

## CITY OF ALTAMONTE SPRINGS BUILDING PERMIT APPLICATION CHECKLIST

- BUILDING PERMIT APPLICATION FORM - Complete and Signed
- CONTRACTOR INFORMATION – The following must be submitted to the Building and Fire Safety Department by contractors:
  - Proof of Workers Compensation
  - Copy of Current State License and Seminole County License if a Registered Contractor
  - Business Tax Receipt
  - Copy of Contract, Work Order or Estimate
- OWNER/BUILDER DECLARATION – An owner/builder declaration must be signed when a property owner acts as their own contractor.
- NOTICE OF SPECIAL INTERCEPTOR FORM and GREASE INTERCEPTOR SIZING WORKSHEET – Must be completed by the applicants authorized agent and approved by the City Engineer for all projects that are associated with food preparation and produce liquid waste containing grease. The forms for reporting and sizing the interceptor are available in the [Public Works Engineering Standard Detail](#) section. **The form and worksheet must be completed and submitted for review with the applicant's first building plan submittal.**
- CONSTRUCTION PLANS – Three sets of plans signed and sealed by a Florida Design Professional (maximum size 30" x 42") in compliance with the Florida Building Code and including the following if applicable:
  - Energy Calculations
  - Structural Details Designed to Applicable Wind Load and Category
  - Mechanical, Electrical, Gas and Plumbing Design
  - Fire Sprinkler Design Criteria
- PLOT PLAN OR SURVEY - For all projects involving changes to the site, three full site plans/surveys showing:
  - Property Lines with Lot Dimensions
  - Easements
  - Setbacks from all improvements to the property lines
  - Total Building Area, both Current and Proposed
  - Lot coverage calculations for single family and duplex
  - Location and Size of Mechanical Equipment Pads, Pool Equipment, etc.
  - Location and Size of Porches, Patios, Steps, Driveways, Sidewalks, etc.
  - Location and Size of Existing Trees
  - For detached garages and guest houses, provide height of primary residence
- DRAINAGE PLAN – For all projects involving the addition of impervious area or affecting lot drainage, three full drainage plans indicating:
  - Existing Lot Drainage Patterns
  - Proposed Lot Drainage Patterns
  - Proposed Finished Floor Elevation
- HOMEOWNER ASSOCIATION or CONDOMINIUM ASSOCIATION APPROVAL LETTER
- A PLAN REVIEW FEE FOR ALL PROJECTS INVOLVING 50,000 SQUARE FOOT OR GREATER – See BFSD staff for a fee schedule.
- ALL MECHANICAL, ELECTRICAL, PLUMBING, FIRE ALARMS, FIRE SPRINKLERS, POOLS, SPAS, FENCES, WALLS, SHEDS, SCREEN ENCLOSURES, SIGNS AND DETACHED STRUCTURES REQUIRE SEPARATE PERMITS.

**CITY OF ALTAMONTE SPRINGS**  
**Building Permit Application**  
(407) 571-8433

Project Name: \_\_\_\_\_

Project Address: \_\_\_\_\_

Parcel # / Legal Description: \_\_\_\_\_

Owner Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Address: \_\_\_\_\_

Title Holder Name: \_\_\_\_\_

Address: \_\_\_\_\_

Mortgage Lender Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contractor Name: \_\_\_\_\_

Address: \_\_\_\_\_

License #: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Project Contact Email Address: \_\_\_\_\_

Architectural / Engineering Firm Name: \_\_\_\_\_

Contact: \_\_\_\_\_ Phone: \_\_\_\_\_

Primary Project Contact Email Address: \_\_\_\_\_

**Current Use:**

- Apartment
- Assembly-Restaurant
- Assembly-Other
- Business/Office
- Condominium
- Mercantile/Retail
- 1-2 Family Dwelling
- Storage
- Other: \_\_\_\_\_

**Type of Work:**

- Addition
- Alteration
- Change of Use/Occupancy Type Yes \_\_\_\_\_ No \_\_\_\_\_ Proposed Use: \_\_\_\_\_
- Dumpster Enclosure/Pad
- Fence (include height on survey)
- Foundation Only
- New 1-2 Family Dwelling
- New Commercial
- Shed/Accessory Structure
- Swimming Pool
- Other: \_\_\_\_\_

Description of Work (must include height, dimensions, type, location, etc. as applicable) \_\_\_\_\_  
\_\_\_\_\_

Valuation of Work Per Contract or Fair Market Value: \$ \_\_\_\_\_

Square Footage of Work Under Roof: \_\_\_\_\_

**If Food Service Use:**

1. Does the food service facility include reusable dishes, glasses or utensils? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes – in addition to the building plans submitted for review, a scaled architectural floor plan showing the layout of food service seating area, kitchen area, bars and food service stations must be provided

2. Is outdoor seating provided? Yes \_\_\_\_\_ No \_\_\_\_\_

If yes – please specify the type of outdoor seating proposed:

Structurally covered (awning, covered patio, etc.) \_\_\_\_\_

Umbrella covered \_\_\_\_\_

Open air \_\_\_\_\_

Provide a scaled architectural floor plan or site plan depicting the outdoor seating area.

## CONTRACTOR AND OWNER/TENANT

*Please read and sign below.*

Application is hereby made to obtain a permit to do work and installations as indicated. I certify that not work or installation has commenced prior to the issuance of a permit and that all work will be performed to meet the standards of all laws regulating construction in this jurisdiction. I understand that a separate permit must be secured for all ELECTRICAL WORK, FIRE PROTECTION, PLUMBING, SIGNS, WELLS, POOLS, FURNACES, BOILERS, HEATERS, TANKS, AND AIR CONDITIONERS, etc.

(State law requires construction to be done by licensed contractors. Exemptions to that law may apply. Refer to Homeowner/ Contractor Disclosure Statement).

Additional permits may be required from other governmental entities such as Water Management Districts, State Agencies or Federal Agencies as required by State and Federal law.

OWNERS AFFIDAVIT: I certify that all the foregoing information is accurate and that all work will be done in compliance with all applicable laws regulating construction and zoning.

WARNING TO OWNER: YOUR FAILURE TO RECORD A *NOTICE OF COMMENCEMENT* MAY RESULT IN YOUR PAYING TWICE FOR IMPROVEMENTS TO YOUR PROPERTY. A NOTICE OF COMMENCEMENT MUST BE RECORDED AND POSTED ON THE JOB SITE BEFORE THE FIRST INSPECTION.

IF YOU INTEND TO OBTAIN FINANCING, CONSULT WITH YOUR LENDER OR AN ATTORNEY BEFORE RECORDING YOUR *NOTICE OF COMMENCEMENT*.

*For non-mechanical work, a copy of the recorded Notice of Commencement is required to be submitted to the Building Department for jobs over \$2500 prior to first inspection. For mechanical work, a copy of the recorded Notice of Commencement is required to be submitted to the Building Department for jobs over \$7500 prior to first inspection.*

**UNDER PENALTY OF PERJURY, I DECLARE THAT ALL OF THE INFORMATION CONTAINED IN THIS BUILDING APPLICATION IS TRUE AND CORRECT:**

Owner/Tenant Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Owner/Tenant Printed Name: \_\_\_\_\_

Contractor/Agent Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Contractor/Agent Printed Name: \_\_\_\_\_

*A notarized Power of Attorney must be submitted if anyone other than license holder is to pick up permit.*