



City of Longwood
Community Development
Services
174 W. Church Ave.
Longwood, FL 32750



Monday – Friday
8:00 a.m.- 4:30 p.m.

Building Division
407-260-3464

Community Development
407-260-3462

Inspection Line
407-260-3471

Download our
Forms online at:
www.longwoodfl.org

Before you dig!
One call –Always Call
811 before digging

Check Contractor's
Licenses
850.487.1395
www.state.fl.us/dbpr

Contractor Complaints
(850) 488-6603
[http://www.state.fl.us/dpbr/
reg/forms/index.shtml](http://www.state.fl.us/dpbr/reg/forms/index.shtml)

Is A Permit Required?

HEY! What do you mean I need a building permit?

You are required to obtain a building permit if you are making any improvements to your property. Improvements include anything from upgrading electric service, adding new electrical outlets, air conditioning systems, re-plumbing and adding fixtures, construction of decks, patios, walkways, fences, pools, additions, window and door replacement, storage buildings and other accessory structures.

Why do I need a permit?

The purpose of a permit is to protect you, your family, and your neighbors from the effects of work that violates building and future land use codes. These violations could cause hazards to life or property and compromise the quality of life we expect and enjoy.

Okay, Okay! So what do I do if I am thinking of a project?

First of all, check with the City's Building & Community Development Division to see if your project conforms to the Development code and if a permit is required.

Then what do I do?

Now is the time to make a critical decision on the design and construction team for your project. Depending on the scope of work entailed, you may need an architect, an engineer, a contractor, or all three. You may even want to do the project yourself. It is permitted, under an exemption to the law, for you to act as your own contractor for certain kinds of projects. You will need to verify with the Building & Community Development Divisions that your project qualifies.

But, be careful!

The perceived up-front savings of the handyman special or the do-it-yourself project could cost you more money in the long run. You are responsible under the law as the contractor and liable for employees you hire that work on your job. This responsibility includes, but may not be limited to:

- Worker's Compensation claims for injuries
- Social Security Tax
- Federal Tax withholding
- Damage caused to your neighbors' property
- Code compliance for the work performed.

Hiring a licensed professional, more often than not, will save you time and money. You can verify if a contractor is licensed and find out if any complaints have been filed against them by contacting the Department of Professional Regulation and the Construction Industry Licensing Board.

And, remember to always 1) get several bids for your project; and 2) ask for verifiable references.

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Okay, now what?

If the project is a go, then you will need to pick up an application form and a permit requirement list from the Building Division. The check list will inform you of the documents you will need to submit in order to obtain the permit.

After you've completed the form and obtained all the documents, submit the package to the Building Division. You may contact staff to inquire the status of your application. Staff will contact you when the permit is ready to be picked up.

How long does that take?

Permit issuance times vary. Some projects can be fully permitted over the counter. Some require extensive review and can take several days. Permits for most minor projects are issued within three working days.

So I have my permit, what about inspections?

It is the contractor's responsibility to call for inspections. Inspections are required during certain phases of the project to insure continued code compliance. The permit card you will be given has a general list of required inspections to be signed-off by the inspector when completed. Inspections requests called in by 3:30 P.M. will be scheduled for the following business day. You may request an A.M. or P.M. inspection. We will try to accommodate your request.

Okay, I have been inspected, now what?

Once you have received your final inspections, keep your inspection card along with the records for your property. It is time for you to enjoy your new project with peace of mind. Remember, the Building and Community Development Division staff is working hard to ensure the safety of you, your children, and your neighbors. We are working with you to build a better Longwood.



Hiring a Contractor?

Hiring a licensed contractor may save you lots of headaches and money! An unlicensed contractor may be uninsured. You could be liable for any injuries incurred by workmen while on your property, including hospital care and future disabilities.

Ask potential contractors for a copy of his/her contractor license. Also request his insurance company mail directly to you a copy of his Workers Compensation insurance.

To verify a contractor's license is in good standing, call the Florida Department of Business & Professional Regulation at (850) 487-1395. They can provide information on state certified and registered contractors.

To find out if any complaints have been filed against a contractor or to file a complaint against a contractor, call (850) 488-6603, or visit the Department of Business and Professional Regulation's web page at <http://www.state.fl.us/dbpr/reg/forms/index.shtml>.