



City of Longwood

174 West Church Ave. Longwood, FL 32750

Phone: 407-260-3464 • Fax: 407-263-2348

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 \$2500 or over, Mechanical permits \$7500 or over. (To be recorded at any Clerk of the Court. Seminole County’s is 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.

*All fees for the following permit types can be found on our fee schedule on our website: www.longwoodfl.org Department/Community Development/Building Department. All permits are subject to a state surcharge.

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

***Permit fees: Residential Fee Group IV Commercial Fee Group V**

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.

***Permit fees: Residential Fee Group II Commercial Fee Group V**

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.

***Permit Fee: Residential Fee Group IV Commercial Fee Group V**

MECHANICAL (A/C) PERMITS

Completed Building Permit Application.

Signed copy of the contract or Owner/Builder statement.

Home Owners Association Approval if out side changes

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.

***Permit Fees: Residential Fee Group IV Commercial Fee Group V**

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.

***Permit Fees: Residential Fee Group IV Commercial Fee Group V**

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.

***Permit Fees: Residential Fee Group IV Commercial Fee Group V**

TENT PERMITS

Less than 200 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.

***Permit Fees: Commercial Fee Group V**

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.

***Permit Fees: Residential Fee Group IV Commercial Fee Group V**

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.

***Permit Fees: Residential Fee Group II Commercial Fee Group V**

NEW COMMERCIAL, 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 407-665-7356 regarding impact fees through Seminole County.

***Permit Fees: Commercial Fee Group III**

NEW RESIDENTIAL, 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 407-665-7356 regarding impact fees through Seminole County.

***Permit Fees: Residential Fee Group I**

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 Sign 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.

***Permit Fees: \$50.00**

PERMANENT SIGN PERMITS

Completed Sign 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.

***Permit Fees: \$100.00**

DRIVEWAY , SIDE WALK and PARKING LOTS

Completed Building Permit Application

Signed copy of contract or Owner/Builder statement.

Notarized letter from owner of property giving permission to work

Homeowners Association Approval if applicable.

2 copies of site plan or survey indicating driveway, sidewalk or parking lot

***Permit Fees: Residential Fee Group IV Commercial Fee Group V**

SWIMMING POOLS

Completed Building Permit Application/

With signed Residential Swimming Pool, Spa and Hot Tub Safety Act Form

Signed copy of contract or Owner/Builder Statement

Homeowners Association Approval if Applicable

2 copies of survey indication placement of pool

2 copies of sealed plans including plumbing and electrical

***Permit Fees: Residential Fee Group II Commercial Fee Group V**

FIRE ALARM AND FIRE SUPPRESSION SYSTEMS

Completed Building Permit Application

Signed copy of Contract

3 sets of signed & sealed plans

Inspections are called to Fire Marshal 407-260-3460

***Permit Fees: Commercial Fee Group V**

CHANGE OF USE APPLICATION REQUIREMENTS

Completed Building Permit Application

Need BTR # for the new tenant – this comes from the Business tax office at 180 W Warren

Two copies of the site plan and two floor plans with dimensions – one showing previous layout and one showing proposed layout. If there is not going to be any changes, the same site plan can be used for both..

These usually will be part of the lease agreement package.

A copy of the lease agreement .

If there is going to be construction, a permit for the construction will be required before the Change of Use can be issued.

Information on previous tenant for the suite or building, type of business going in to the space. This can be found also at the Business Tax Receipt office, or from the Landlord.

Type of Business for the tenants on either side of the suite that you are going to occupy. You can either find out from the Landlord or just check out the neighborhood.

Placement of exterior doors and exit lights

Location and type of restroom for the facility.

Fire extinguisher locations

Additional information may be required by Building Official and Fire Marshall

***Permit Fees: \$100.00**

PERMIT TYPES

New Commercial Construction

Sales Trailer

Construction Trailer

Commercial Low Voltage

Commercial Electric

Commercial Plumbing

Commercial Roof

Commercial Mechanical

Commercial Fire Alarm

Commercial Fire Suppression

Commercial Fire Sprinkler

Commercial Gas

Commercial Demolition

Commercial Alteration/Addition

Commercial Swimming Pool

Commercial Fence

Commercial Miscellaneous

Commercial Swimming Pool

New Residential Construction

Residential Low Voltage

Residential Electric

Residential Plumbing

Residential Roof

Residential Mechanical

Residential Gas

Residential Alteration/Addition

Residential Swimming Pool

Residential Pool Screen

Residential Screen Room

Residential Demolition

Residential Miscellaneous

Permanent Sign

Temporary Sign

Tent

Change of Use/Occupancy

Solar

Please contact the Permit Clerk for a list of requirements for permitting or if you want a permit and don't find your specific type listed. 407-260-3464