

# CITY OF LONGWOOD

## SHEDS

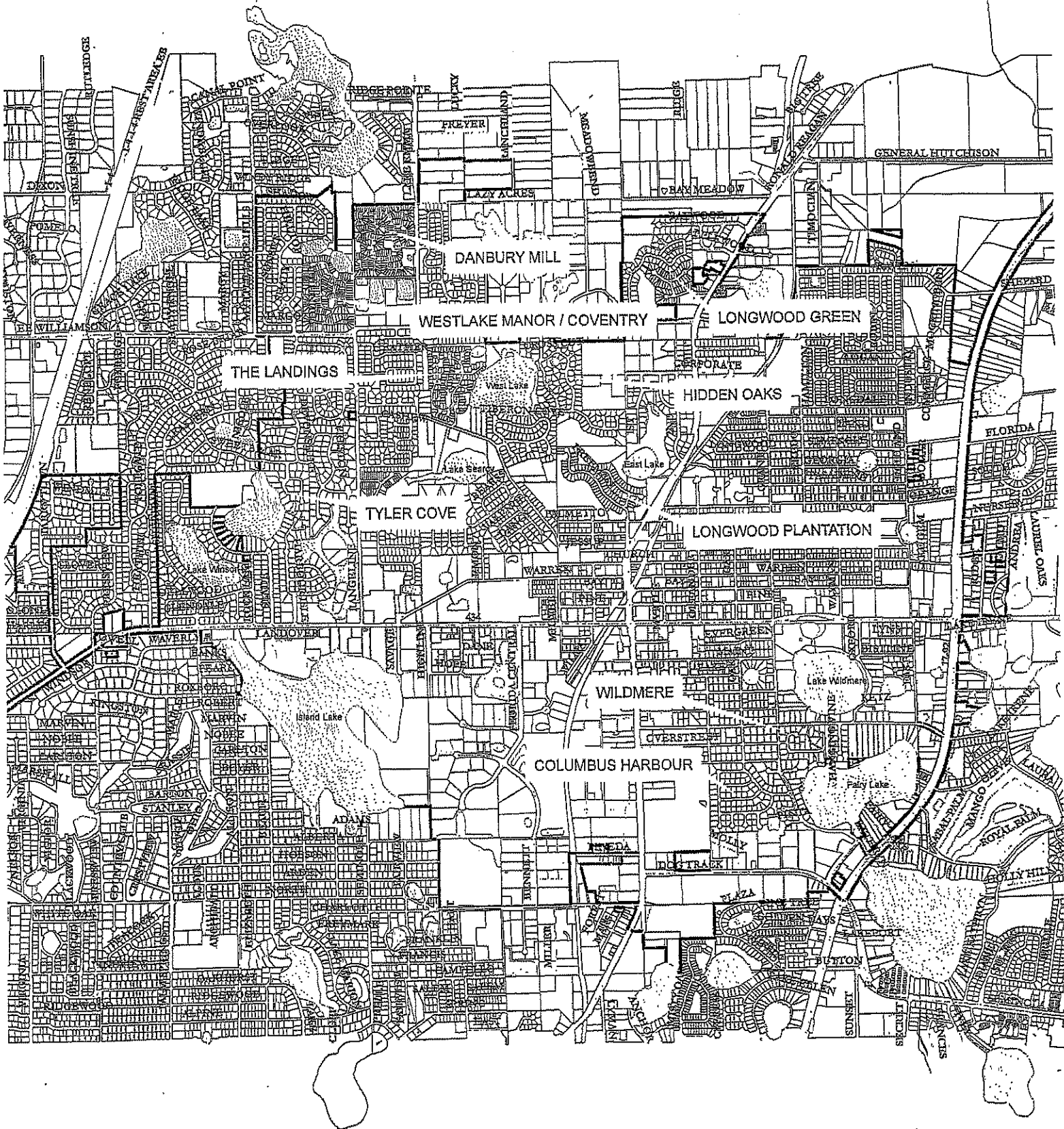
### SUBMITTAL REQUIREMENTS:

1. Completed Building Permit application.
2. Two (2) current property surveys indicating where shed is to be placed. Show distances from house, side and rear property lines.
3. Attached two (2) copies of drawings showing the following:
  - a. Typical wall section including foundation, roof windows & door headers.
  - b. Type of materials to be used.
  - c. Fastening details – nailing and anchor system
  - d. Type of foundation.
  - e. Floor plan indicating door(s), window(s) & electrical layout.
  - f. Tie down details.
4. Separate electrical permit required if shed is to have electricity.
5. All Contractors must register with the City of Longwood Building Division with a current local Business Tax Receipt, 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.
6. If a Contractor or Homeowner needs to pull a building permit, a letter is required from the Homeowners Association giving approval for work to be permitted. (See attached map of subdivision on record with the City of Longwood.)
7. Separate Permits are required for Electrical, Plumbing, and Mechanical.

### SPECIAL INSTRUCTIONS:

1. All type of construction must comply with all associated Florida Building Code.
2. Complete packets are to be submitted to the Building Division at 174 W. Church Ave. The Building Division will contact person applying for permit and advise when permit is ready for pick up.
3. No sheds can be placed in any easement area and shall meet required yard setbacks.
4. Permit "Hard Card" must be posted at job site and plans must be available for inspector's review during final inspection.
5. If you are installing a premanufactured shed, a tie down final inspection is required.
6. If shed is being constructed, there will possibly be an inspection for a footer/slab, a framing, and a final inspection.

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



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

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### **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. \_\_\_\_\_  

<b>Property Owner</b>	<b>Address</b>	<b>City, State, Zip</b>	<b>Telephone</b>
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2. \_\_\_\_\_  

<b>Contractor</b>	<b>Address</b>	<b>City, State, Zip</b>	<b>Telephone</b>
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3. \_\_\_\_\_  

<b>License Holder Name</b>	<b>License #</b>
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**TYPE OF WORK:**  Residential  Commercial Sq. Ft: Conditioned \_\_\_\_\_ Unconditioned \_\_\_\_\_ Total \_\_\_\_\_

<input type="checkbox"/> New Construction	<input type="checkbox"/> Alteration / Addition	<b>Other:</b>
<input type="checkbox"/> Interior Alteration	<input type="checkbox"/> Repair	<input type="checkbox"/> Fence - LF _____ Ht. _____
		<input type="checkbox"/> Roof - Sq. _____ Slope _____
		<input type="checkbox"/> Pool - A/G _____ I/G _____
		<input type="checkbox"/> Shed - Size _____

Valuation of Work (Estimated Cost): \$ \_\_\_\_\_

**Description of Work:**

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Bldg Permit: \_\_\_\_\_ Co. Road Imp.: \_\_\_\_\_  
 Radon: \_\_\_\_\_ Other Fine: \_\_\_\_\_ Total Fees: \$ \_\_\_\_\_

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

**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: \_\_\_\_\_