



# City of Longwood

Building Division

## Permit Submittal Requirements

**PROOF OF OWNERSHIP** – Our permitting system provides information about property ownership via a link with the Seminole County Property Appraisers site. It is possible that a new purchase, or sale will not update in the time necessary for you to pull a permit. In these cases, you will need to provide a copy of the signed Deed as proof of ownership.

**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 impervious surfaces being added to the property must accompanied with an Impervious Surface Calculation or worksheet which is provided on our website. (Impervious surfaces include sheds, carports, screen rooms, additions, generators, anything that does not absorb water, etc.)

**COST RECOVERY AGREEMENT** (On Building Permit Application) - By signing the building permit application, the applicant understands and agrees that, pursuant to Longwood City Code Chapter 59, all direct costs, expenses and fees incurred by the city relating directly to the review, processing, inspection, or regulation of an application, including but not limited to the time of city consultants, as well as those relating directly to advertising, surveying, legal and engineering for an application or project shall be assessed to the applicant and reimbursed to the City.

***Construction documents shall be dimensioned and drawn upon suitable material. Electronic media documents are permitted to be submitted when approved by the building official. Construction documents shall be of sufficient clarity to indicate the location, nature and extent of the work proposed and show in detail that it will conform to the provisions of this code and relevant laws, ordinances, rules and regulations, as determined by the building official. (See also Section 107.3.5)."***

**We do accept either digitally submitted, or hard copy permit packages. Once a permit package has been submitted, in either media format, all response to comments, revision, or additional information is required to be submitted in the same media format.**

### **Digitally Submitted Packages:**

1. All digitally submitted information must be unlocked to allow required mark-ups and stamps to be applied. Any locked documents will result in the complete package being labeled deficient.
2. All digitally submitted signed/ sealed plans must be digitally signed and sealed. Any improperly signed and sealed plans submitted will result in the complete package being labeled deficient.

### **Hard Copy Submitted Packages:**

1. All supporting documents (plans, product approvals, install guidelines, survey's, etc. ...) are required to have 2 copies submitted with package, or revisions.
2. All signed/ sealed plans/ documents are required to be either raised, or wet sealed, signed and dated. No digitally signed/ sealed documents will be accepted in hard copy form.



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- 3. Only complete permit packages will be accepted at the front counter. Partial packages will not be accepted.

## **CONTRACTOR REGISTRATION REQUIREMENTS**

STATE LICENSING                      BUSINESS TAX RECEIPT                      GL & WC INSURANCE

### **Registered contractors must have a Seminole County Registration Card**

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 Owner/Builder per Florida

Statute 489.103. Registration information must be sent to the following email:

[Building@LongwoodFl.org](mailto:Building@LongwoodFl.org).

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

[www.floridabuilding.org](http://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](http://www.longwoodfl.org)\_Department/Community Development/Building Division. All permits are subject to a State/ DBPR surcharge.

**NOTE:** No permit will be released until the property owners has signed the permit application, and such signature has been properly notarized. A copy of a recorded NOC may be used in leu of the requirement, but must be submitted prior to release of said permit.

## **ROOF PERMIT**

Completed Roof Permit Application.

Home Owners Association Approval if applicable

2 Copies of the underlayment product approvals and install guidelines

2 Copies of the roofing material product approvals and install guidelines

Skylights/ Vents: 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.

Home Owners Association Approval if applicable.

2 copies of property survey indicating shed location, with dimensions.

**(SEE SURVEY REQUIREMENTS)**

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

2 copies of canopy engineering or product approval and install guidelines



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## **FENCE PERMITS**

Completed Fence Permit Application, with signed Hold Harmless Agreement.  
Home Owners Association Approval if applicable.  
2 copies of property survey indicating fence and gate locations  
**(SEE SURVEY REQUIREMENTS)**

## **DECK PERMITS**

Complete Building Permit Application  
Home Owners Association Approval if applicable  
2 copies of property survey indicating deck location, with dimension and setback measurements  
**(SEE SURVEY REQUIREMENTS)**  
Drawings/ Engineering showing proposed deck construction that is compliant with either chapter 16 of the Florida Building Code, or section R507 of the Florida Residential Building Code as applicable.  
Complete ISR (Impervious Surface Calculation) form.

## **MECHANICAL (A/C) PERMITS**

Completed Mechanical Permit Application.  
HVAC Matching equipment certificate via either an AHRI data sheet, accredited laboratory, manufactures letter, or letter form registered P.E. State of Florida  
Equipment sizing calculations, if new work.  
2 copies of duct layout, if being replaced, with return air sizing and locations.  
2 copies of energy calculations if units or square footage is being added.  
2 copies of engineering tie downs for unit.

## **ELECTRICAL PERMITS**

Completed Electrical Permit Application.  
2 copies of drawings/schematics may be required depending on scope of work.  
Any service of 800 amps or more must be designed by a state licensed engineer.

## **RESIDENTIAL/ COMMERCIAL PHOTOVOLTAIC SYSTEMS (PV)**

Completed Electrical Permit Application.  
2 copies of drawings/schematics will be required.  
(Refer to Photovoltaic Permit Informational Package for complete details, and requirements)

## **PLUMBING PERMITS**

Completed Plumbing permit application.  
2 copies of drawings/schematics may be required depending on scope of work.



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## **FUEL GAS PERMITS**

Completed Fuel Gas permit application.

2 copies of drawings/schematics show pipe type, size, distances, working pressure, and regulator locations

A survey, showing tank location, if applicable.

## **GRADING PERMITS**

Completed grading permit application.

**NOTE:** These type of permits are for properties that have already been developed, and alterations to existing grading and draining are being proposed. These will not be issued for any vacant properties that can be developed upon.

2 copies of a signed, dated, sealed survey/ or signed sealed site plan showing existing elevations or grade, and structures, proposed alterations with all new elevations.

(REFER TO GRADING PERMIT REQUIREMENTS FOR MORE DETAILS)

**\*Permit Fees: \$500**

## **SEWER PERMITS**

Completed building permit application.

Copy of abandonment form from Seminole County Health Dept.

Receipt for city sewer hookup fee or an ok for finance through the finance department.

## **WINDOWS/SIDING/DOOR/GARAGE DOOR PERMITS**

Completed Building Permit Application.

Home Owners Association Approval if applicable.

2 copies of product approvals and engineering/installation guidelines.

## **NEW COMMERCIAL STRUCTURES /ADDITIONS PERMITS**

Completed Building Permit Application with all subs listed on the application.

2 copies of the property survey

Completed Impervious Surface calculation form

2 copies of a complete site plan.

**NOTE:** All new commercial building, or additions to, must have either a Major, or Minor Site Plan package submitted for approval prior to approval of any associated Building permits. Contact our Planning Division at (407) 260-3336 for specific details.

2 sets of signed & sealed construction plan to include Architectural, Structural Engineering, Electrical, Mechanical, & Plumbing.

Plans must include all design parameters, floor plans with dimensions, life safety, UL listings for all rated assembly and penetrations, elevations, photometrics for site, ADA compliant detailing, and all other items outlined in section 107.3.5, of the Florida Building Code as applicable.

2 sets of energy calculations, signed by preparer, and owner/ agent

2 copies of all opening protectors (windows/ doors/ vents/ etc.) and install guidelines



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2 copies of roofing materials, soffit materials, and exterior siding material product approvals and install guidelines

**NOTE:** Each project may have specific nuances that will require further information to be provided in order to show compliancy with each applicable adopted Code.

Please contact 407-665-7356 regarding impact fees through Seminole County.

Please contact 407-260-2336 regarding impact fees for City of Longwood.

## **NEW RESIDENTIAL STRUCTURES /ADDITIONS PERMITS**

Completed building permit application with all subs listed.

Home owner's association approval if applicable.

2 copies of the property survey

**(SEE SURVEY REQUIREMENTS)**

Completed Impervious Surface calculation form

2 copies of a site grading and drainage plan **(Refer to Grading and Drainage Plan Requirements)**

2 sets of signed & sealed construction plan to include Architectural, Structural, Electrical, Mechanical, & Plumbing.

Plans must include all design parameters, and floor plans with dimensions, and all other applicable items outlined in section 107.3.5, of the Florida Building Code

2 sets of signed/ sealed truss engineering and truss layout from truss company

2 sets of energy calculations signed by prepare and owner/ agent

2 copies of all opening protectors (windows/doors/ vents/ etc.) and install guidelines

2 copies of roofing materials, soffit materials, and exterior siding material product approvals and install guidelines

**NOTE:** Each project may have specific nuances that will require further information to be provided in order to show compliancy with each applicable adopted Code.

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## **INTERIOR COMMERCIAL/ RESIDENTIAL RENOVATIONS/ALTERATONS**

Completed building permit application with all subs listed.

2 sets of signed & sealed construction plan to include Architectural, Structural, Electrical, Mechanical, & Plumbing as applicable.

2 sets of energy calculations signed by prepare and owner/ agent if additional condition space or equipment is proposed.

All exterior renovations/ alterations must include elevation views, with detials

Depending on scope of work, refer to outlines for commercial/ residential new construction

Please contact 407-665-7356 regarding impact fees through Seminole County

Please contact 407-260-2336 regarding impact fees for City of Longwood



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## **PERMANENT SIGN PERMITS**

- Completed Sign Permit Application.
- Proof of ownership/Letter of Authorization (notarized) from property owner.
- 2 copies of property survey with sign location noted.
- 2 copies of signed/sealed plans including design parameters, sign illustration with square footage, colors, and materials noted.

## **TEMPORARY SIGN PERMITS**

- In the City of Longwood temporary sign permits can be issued for 30 days up and 90 days down before you can reapply.
- Completed Sign Permit Application.
- 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.

## **TENT PERMITS**

- Less than 200 sq. ft. does not require a permit
- Completed building permit application
- Letter of authorization, notarized, from property owner.
- 2 copies of the property survey indicating the placement of the tent, location of fire extinguishers, and layout
- 2 copies of the flame-retardant certificate.

## **DRIVEWAY, SIDE WALK**

- Completed Building Permit Application
- Homeowners Association Approval if applicable.
- 2 copies of survey showing location of work, with dimensions.
- Completed Impervious Surface calculation form
- Any work proposed in the ROW, must have an approved ROW permit issued through Public Works

## **RESTRIPE/ RESURFACE**

- Completed Site Permit Application
- 2 copies of site survey

**NOTE:** For specific requirements, refer to our information package Requirements for a Restriping/ Resurface Permit



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## **SWIMMING POOLS**

- Completed Building Permit Application/  
With signed Residential Swimming Pool, Spa and Hot Tub Safety Act Form
- Homeowners Association Approval if Applicable
- 2 copies of survey indicating placement of pool, and equipment location
- Completed Impervious Surface calculation form
- 2 copies of signed/sealed plans including engineering, plumbing and electrical
- 2 copies of equipment information/ listings

## **FIRE ALARM SYSTEMS**

- Completed Fire Alarm Permit Application
- 2 sets of floor plans/ layout of system
- 2 sets of signed & sealed plans for any new, altered, or additions to system with a value of \$5,000 or more
- 2 copies of Battery Calculations
- 2 copies of device, panel information

## **FIRE SPRINKLER AND SUPPRESSION SYSTEMS**

- Completed Fire Suppression Permit Application
- 2 sets of floor plans/ layout of system
- 2 sets of signed & sealed plans for any new, altered, or additions to system which contains 50 or more heads
- 2 copies of flow/ hydro calculations

## **MOST COMMON JOBS REQUIRING PERMITS**

Below is a list of common required permits, this list is not all inclusive, and it is recommended to reach out to the City of Longwood Building, Planning and Public Works Departments to verify specific requirements.

New Commercial Construction	Commercial Gas	New Residential Construction
Sales Trailer	Commercial Demolition	Residential Low Voltage
Construction Trailer	Commercial Alteration/Addition	Residential Electric
Commercial low Voltage	Commercial Swimming Pool	Residential Plumbing
Commercial electric	Commercial Fence	Residential Roof
Commercial Plumbing	Commercial Miscellaneous	Residential Mechanical
Commercial Roof	Permanent Sign	Residential Gas
Commercial Mechanical	Temporary Sign	Residential Alteration/Addition
Commercial Fire alarm	Tent	Residential Swimming pool
Commercial Fire Suppression	Change of Use/Occupancy	Residential Pool Screen
Commercial Fire Sprinkler	Solar	Residential Screen Room
Commercial Parking Lot Restripe	Resurfacing/ restriping parking lots	Residential Demolition
	Commercial Exterior Painting	Residential Misc.
	Tree Removal	Decks
	Right of Way	



Historic  
LONGWOOD  
Florida

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Building Division Information