANT - Complete all items. Mark items where applicable.

Project Address: _____

Parcel/Tax I.D. # Sec _____ Twp. _____ Rng. _____ S/D _____ Blk. _____ Lot _____ P.B. _____ Pg. _____

Attach proof of Ownership: Tax record from Seminole County Property Appraiser's Office, Tax Receipt or Deed, etc.

1. _____

Property Owner	Address	City, State, Zip	Telephone
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2. _____

Contractor	Address	City, State, Zip	Telephone
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3. _____

License Holder Name	License #
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TYPE OF WORK: Residential Commercial Sq. Ft: Conditioned _____ Unconditioned _____ Total _____

New Construction Alteration / Addition
 Interior Alteration Repair

Other:

Fence - LF _____ Ft. _____
 Roof - Sq. _____ Slope _____
 Pool - A/G _____ I/G _____
 Shed - Size _____

Valuation of Work (Estimated Cost): \$ _____

Description of Work:

Bldg Permit: _____ Co. Road Imp.: _____
 Radon: _____ Other Fine: _____

Total Fees: \$ _____

Subcontractor	Business Name and/ or License Holder	Telephone	License #
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- Electrical:
- Plumbing:
- Mechanical:
- Fire Sprinkler/Fire Alarm:
- Low Voltage
- Other:

Notice: SEPARATE PERMITS ARE REQUIRED FOR ELECTRICAL, MECHANICAL, PLUMBING, ETC. THIS PERMIT BECOMES NULL AND VOID IF WORK OR CONSTRUCTION AUTHORIZED IS NOT COMMENCED WITHIN 6 MONTHS (180 DAYS) OR IF CONSTRUCTION OR WORK IS SUSPENDED OR ABANDONED FOR A PERIOD OF 6 MONTHS (180 DAYS) AT ANY TIME AFTER WORK COMMENCED.

I hereby certify that I have read this application and that all information contained herein is true and correct. I agree to comply with all City Ordinances and State Laws regulating Building Construction. I am the owner or authorized agent of the owner or contractor described herein. I also certify that I will employ only licensed contractors as required by F. S. 489. I further acknowledge and agree that no site preparation or construction shall commence prior to posting of required permit.

Signature: _____ Date: _____

Community Development Approved by: _____
Land Use: _____
Date: _____

Engineering: Approved by: _____
Date: _____

Fire: Approved by: _____
Date: _____

Reviewed/Approved by: _____ Date: _____

NOTICE OF COMMENCEMENT

Tax Parcel Identification Number _____

THE UNDERSIGNED hereby gives notice that improvements will be made to certain real property, and in accordance with Section 713.13 of the Florida Statutes, the following information is provided in this NOTICE OF COMMENCEMENT.

1. Description of property (*legal description*): _____
a) Street (job) Address: _____
2. General description of Improvements: _____
3. Owner Information
 - a) Name and address: _____
 - b) Name and address of fee simple titleholder (if other than owner) _____
 - c) Interest in property _____
4. Contractor information
 - a) Name and address: _____
 - b) Telephone No.: _____ Fax No. (Opt.) _____
5. Surety Information
 - a) Name and address: _____
 - b) Amount of Bond: _____
 - c) Telephone No.: _____ Fax No. (Opt.) _____
6. Lender
 - a) Name and address: _____
 - b) Phone No. _____
7. Identity of person within the State of Florida designated by Owner upon whom notices or other documents may be served:
 - a. Name and address: _____
 - b. Telephone No.: _____ Fax No. (Opt.) _____
8. In addition to himself, owner designates the following person to receive a copy of the Lienor's Notice as provided in Section 713.13(1) (b), Florida Statutes:
 - a) Name and address: _____
 - b) Telephone No.: _____
9. Expiration date of Notice of Commencement (the expiration date is one year from the date of recording unless a different date is specified): _____

WARNING TO OWNER: ANY PAYMENTS MADE BY THE OWNER AFTER THE EXPIRATION OF THE NOTICE OF COMMENCEMENT ARE CONSIDERED IMPROPER PAYMENTS UNDER CHAPTER 713, PART I SECTION 713.13, FLORIDA STATUTES, AND CAN RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY; A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION. IF YOU INTEND TO OBTAIN FINANCING, CONSULT YOUR LENDER OR AN ATTORNEY BEFORE COMMENCING WORK OR RECORDING YOUR NOTICE OF COMMENCEMENT.

STATE OF FLORIDA
COUNTY OF _____

10. _____
Signature of Owner or Owner's Authorized Office/Director

Print Name

The foregoing instrument was acknowledged before me, a Florida Notary, this _____ day of _____, 20____, by: _____ as _____ (type of authority, e.g. officer, trustee, attorney fact) for _____ (name of party on behalf of whom instrument was executed).

Personally Known _____ OR Produced Identification _____ Type _____
Notary Signature _____ Notary Stamp or Seal: _____

-AND-

11. Verification pursuant to Section 92.525, Florida Statutes. Under penalties of perjury, I declare that I have read the foregoing and that the facts stated in it are true to the best of my knowledge and belief.

Signature of Natural Person Signing (in line #10 above)

CITY OF LONGWOOD BUILDING DEPARTMENT

SUBMITTAL REQUIREMENTS FOR COMMERCIAL BUILDING PERMIT

- 1. Two (2) complete sets of plans and drawings to include:
 - a. Site plan approved by City Commission
 - b. Boundary and building location survey
 - c. Foundation Plan
 - d. Floor plan
 - 1. room or space identification
 - 2. indicate room dimensions
 - 3. specify door and window dimensions and types
 - 4. indicate tenant separation and fire resistant walls.
Complete UL design noted.
 - e. Four (4) or more elevations including finish floor(s) elevations.
 - f. Structure details- signed and sealed by engineer
 - g. Architectural drawings- signed and sealed by architect
 - h. Electrical drawings- signed and sealed by engineer, if over 600 amps
 - i. Mechanical drawings- signed and sealed when 15 tons or more and/or over \$5000
 - j. Plumbing drawings- signed and sealed, shall comply with Florida Handicap Code
- 2. Plans shall show:
 - a. Square footage
 - b. Type of construction
 - c. Occupancy classification (group)
 - d. Occupant load
 - e. Sprinklers, standpipes, and alarm systems
 - f. Fire protection requirements & NFPA requirements
 - g. Life Safety Code 101
- 3. Three (3) sets of Florida Energy Forms signed and sealed by architect or engineer
- 4. Arbor Permit when trees are to be removed from property. Contact the City Planner for details regarding the Arbor Ordinance and permit
- 5. Soil analysis may be included on site plan or foundation
- 6. Utility letters

REQUIRED INSPECTIONS DURING AND UPON COMPLETION OF CONSTRUCTION:

- 1. Footer
- 2. Underground electrical, mechanical, & plumbing
- 3. Foundation elevation survey
- 4. Slab
- 5. Lintels-tie beams-columns-cells
- 6. Rough electrical
- 7. Rough mechanical
- 8. Rough plumbing
- 9. Tub set
- 10. Framing
- 11. Tenant separation/firewall
- 12. Insulation, walls and/or ceilings
- 13. Electrical final, mechanical final & plumbing final
- 14. Building final
- 15. Other

DATE: _____

SIGNATURE: _____

(By Owner or Authorized Agent)

GUIDELINES FOR MUNICIPALITIES FOR PROCESSING SEMINOLE COUNTY IMPACT FEES

SINGLE-FAMILY RESIDENTIAL DETACHED USE

1. Preprinted impact fee statement forms are provided to the City and are to be completed in conjunction with a building permit for **each detached single-family dwelling unit**. Please include the address and complete tax parcel ID number on each statement. **This is the only type of Seminole County impact fee statement that the city staff is equipped to prepare.**
2. Detached single-family dwellings in developments where the majority of the lots are less than 50 ft wide (49.99 ft & under) are assessed a different rate than single-family dwelling units, therefore the impact fee statement needs to be prepared by Seminole County. (They will be assessed a condominium rate.)
3. If there was once a single-family residence on the property that has since been removed or destroyed, the customer may be eligible for impact fee credits toward the construction of a new residence. An Impact Fee Statement with the credit indicated will need to be prepared by Seminole County. Also, the customer will be required to provide documentation of the former residence by submitting tax records, survey, demolition permit, etc. Application to the County may be made via email, fax or in person. Applications may be found online at www.seminolecountyfl.gov. Once on-line find the Planning and Development Department, Development Review Division, Forms & Checklist, City Impact Fee Application.
4. Replacement of a mobile home by a single-family residence requires payment of additional impact fees. The customer will pay the difference between the SFR rate and mobile home rate. Seminole County will prepare the Impact Fee Statement.

MOBILE HOME, MULTI-FAMILY & NON-RESIDENTIAL USES

1. Seminole County will prepare the impact fee statement for anything other than a detached single-family residence such as a mobile home, duplex (2 attached dwelling units), condominium, townhome, apartment building, commercial, industrial use etc.
2. Customer Instruction cards indicating the procedures, required submittals and directions to the County office have been made available at each City Building Department.

NON-RESIDENTIAL CHANGE OF USE / MULTI-USE

1. Building permit applications for interior build out of non-residential uses (shopping centers, industrial mixed use or office building with a mix of general office and medical office) may be assessed additional impact fees if the use of a building or portion of the building is being changed. Seminole County will prepare the Impact Fee Statement.

GENERAL INFORMATION

1. A preprinted/blank impact fee statement comes in four parts. Once the statement is completed by the city, the white copy goes to Seminole County, yellow to the customer, pink is for city records and the gold should be mailed to the County along with the monthly log of impact fees collected and the check. Seminole County staff will collect the white copy during their visit to the City.
2. The customer has the option of paying their impact fees to the City at the time they pick up the building permit or they may pay them to Seminole County and provide a receipt of payment to the City upon picking up their building permit. If a customer pays at the City the City retains 3% of the money collected per impact fee statement and up to a maximum of \$250.
3. Impact fees shall either be collected by the City prior to the issuance of a building permit or the customer may pay the fees to the County and provide the City with a receipt indicating payment.
4. Remit to Seminole County by the 15th of each month, payment for impact fees collected for the month. A summary of all money collected and the gold copy of the impact fee statement should accompany the check.

Contact information

Sandy Neminski – Impact Fee & Concurrency Coordinator
Phone - 407-665-7474
Fax - 407-665-7456
Email - SNeminski@seminolecountyfl.gov

Ginny Markley – Program Manager
Phone - 407-665-7356
Fax - 407-665-7456
Email - Gmarkley@seminolecountyfl.gov