



City of Longwood

174 West Church Ave. Longwood, FL 32750

Phone: 407-260-3462 • Fax: 407-263-2336

www.LongwoodFL.org

ALL PERMITS

PROOF OF OWNERSHIP – This can be obtained by going to the Seminole County Property Appraiser Website (www.scpafl.org), selecting record search and printing out the owner's information.

NOTICE OF COMMENCEMENT – Must be submitted if the work being done is over \$2500, Mechanical permits are \$7500. (To be recorded at 1750 E. Lake Mary Blvd, Sanford).

IMPERVIOUS SURFACE CALCULATIONS – Any surfaces being added to the property must provide an Impervious Surface Calculation or worksheet which is provided on our website. (Impervious surfaces include sheds, carports, screen rooms, additions, etc.)

CONTRACTOR REGISTRATION REQUIREMENTS

STATE LICENSING BUSINESS TAX RECEIPT GL & WC INSURANCE

The City of Longwood must be listed as the certificate holder on all insurance certificates.

Permits can only be issued or obtained by the license holder or by power of attorney.

Registration information can be faxed to the number above.

For information regarding searches on product approvals and engineering/installation please visit:

www.floridabuilding.org. Select Product Approval from the chart and find a product or application. Complete the information regarding your product and search.

For information regarding AHRI letters please visit:

www.ahrinet.org. Select find certified products in the top left hand side of the page; click air conditioners and complete the information on the type of unit being used.

ROOF PERMIT

Completed Building Permit Application.

Signed copy of the contract or Owner/Builder statement.

Home Owners Association Approval if applicable

2 copies of Residential Roofing Information Sheet OR

2 copies of Commercial Roofing Information Sheet

Skylights: 2 copies of product approval and engineering/installation

Commercial: 2 copies of manufacturer color sheet sample

Metal/Flat Roofs: 2 copies of product approval and engineering/installation

SHEDS/CANOPIES PERMITS

Completed Building Permit Application.

Signed copy of the contract or Owner/Builder statement.

Home Owners Association Approval if applicable.

2 copies of property survey indicating shed location.

2 copies of shed specifications/engineering or engineered drawings if being built.

FENCE PERMITS

Completed Building Permit Application.

Signed copy of the contract or Owner/Builder statement.

Home Owners Association Approval if applicable.

2 copies of property survey indicating fence and gate locations.

MECHANICAL (A/C) PERMITS

Completed Building Permit Application.
Signed copy of the contract or Owner/Builder statement.
2 copies of energy calculations if duct work is being done.
2 copies of AHRI letter on unit.
2 copies of engineering tie downs for unit.

ELECTRICAL PERMITS

Completed Building Permit Application.
Signed copy of the contract or Owner/Builder statement.
2 copies of drawings/schematics may be required depending on scope of work.

PLUMBING PERMITS

Completed building permit application.
Signed copy of the contract or Owner/Builder statement.
2 copies of drawings/schematics may be required depending on scope of work.

TENT PERMITS

Less than 400 sq ft does not require a permit
Completed building permit application
Signed copy of the contract.
Letter of authorization, notarized, from property owner.
2 copies of the property survey indicating the placement of the tent.
2 copies of the flame retardant certificate.

SEWER PERMITS

Completed building permit application.
Signed copy of the contract or Owner/Builder statement.
Copy of abandonment form from Seminole County Health Dept.
Receipt for city sewer hook up fee or an ok from finance through the finance department.

WINDOWS/SIDING/GARAGE DOOR PERMITS

Completed Building Permit Application.
Signed copy of the contract or Owner/Builder statement.
Home Owners Association Approval if applicable.
2 copies of product approvals and engineering/installation.

NEW COMMERCIAL OR INTERIOR ALTERATIONS/ADDITIONS PERMITS

Completed Building Permit Application with all subs listed on the application.
Signed copy of the contract.
2 copies of the property survey if applicable.
2 sets of signed & sealed construction plans to include Electrical, Mechanical, & Plumbing.
2 sets of energy calculations.
Please contact 407-665-7474 regarding impact fees through Seminole County.

NEW RESIDENTIAL OR INTERIOR ALTERATIONS/ADDITIONS PERMITS

Completed building permit application with all subs listed.
Signed copy of the contract or Owner Builder Statement.
Home owner's association approval.
2 copies of the property survey if applicable.
2 sets of signed & sealed construction plans to include Electrical, Mechanical, & Plumbing.
2 sets of energy calculations.
Please contact 407-665-7474 regarding impact fees through Seminole County.

TEMPORARY SIGN PERMITS

In the City of Longwood temporary sign permits can be issued for a total of 30 days up and 90 days down before you can reapply.

Completed Building Permit Application.

Signed copy of the contract.

Proof of ownership/Letter of Authorization (notarized) from property owner.

2 copies of property survey with sign location noted.

2 copies of sign illustration with square footage, colors, and materials noted.

PERMANENT SIGN PERMITS

Completed Building Permit Application.

Signed copy of the contract.

Proof of ownership/Letter of Authorization (notarized) from property owner.

2 copies of property survey with sign location noted.

2 copies of sealed plans including sign illustration with square footage, colors, and materials noted.