



***Building & Fire Prevention Division
RESIDENTIAL (NEW CONSTRUCTION)
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:

APPLICATION AND SUBMITTAL REQUIREMENTS

- Building Permit Application completed, signed and notarized.
- Copy of a contract, signed by the contractor and the property owner, indicating the documented construction value
- Application must include correct address and complete parcel I.D. number.
- Contractor information is required to be included on the permit application (if contractor is applicant).
- Applicant must include the name of the designated plan review contact person, their phone number and either a fax number or email address on the Building Permit Application form.
- Copy of the 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).
(Must be signed in person at the Building Department)
- Approval letter from sanitary sewer provider (if other than the City of Sanford).
- Copy of the onsite sewage disposal system construction permit issued by Seminole County Health Department (if applicable).
- Seminole County Impact Fee Statement (multi-family only).
- Two (2) sets signed and sealed building construction plans.
- Two (2) signed and sealed site / plot plans.
- Two (2) sets signed and sealed floor and roof truss engineering.
- Two (2) copies of completed and signed Sanford Product Approval Specification Form.
(can be found on our website www.sanfordfl.gov under "Building Permits", then "Forms")
When listing products, please provide only the exact products that will be installed. Generic packages will not be accepted.
- Two (2) copies of the manufacturer's installation instructions for the following products: windows, doors, roofing materials, engineered lumber products, glass blocks, soffit materials and siding.
- Two (2) copies of completed energy calculations. Energy calculations and EPL card must be filled out and signed by all required parties and indicate City of Sanford as the Jurisdiction.
- Two (2) copies of equipment sizing calculations.
- Two (2) copies Plumbing drain, waste and vent riser diagram

**** Please see the following pages for construction document submittal guidelines ****

THE CONSTRUCTION DOCUMENTS MUST INCLUDE, AT A MINIMUM, THE FOLLOWING:

SITE PLAN / PLOT PLAN

- Lot number
- Address / Legal Description
- Setback lines from principle structure and any accessory structures to property boundary (minimum of eight; two on each side)
- Primary building setback lines/envelope
- Location of any fencing that is currently installed on the property, as applicable.
- A/C unit locations with setback from property line
- Gas tank or appliance location with setback from property line and distance from house. Specify size and whether in-ground or above ground.
- Driveway location with dimensions. Please indicate if existing or proposed.
- Survey type
- Existing easements: drainage, utility, etc.
- Building separations, if applicable
- Location of septic systems
- Flood zone reflecting current FEMA map revision date
- Lot grading type (A,B,C, etc.)
- Elevations showing crown of the adjacent street or right-of-way upon which the structure fronts (for type A and B lots)
- Lot corner elevations and break point elevations
- Drainage swales (if applicable) with profile view
- Proposed finished floor elevation

BUILDING PLAN

- Construction documents shall indicate code edition being applied
- Construction type
- Plans to minimum 1/4 " scale**
- Designer information: name, address, registration #, seal and signature on all signed/sealed pages
- Page size minimum 22" x 34"
- All pages numbered and labeled
- Wind design data required on drawings per FBC 1603.1.4 to meet 139 mph ultimate design wind speed for risk category II buildings (residential)
 - Ultimate design wind speed (Vult)
 - Nominal design wind speed (Vasd)
 - Risk category
 - Exposure category
 - Enclosure classification
 - Internal pressure coefficient
 - Component and cladding design wind pressures in terms of psf
 - Structural Calculations, if necessary
- For additions, alterations and renovations - please indicate the portions of the home that are existing and proposed, as applicable. This includes any structural/non-structural elements, electric, mechanical, plumbing, concrete slabs, and any other relevant details.

FLOOR PLAN

- Building area tabulation
- Room size
- Corridors
- Stair location/guardrails
- Safety glass locations
- Egress door and emergency escape windows sizes and location
- Stairs construction requirements
- Special column/post anchorage
- Interior load bearing wall locations
- Shear walls
- Down cells
- Lintel schedule
- Attic access location and size
- Accessibility restroom (door) location
- Fire resistant assemblies
- Identify options to be used

FOUNDATION / SLAB

- Filled cells with reinforcement locations
- Footer denotation/details
- Footers minimum 12" below grade
- Interior bearing walls/pads
- Porch pads/footers
- Brick ledge detail
- Slab thickness/steel/fiber mesh
- Vapor barrier/termite treatment type
- Reinforcing steel over lap
- Relieving arch steel at pipe penetrations
- All wood minimum 6" above grade
- Crawl space ventilation
- Termite shields
- Stem wall foundation may be required for setbacks less than 10 feet, as deemed necessary by Planning & Zoning. To verify if this is required, please contact the Planning & Zoning Division.

ELECTRICAL

- Service riser diagram
- Electrical load calculations
- Bonding/Grounding to foundation steel
- Service location
- Panel locations
- Receptacle lay out
- GFCI protection
- AFCI protection
- Tamper resistant outlets
- Ceiling fans
- Outdoor receptacles
- Disconnecting means
- Switches/lights
- Smoke/CO alarm locations hard wired, interconnected and battery backup

ELEVATION (front, rear and side views)

- Attic ventilation
- Roof pitch
- Roofing material
- Exterior finish/stucco thickness
- Height/bearing elevations
- Window and door opening locations
- Chimney location/height

MECHANICAL

- Equipment location
 - Anchorage for condenser, engineered to meet wind loads
 - Protection in garage locations
 - Clearances at equipment
 - Structural detail for air handler in attic
- Room ventilation
 - Duct layout (usually in energy calculations)
 - R-value of ducts
 - CFM's
 - Balanced return/ducted, transfer ducts or grilles
- Exhaust
 - Bath exhausts size and termination
 - Dryer exhaust discharge/make up air
- Energy calculations with equipment sizing calculations
- Skylights

PLUMBING

- Plumbing waste riser diagram
- Water heater location
- Fixture location

FUEL GAS

- BTUs each outlet and total BTUs
- Pipe type and total length
- LP regulator and model type
- Combustion air vents
- Location of equipment
- Venting
- Gas Type
- Gas Pressure
- Gas piping riser

ROOF TRUSS LAY OUT

- Truss I. D. #s
 - Layout, required on plans and a copy included with truss package
 - Signed/Sealed truss engineering package
- Strapping/fasteners/truss tie-downs

DETAIL SHEETS OR NOTES

- Footings
- Beam to wall and/or post attachments
- Post/column and beam construction
- Interior bearing walls

- Stairs section
- Chimney construction
- Dormer construction
- Floor framing
- Entry construction
- Arched windows
- Bay windows
- Frame to block connections
- Knee wall construction
- Sky light framing
- Top plate splicing requirements
- Steel requirements (footer, lintel, vertical pour)
 - Grade
 - Over lap
- Veneer
- Shear wall locations and construction
 - Connectors
 - Fasteners
- Roof sheathing & diaphragms
 - Fasteners
 - Blocking
- Wall and gable sheathing fastening
- Gable end, frame and block, vaulted and flat
- Conventionally framed roof members
- Glass block
- Header schedule, including strapping/anchorage and frame supports (bearing walls)
- Bearing/non-bearing wall detail
- Typical wall section detail, one and two story, block and frame, for all scenarios
 - Connectors
 - Anchorage bolts
 - Materials and assembly
- Garage and swing door buck fastening
- Ceiling diaphragms
 - Blocking
- Any conventional framing

MANUFACTURER'S PRODUCT INSTALLATION INSTRUCTIONS

****Must be site/lot specific. Generic Packages not accepted ****

- Roofing installation instructions & compliance with ASTM standards
- Window and mullion installation instructions
- Garage door, sliding glass door and swing door installation instructions
- Siding installation instructions
- Soffit installation instructions
- Glass block installation instructions

PRODUCT APPROVAL

- Completed Sanford Product Approval specification sheet
- Florida Product Approval can be located at www.floridabuilding.org.
- Product Approval must be approved under the current code edition
 - FS 553.842, FAC 61G20-3

Product Approval and manufacturer installation instructions must be specific for the home being built. Generic packages including multiple items that are not part of the specific project will not be accepted.

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

