



***Building & Fire Prevention Division
SLAB PERMIT GUIDELINES***

All permit application packages must be complete prior to acceptance. You must check each box to the left or indicate n/a on this submittal. A complete application package shall include the following:

- Building Permit Application completed, signed and notarized. Application must include correct address and complete parcel I.D. number.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value of the project.
- Copy of applicable contractor's license issued by the State of Florida (if contractor is applicant).
- A site specific notarized power of attorney shall be required from the licensed contractor if he/she appoints an employee of his/her company to sign the permit application as the contractor.
- Certificate of insurance indicating worker's compensation insurance coverage and naming the City of Sanford as certificate holder, or a copy of a worker's compensation exemption issued by the State of Florida (must be submitted with each application if contractor is the applicant).
- Completed and signed Owner Builder Statement / Affidavit (if owner is applicant).
- Two (2) site plans indicating proposed location and distances to property line(s).

**** For slabs under non-engineered structures, such as a shed 120 square feet or less in size, a separate Slab Permit is required in addition to the Shed Permit.**

**** For slabs under engineered structures, such as a screen enclosure, room or building, the slab can be incorporated into the Building design and a separate Slab Permit is not required.**

These guidelines were compiled to assist the applicant in preparing a slab permit application and may not be complete. The applicant is required to meet all City of Sanford, state, and federal code requirements.