



## **SHED / GAZEBO / PERGOLA 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).
- Owner Builder Statement / Affidavit (if owner is applicant).
- Two (2) site plans indicating proposed location and distances to property line(s).
- Shed 10' x 12' or less:
  - Signed and notarized Shed Affidavit
- Gazebo/Pergola 10' x 12' or less:
  - Two (2) copies of Construction plans (legibly hand-drawn or drafted) indicating in detail how the structure will be built. All framing members and sizes as well as framing connectors must be specified.
  - Foundation detail – how will gazebo be secured to the foundation
- Shed, Gazebo or Pergola greater than 10' x 12':
  - Two (2) sets signed and sealed engineered drawings. Wind design data required on drawings per FBC 1603.1.4 to meet 129 mph ultimate design wind speed for risk category I buildings.
  - Completed and signed Statewide Product Approval Specification Form.
  - Two (2) copies of manufacturer's installation instructions.
  - Florida State Department of Community Affairs Approved Building.

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